INTERNATIONAL NETWORK GUIDELINES
2017

GLOBAL UNIVERSITY

GLOBAL UNIVERSITY

doing business as

ICI University

Global University was formed as a result of the merger of ICI University and Berean University. ICI University was formerly known as International Correspondence Institute (ICI). Global University has four schools: (1) Graduate School of Theology, (2) Undergraduate School of Bible and Theology, (3) Berean School of the Bible, and (4) School for Evangelism and Discipleship. It is of utmost significance that this institution be known as Global University. However, in countries outside the United States, Global University is authorized to do business as (DBA) ICI, IIC (Latin America), or ICI University.

Global University

Springfield, Missouri, USA

PN 25.18

A Word from the President . . .

"Impacting eternity: winning the lost and training the found—everywhere!" This is the vision of Global University (GU), and this vision will come to fruition only as people all over the world work together. You are a vital part of that work, and I want to thank you for joining us.

Since GU has offices and personnel stationed all over the world, coordinating the processes of the institution can be complex. This manual is designed as a reference tool to help you understand and run the field operations of the university as smoothly as possible. Please note that this manual does not contain a comprehensive listing of all GU-related information. We have tried to provide the information most relevant to your ministry with Global University.

No doubt there will still be questions that arise, and when they do, please contact us. We look forward to assisting you in any way we can.

Due to the flexible nature of GU as a dynamic evangelism, discipleship, and training institution, from time to time, change inevitably has to be incorporated into our structure and operations. When such change requires updating the information in this manual, you will be notified through articles in the monthly *Mission and Ministry* publication produced by the International Network Training Office.

Should a situation arise in which you see a need for policy or operational changes as they are stated in this manual, please contact the International Network Training Office at the Global University International Office in Springfield, Missouri, USA.

Our International Office staff members pray for you and the success of your office and ministry. May God bless you as we serve Him together!

Laboring together with Him,

Gary L. Seevers Jr., PhD

President

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Foreword

The population of the world is increasing at an unprecedented rate. We are experiencing an explosive increase in knowledge, and people are eager to learn. Global University has responded to this need by developing its own instructional tools in print, audio, video, CD, DVD, Internet, and other electronic delivery formats that take the school to the student.

By utilizing the tools of contemporary educational technology, Global University is expanding the resources of the church. Global University's courses are applicable for distance learning instruction, school classrooms, study group learning, and individual study.

Qualified writers from many nations write and develop the course materials that are then distributed around the world in many languages. This contributes to fulfilling Global University's vision: "Impacting eternity: winning the lost and training the found—everywhere!"

Introduction

History

Global University has a distinguished heritage spanning more than five decades. Its rich history is a blending of the achievements of two distance learning universities. This dual foundation of experience adds academic strength to the entity created by the merger of International Correspondence Institute (ICI) and Berean universities.

Berean

Groundwork for the Assemblies of God Fellowship's distance learning program was laid at the 1941 session of the General Council. The Council appointed J. Narver Gortner to head a committee that would prepare a reading course for a three-year ministerial preparation program. Leaders of the Fellowship encouraged ministerial candidates to take advantage of this opportunity to prepare for full-time ministry.

Students unable to attend a residential Bible school could now study at home, preparing mentally and spiritually for preaching the gospel. District councils participated by giving examinations based on the books in the recommended courses.

The ministerial studies program went a step further in 1948 when Frank M. Boyd officially established the General Council Correspondence School. By 1958, the school's curriculum consisted of eleven courses, and its name was changed to Berean School of the Bible. In 1967, the Fellowship's Board of Education suggested that the ministerial training program be officially assigned to the Berean School of the Bible.

International Correspondence Institute

That same year (1967) saw the launching of a second distance learning school: a missions organization designed to provide evangelism courses, discipleship courses, and undergraduate courses to students around the world. The International Correspondence Institute was founded under the auspices of the Assemblies of God Division of Foreign Missions. George M. Flattery, who had made the proposal to establish the school, was appointed president.

During its first five years, the ministries of ICI operated out of a small office in Springfield, Missouri. To meet an expanding international constituency, ICI moved to Brussels, Belgium, in 1972. When the rented facilities became too small for the institution, a five-story building was constructed in Rhode-Saint-Genèse, Belgium. This facility housed the ICI International Headquarters from 1975 until 1991.

Berean

Back in the United States, the Fellowship faced a growing need for stateside distance learning. As a result, in August 1969, the Assemblies of God Board of Education recommended that three levels of study be provided for those preparing for ministry. Berean School of the Bible expanded its basic course studies for those preparing to become exhorters (now called certified ministers), licensed ministers, and ordained ministers.

In March 1973, a unified ministerial training program of seventeen courses was approved as one phase of Berean's continued efforts to serve the Fellowship's stateside needs for distance learning in the Bible and Bible-related areas. Between 1973 and 1995, course requirements for the Ministerial Studies Diploma increased by intervals to what they are today—twenty-seven courses.

Berean School of the Bible became Berean College in 1985 when college-level curriculum was incorporated into the program. When graduate programs were added in 1995, the school was renamed

again to become Berean University. However, Berean School of the Bible has always been retained as the name of the school that has oversight of the adult continuing education ministerial training programs.

International Correspondence Institute

In 1993, two years after the transition of the ICI International Office from Brussels, Belgium, to Irving, Texas, several factors created the need for a name change: (a) its growth, (b) its varied structure of schools and groups, (c) the addition of a School of Graduate Studies, and (d) the need for an all-inclusive name recognizable to other educational and governmental institutions around the world. Thus, International Correspondence Institute became ICI University. Yet through the move and the name change, the school's mission remained the same—evangelism, discipleship, and training.

Global University

The Fellowship's leaders had anticipated a merger of the two institutions (Berean and ICI) for several years. The advent of electronic delivery of learning materials and instruction via the Internet eliminated all geographical barriers, accelerating the need to unite the two into one. In consultation with the Foreign Missions Board (now known as World Missions), Thomas Trask (General Superintendent at that time) agreed to initiate the merger.

The move toward a unified operation came at an opportune moment. Both universities were on the brink of significant advances in electronic delivery via the Internet and other advanced technologies. Rather than duplicating costly delivery systems, the united university has resulted in better stewardship of both technology and human resources.

Global University continues to write new chapters of history as it fulfills its commitment of "impacting eternity: winning the lost and training the found—everywhere!"

Accreditation, Memberships, and Incorporation

Global University is accredited by The Higher Learning Commission (HLC) in Chicago, IL. The HLC is listed by the US Office of Education as a nationally recognized accrediting agency. HLC is a member of the Commission on Higher Education Accreditation (CHEA).

Global University is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Asia/Pacific Theological Association (APTA), and the Africa Pentecostal Theological Education Association (APTEA).

The Global University ministry in each region, country, extension office, or study group should have a good foundation and an effective structure. Foundational and structural matters include coordinator and representative agreements and incorporation or registration.

Global University is incorporated in the State of Missouri as a nonprofit educational institution. As a school, Global University charges academic fees. The university produces study and evaluation materials that are sold within the country where they are used. Frequently, this activity makes it necessary for Global University to be legally registered. In some countries, this registration must be approved by a government agency.

Mission of Global University

Global University is a Christian university in the Pentecostal tradition that:

- Integrates education and service through a worldwide network for student support.
- Provides access to ministerial training from adult continuing education to the doctoral level.
- Produces curricular materials in multiple languages.
- Serves the local church and Christian community through evangelism, discipleship, and leadership training through nonresidential distributed learning methods.

Doctrinal Statement

The doctrinal position of Global University is expressed in the following statement of faith:

We believe:

- The Bible is the inspired and only infallible and authoritative written Word of God (2 Timothy 3:16).
- There is one God, eternally existent in three persons: God the Father, God the Son, God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (John 1:1).
- In the blessed hope—the rapture of the church at Christ's coming (Titus 2:13).
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).
- Regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5).
- In water baptism by immersion (Matthew 28:19).
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16–25).
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Revelation 20:15).

Chapter 1—Global Tools

Tools of Global University

Instructional materials produced by Global University can properly be called *tools*. These include more than 250 courses on six levels of study:

School for Evangelism and Discipleship	Help children grow in Christ; present the gospel to unbelievers; help new believers grow in their walk with Christ; teach believers how to serve in their churches (certificate level) and communities (diploma level)
Berean School of the Bible	Ministry and leadership training at the certificate and diploma levels
Undergraduate School of Bible and Theology	Studies leading to a bachelor of arts (BA) degree
Graduate School of Theology MA	Studies leading to a master of arts (MA) degree
Graduate School of Theology MDiv	Studies leading to a master of divinity (MDiv) degree
Graduate School of Theology DMin	Studies leading to a doctor of ministry (DMin) degree

These materials are written and designed by educators from around the world, enabling the materials to become useful tools in many cultures. Once written, they are produced for distribution in various forms, including printed materials, audio and video media, CD, and Internet delivery.

Audio courses are being widely used to help both readers and nonreaders study God's Word. More than half the world's population cannot read or write. In some countries, as many as 90 percent of the population are functionally illiterate. A number of Global University's evangelism and discipleship courses exist in audio versions.

Scripture memorization is an important activity for every Christian, but it is essential for the nonliterate Christian. Video courses are extremely effective in group evangelism and teaching situations. All six lessons of *The Great Questions of Life* course are available on MP3 and/or DVD in English and in more than thirty other languages. Many of the audio and video courses have been adapted for radio and television broadcasts.

The Global University Network

Once these instructional tools are developed and ready for use, they are distributed to 156 countries around the world through the Global University (GU) network. This network includes eighteen Regional Offices in Europe, Africa, Eurasia, South Asia, Asia Pacific, Pacific Oceana, the Americas, and the Caribbean.

Regional Offices oversee the activities of more than 212 Network Offices. In turn, Network Offices and Graduate Studies Group Offices direct the activities of Global University study groups and individual students. Extension study groups are satellite administrative offices located in areas difficult to service from the Network Office. Study groups are enrolled and serviced by local churches.

Network Representatives are able to purchase courses in English, French, and Spanish from Global University's International Office. Network Representatives are then responsible for translating materials into other languages as needed. Some GU materials have been translated into more than 130 languages.

The work of Global University is constantly expanding. One reason is that much of the GU course materials are distributed by postal mail and by the Internet. Although there are places GU personnel cannot go, the mail can and does. Thousands of students in remote places are studying God's Word with Global University. Their studies are enabling them to establish and strengthen churches where they live.

Global University works closely with local churches in evangelism and teaching through the Discipleship Training Study Group concept. In addition to enrolling and servicing students, the local church often provides a place where students can study GU materials. Some churches open Discipleship Training Study Groups in prisons, factories, and schools. Through a system of educational agreements, 165 Bible schools are currently using GU materials as part of their curriculum. The type of agreement used will determine who offers the credit. The school may offer credit, sometimes jointly with Global University, or at other times strictly by Global University.

Global University also works with a number of other ministries, providing follow-up materials for radio and television ministries and evangelistic endeavors.

Academic Terms Used by Global University

The following are important academic terms used by Global University. They should be clearly understood during the study of this manual.

academic fees	Academic fees are the amounts charged to a Network Representative for academic services performed for the students enrolled through his or her office. This includes tuition. Payments are made to GU's finance office.
active student	In the Evangelism, Children's Bible Curriculum, Christian Life Series, and Christian Service Series, an active student is one who has enrolled in a course and has given some indication in the last 12 months that he or she intends to continue studying. In the Berean School of the Bible and at the degree level, an active student is one who has enrolled in at least one course in the last 18 months.
certification	This term refers to the affirmation by Global University that a student has satisfactorily completed the requirements for a certificate or degree. There are different requirements for each certification.
certificate, diploma, degree	These terms are not synonymous. Each refers to the recognition given for the completion of different academic programs.

Certificates

A certificate can be awarded for the completion of a single course in the Evangelism, Children's Bible Curriculum, or Christian Service Series or for a series of courses in the Christian Life Series and Christian Service Series.

Berean School of the Bible awards a certificate (upon the student's request) at the completion of each level of study (evels one, two, and three) in the Ministerial Studies Diploma program.

Five certificates at the undergraduate level are awarded for completion of a specific set of GU college-level courses. (Transfer credit cannot be applied for these certificates.)

The Graduate School of Theology offers four Graduate Studies certificate options on completion of a specific set of GU graduate-level courses.

Diplomas

Students who complete the entire Christian Services Series with the School for Evangelism and Discipleship will be issued a diploma.

Diplomas are awarded for completion of the following programs on the Berean School of the Bible nondegree level: Ministerial Studies, Ministerial Studies with Leadership Honors, Bible and Doctrine, Church Ministries, and Royal Rangers Organizational Leaders. (Note: The last two BSB diploma programs are available only to students who are dually enrolled through the appropriate USA organization.)

The undergraduate school offers two diploma programs that can be completed in a 2- or 3-year period: the Diploma in Bible and Theology and the Diploma in Ministry.

Degrees

Degrees are awarded at the undergraduate level and include bachelor of arts (BA) and associate of arts (AA).

Degrees offered by the Graduate School of Bible and Theology include doctor of ministry (DMin), master of divinity (MDiv), and master of arts (MA).

collateral reading assignment	Most Global University undergraduate courses have a collateral reading assignment (CRA). A CRA requires the student to read an outside book related to the course and write a number of essays in response to specific questions based on one or more of the broad course goals. This assignment raises the value of a course from two to three credits.
collateral writing assignment	Some courses have a collateral writing assignment (CWA) instead of a collateral reading assignment due to the rigor of the course. A CWA requires the student to write a number of essays in response to specific questions based on course content and one or more of the broad course goals.
continuing education units	Berean nondegree programs of study are evaluated according to continuing education units (CEUs), a recognized standard in the United States used by the education community to measure participation in learning activities. The units *cannot* be equated with college credits.
course, subject	These terms are used synonymously to refer to an area of study defined, delineated, named, and numbered. For example, BIB1043 *The Gospel of John* is a three-credit college course or subject.
credit, credit hour	Global University uses these terms synonymously. In a residential school, one credit hour is equivalent to 1 hour of classroom instruction, including examinations, once a week for 16 weeks. For each hour of classroom instruction, the student is expected to spend 1 to 2 hours in additional study. Hence, in the context of the GU undergraduate independent-study program, a credit is equivalent to 32 to 48 clock hours of time the student spends in study. The time spent by individual students will vary. However, the actual time spent by most students is expected to be within the range given above. For each hour of classroom instruction, a graduate student is expected to spend 2 to 3 hours per credit in study. Thus, in the context of the GU graduate independent-study program, the equivalent is approximately 48 to 64 clock hours of time for each credit.

decision   The term *decision*, rather than *conversion*, is used because it is better understood in some cultural situations. A Network Representative is expected to establish appropriate criteria to judge when a valid decision or conversion has been reached. The representative will want to look for a meaningful written indication of spiritual response. Responses judged to be genuine are then tabulated and reported on the Quarterly Report.

enrollment   A student is enrolled in a School for Evangelism and Discipleship course when the appropriate student information and course information is received by the SED International Office of GU. With Network Offices and study groups, anyone who completes and returns Lesson 1 of any Evangelism course is considered to be enrolled. In the Christian Life and Christian Service Series, enrollment with a Network Office or study group is the submission of all student course requirements, including fees (when applicable). The latter procedure constitutes enrollment and simultaneous completion.

A student is enrolled in a Berean School of the Bible course when the appropriate student and course information is received by the BSB office.

A student is enrolled in a college course when the Subject Enrollment Form (SEF), signed by the Regional Coordinator or Network Representative, is received in the International Office.

A student is enrolled in a graduate-level course when the Graduate Subject Enrollment Form (GSEF), signed by the Graduate Studies Group Director, is received at the International Office and the student has been assigned an approved mentor.

examination supervisor   An examination supervisor is one who has been approved by the Network Representative or Graduate Studies Group Director to administer a Global University final (or other supervised) examination according to the established procedures. The approved examination supervisor performs the functions of one who may sometimes be called an *examination proctor* or *invigilator*. (Berean School of the Bible exams are not proctored; they are taken on an honor system.)

final exam   This term is used for a comprehensive examination taken for individual courses in the School for Evangelism and Discipleship, Berean School of the Bible, undergraduate, and graduate programs.

inactive student   A student who is studying at the degree level and who has had no course enrollments within a period of eighteen months is considered inactive. The inactive student must apply for reactivation and pay a reactivation fee before enrolling in additional courses.

Independent-Study Textbook   An Independent-Study Textbook (IST) is a textbook written specifically for Global University. The core studies for a course are contained in the IST. Essentially, the teacher is in the book.

Instructional Facilitator's Manual   Each of the ministerial studies courses through Berean School of the Bible will have an Instructional Facilitator's Manual (IFM). As of this printing, more than half of the IFMs are available. These manuals provide lesson plans and teaching helps to facilitate review of each course's content in a group context.

Instructor's Guide	These books are published to complement some Study Guides in the Evangelism, Children's Bible Curriculum, Christian Life, and Christian Service Series. They are specifically designed to help local leaders faciliate courses in group study or classroom settings.
project	Every undergraduate course has a project. The project is a set of two to five essay questions addressing topics, concepts, and/or principles discussed in the course. The student answers the questions primarily based on the content of the course and on one or more of the broad course goals.
program, curriculum	The following GU *programs* offer a series of courses leading to certificates, diplomas, or degrees: Evangelism, Christian Life, Christian Service, Berean School of the Bible, Undergraduate Studies, and Graduate Studies. The term *curriculum* is used to denote a specific list of courses contributing toward a particular educational outcome. The satisfactory completion of all required courses is necessary for a particular certification.
service learning requirement	Since January 2008, a service learning requirement (SLR) has been a component of each Bible, theology, and ministry course at the BSB level and all undergraduate courses except the language courses and GSC1121 *Experiments in Physical Science*. Beginning January 2012, graduate courses require an SLR in addition to the practical application requirement of most written assignments. SLRs are being added to all new courses being processed or courses being updated. This serves a multiple function beginning with the aspect of applied learning in a local ministry context. It helps ensure a strong link between a student's educational program and local ministry and helps stretch students to participate in various aspects of ministry. While the SLR is a required component for BSB and undergraduate courses, it is graded as satisfactory or unsatisfactory. A course grade will be awarded only upon satisfactory completion of the SLR. Courses at the SED level do not have SLRs.
Study Guide	The Study Guide (SG) serves as a teacher, leading the student through the outside textbook. The SG amplifies the textbook information or gives different opinions.
unit	This term refers to a series of six courses in the Christian Life and Christian Service Series. Each of these curricula has three units of six courses. A group of lessons within a course may also be referred to as a unit.
unit progress evaluations	The unit progress evaluations (UPEs) are used to test student knowledge at specific points in Berean School of the Bible and undergraduate degree courses.
unit writing assignment	These are evaluation components used to assess the graduate student's research, writing, and reflection ability to apply methodology and skills academically and practically as they relate to material covered in the current and prior units of a graduate-level course.

Acronyms of Global University

AA	Academic Affairs
AAC	Academic Affairs Committee
AAGHE	Alliance for Assemblies of God Higher Education
AGAMA	Assemblies of God Asian Missions Association
AGUSM	Assemblies of God US Missions
AGSG	Associate Graduate Studies Group (authorized to operate outside the USA)
AGWM	Assemblies of God World Missions
AKA	Also known as
APTS	Asia Pacific Theological Seminary
AR	Admissions and Records
BA	Bachelor of arts
BIB	Bible studies
BNT	Bible New Testament studies
BOA	Board of Administration
BOT	Bible Old Testament studies
BSB	Berean School of the Bible
BSG	Berean Study Groups
BUS	Business studies
CAA	Cooperative Articulation Agreement
CBC	Children's Bible Curriculum
CEU	Continuing education units
CHEA	Council for Higher Education Accreditation (AG)
CIS	Commonwealth of Independent States
CL	Christian Life Series
CLEP	College Level Examination Program
COM	Communication studies
CRA	Collateral reading assignment (undergraduate level)
CS	Christian Service Series
CSC	Computer Science studies
CTAA	Credit Transfer Articulation Agreement
CWA	Collateral writing assignment (undergraduate level)
DA	Degree audit (undergraduate level; formerly called *program evaluation*)
DBA	Doing business as
DC	Distribution Center
DMin	Doctor of ministry
DTC	Discipleship Training Center (US)
ECM	Essential Course Materials (ECM)
EDU	Education studies
ENG	English studies
EV	Evangelism courses
FE	Final examination
FERPA	Family Educational Rights and Privacy Act
FGR	Final Grade Report
GA	Global Advancement
GED	Graduate Equivalence Diploma
GEN	General Education studies
GI	Global Initiative
GP	Grading Packet
GPA	Grade point average
GPH	Gospel Publishing House
GSG	Graduate Studies Group (authorized to operate outside the USA)
GSEF	Graduate Subject Enrollment Form
GST	Graduate School of Theology
GST-OC	Graduate School of Theology Oversight Committee
GU	Global University
HF	Humanities and Fine Arts studies
HIS	History studies
HLC	Higher Learning Commission
HSC	Health Science studies
HR	Human Resources
ICS	Intercultural Studies degree
IFM	Instructional Facilitators Manual
IG	Instructor's Guide
IGSG	International Graduate Studies Group
IM	International Ministries
ING	International Network Guidelines
INS	International Network Services
INT	International Network Training

IO	International Office (1211 South Glenstone Avenue, Springfield, Missouri, 65804, USA)
IST	Independent-Study Textbook
IT	Information Technology
LDR	Leadership studies
LFTL	Light for the Lost
LIT	Literature studies
LMS	Learning Management System
LS	Language Services
MA	Master of arts
MCBHE	Missouri Coordinating Board for Higher Education
MDiv	Master of divinity
MIN	Ministry/Ministries studies
MIS	Management Information Services
MIS	Missions studies
MTH	Mathematics studies
MUA	Materials Use Agreement (SED)
MUS	Music studies
NCA	North Central Association of Colleges and Schools
NCA-CIHE	North Central Association of Colleges and Schools—Commission on Institutions of Higher Education
NLRC	National Leadership and Resource Center
NM	Natural Sciences and Mathematics studies
NO	Network Office
NTSC	TV and video system in United States
OSV	Office of Standards Verification
PAL	TV and video system in England and much of the rest of Europe
PE	Program evaluation (BSB level)
PHL	Philosophy studies
POD	Print on demand

PSG	Postgraduate Study Group
PSY	Psychology studies
R&E	Research and Evaluation
REL	Religion studies
RES	Research studies
RO	Regional Office
RRM	Readings and Resource Materials (graduate level)
RTP	Rights-to-Print
SCC	Spanish Coordinating Committee
SCR	Student Course Record (graduate level)
SEF	Subject Enrollment Form (Berean and undergraduate levels)
SECAM	TV and video system in France, Russia, and some other countries
SED	School for Evangelism and Discipleship
SEF	Subject Enrollment Form (Berean and undergraduate levels)
SG	Study Guide
SIS	Student Information System
SLR	Service learning requirement
SOC	Sociology studies
SP	Student Packet (undergraduate level)
SPN	Spanish Studies
SR	Supplemental Readings (graduate level)
SRC	Student Record Card
ISS	International Student Services
TCF	Teacher Certification
THE	Theological studies
TOEFL	Test of English as a Foreign Language
UCS	University Customer Service
UMD	University Materials Development
UPE	Unit progress evaluation (unit test)
USSS	United States Student Services

Chapter 2—Organizational Structure

A Board of Trustees governs Global University. Members of the governing board are elected by the Executive Presbytery of the General Council of the Assemblies of God. The Global University Board of Administration, located at the International Office in Springfield, Missouri, oversees the day-to-day operations.

Global's worldwide operations are carried out by its Regional Coordinators and Network Representatives located in more than 156 countries. Regional Coordinators oversee the work of GU in specific regions of the world, working with the Network Representatives in their regions. The Network Representatives are responsible for GU operations in each country, working with Extension Center Directors and study group facilitators as well as with local churches and individual students within their respective countries.

GLOBAL UNIVERSITY BOARD OF TRUSTEES

The Board of Trustees is an active policy-making body with authority to ensure that the mission of Global University is fulfilled.

- L. John Bueno, Emeritus Member; Chair
- JoAnn Butrin, Director, International Ministries, Assemblies of God World Missions; Vice Chair
- Jerry Brooks, Assistant Superintendent, Wisconsin-Northern Michigan District; Pastor, Oak Creek Assembly of God, Oak Creek, WI
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- Ivan Satyavrata, Pastor, Park Street Assembly of God, Kolkata, India
- Gary L. Seevers Jr., President, Global University
- Edmound Teo, Senior Pastor, International Christian Assembly of God, North Point, Hong Kong
- Randy Valimont, Pastor, First Assembly of God, Griffin, GA
- George O. Wood, General Superintendent, US Assemblies of God

Executive Committee of the Board of Trustees

- Chair
- Vice Chair
- President of the University
- Executive Director of the Assemblies of God World Missions
- Secretary
- Up to four other members who reside in or near Greene County, Missouri

GLOBAL UNIVERSITY

Organizational Chart

BOARD OF TRUSTEES

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EXECUTIVE VICE PRESIDENT

PROVOST

DIRECTOR
Outreach to Sensitive Countries

VICE PRESIDENT
Advancement

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- **Appeals/Fundraising Events**
- **Alumni Association**
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- **Graphic Designer**
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- **Director** U.S. Study Groups

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- **IT Support Technician**
- **Programmer/Analyst**
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- **Interactive Graphic Designer**
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- **Accounts Payable** Finance
- **Accounts Receivable** Finance
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- **Manager** Inventory Production
- **Director** Business Services and Distribution Center
- **Director** US Customer Services
- **Director** International Customer Services

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International Network Services

- **Network Trainer**
- **Director** Language Services
- **Director** Network Office Relations
- **Director** Hispanic Ministries Ethnic Ministries
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- **Network Representatives** *190 Worldwide*

PROVOST

- **Vice Provost** Academic Effectiveness **Director** Research & Evaluation
- **Dean** Berean School of the Bible
- **Dean** School for Evangelism and Discipleship
- **National Director** Prison Ministries
- **Director** International Student Services and US Student Services
- **Director** University Materials Development
- **Director** Library Services

- **Vice Provost** Academic Support
- **Dean** Graduate School of Theology
- **Director** Doctoral Studies
- **Dean** Undergraduate School of Bible and Theology
- **Associate Vice Provost** Student Success **Chair** General Education
- **Registrar/Director** Admissions and Records

Member of Board of Administration

Organization and Operation of the International Office

BOARD OF ADMINISTRATION

The Board of Administration of Global University consists of the President plus all the institutional officers. The President is the chair of the Board of Administration. The Board of Trustees appoints the President and all the Board of Administration members upon the recommendation of the President.

The Global University Board of Administration consists of the following members:

- President (Chair)
- Executive Vice President
- Provost
- Vice Provost of Academic Effectiveness
- Vice Provost of Academic Support
- Chief Financial Officer
- Vice President, International Network
- Vice President, Information Technology and Media
- Vice President of Advancement
- Dean, Graduate School of Theology
- Dean, Undergraduate School of Bible and Theology
- Dean, Berean School of the Bible
- Dean, School for Evangelism and Discipleship
- Director of Outreach (Special Ministries)
- Registrar

PRESIDENT

The President is responsible for all phases of the total operation of Global University. He or she is a member of the Global University Board of Trustees, chair of the Global University Board of Administration, and ex officio member of all Global University committees. The President is charged, under the constitution, with the supervision of all personnel and the safeguarding of academic standards.

The Global University President is responsible to the Board of Trustees and relates to the General Superintendent of the Assemblies of God and to the Executive Director of the Assemblies of God World Missions of the Assemblies of God of the United States of America.

EXECUTIVE VICE PRESIDENT

The role of the Executive Vice President is to assist the President with the administration of Global University.

PROVOST

The Provost has general administrative responsibility for the degree and diploma programs of the university. The following institutional officers are amenable to the Provost: Vice Provosts, Vice President of International Network Services, Dean of the Graduate School of Theology, Dean of the Undergraduate School of Bible and Theology, Dean of Berean School of the Bible, Dean of the School for Evangelism and Discipleship, Dean of Education, Director of University Materials Development, Director of Library Services, Director of Admissions & Records, Director of International Student Services, Director of US Student Services, Director of Research and Evaluation, and Director of Academic Relations.

VICE PROVOST OF ACADEMIC EFFECTIVENESS

The Vice Provost for Academic Effectiveness provides leadership for institutional effectiveness, research and evaluation, strategic planning, assessment, accreditation, and student learning outcomes. The reports generated by this position assist GU leadership in the formulation of issues, analysis of educational trends, and the understanding of outcomes as well as contribute to the strategic planning, evaluation, and development of institutional policy. The position is responsible for monitoring and implementing best practices for institutional effectiveness and improvement in the areas of accreditation, program reviews, learning outcomes assessments, strategic planning, state authorization and licensure, and institutional research. The position is also responsible for data analysis including systemic analysis of data to support decision-making, preparation of standard reports to external agencies (and any internal agencies that need such reports). The position also provides relevant, timely, and accurate information to the administration and faculty regarding program review, planning, budgeting, state authorization and licensing, accreditation, statistical analysis, and decision-making processes at Global.

VICE PROVOST FOR ACADEMIC SUPPORT

The Vice Provost for Academic Support is responsible for meeting the reporting requirements of Global's accrediting agencies and maintaining the institution's compliance with all federal and accrediting agency requirements and programs. The position also supports the Provost in special projects as they become available

Division of Academic Affairs

The Division of Academic Affairs is responsible for the development and supervision of educational agreements with those institutions and organizations that use Global University materials. Academic Affairs oversees the certification and appointment of faculty.

Agreements and Standards	Global University offers two educational agreements under which other schools may cooperate in the offering of educational programs and courses: the Cooperative Articulation Agreement and the Credit Transfer Articulation Agreement. These are described as follows:
	Cooperative Articulation Agreement (CAA) — This agreement envisions a much closer working relationship and coordination of programs between Global University and the cooperating school. It also implies a more mature level of academic development on the part of the school. (See page 17.73 in the International Network Guidelines Forms Index or click here.)

Credit Transfer Articulation Agreement (CTAA)	This agreement provides for the transfer of up to 80 credits, based on the use of GU study materials and evaluation system. An additional 48 credits may be earned directly from Global University. (See page 17.59 in the Forms Index or click here.)
Office of Standards Verification	The role of this office is to determine that the standards of Global University and its accrediting associations are being met. The tools developed for this task provide an excellent set of materials for planning and goal setting by Global University coordinators and representatives.

Academic Affairs Committee

The Global University Academic Affairs Committee (AAC) is composed of the Provost (Chair), Vice Provost(s), Executive Vice President, Vice President of the International Network, Vice President of Advancement, Vice President of Information Technology and Media, Deans of the schools, Chair of General Education, and directors of academic service areas.

The primary function of the AAC is the oversight of the educational standards and procedures that apply to the various GU curricular programs. The committee is responsible for decisions that affect the curricula, faculty and faculty mentors, instructional methods and delivery, and graduation requirements.

Of special concern to the AAC is the recognition of GU's academic credits, diplomas, and degrees. The committee seeks to maintain this recognition by assuring that instructional materials and programs meet high-quality standards. To this end, the committee reviews and approves all educational materials prepared in print, audio, CD-ROM, video, and online delivery formats.

Graduate School of Theology (GST)

The mission of degree and certificate programs offered by the Graduate School of Theology is to provide advanced, in-depth, specialized study of the Bible and related subjects at the post-bachelor degree level. To fulfill the Great Commission, Global University's doctoral and master's programs are designed to equip and develop Christian leadership within an international context through emphasis on individual research, personal scholarship, and cultural awareness.

Global University's goal is to present candidates for the master of arts, master of divinity, and doctor of ministry degrees and Graduate Studies certificates with a curriculum built on the premise that the Bible is God's eternal and inerrant Word for today. Degree and certificate candidates include pastors, educators, missionaries, administrators, and church leaders worldwide who seek to develop their academic proficiencies and ministry skills for the purpose of proclaiming and defending the biblical message within the context of their own cultures and across cultural boundaries.

Undergraduate School of Bible and Theology (UG)

Global University undergraduate courses are designed for ministers, ministerial students, and laypersons who are serious in their desire for biblical education. The mission of the Undergraduate School of Bible and Theology is to prepare church leaders for ministries in the local church and on the mission field. The objectives for reaching this mission are to:

- Develop a knowledge of the Christian message, the ability to communicate and defend it, and the skills needed to engage in its continuing study.
- Provide the means for personal spiritual growth and development.
- Develop an understanding of the church and its ministries.
- Equip students for leadership and the particular ministries to which they are called.
- Develop basic study, thought, and communication skills.

- Promote an understanding of humanity, culture, and nature.
- Develop a knowledge of society and the individual's role in it.

Spanish Language College Program

Curriculum and course development for the Global University Spanish Language degree programs are provided by the Undergraduate School of Bible and Theology staff. Spanish Language degrees include the *Asociado Universitario en Biblia y Teología*, the *Licenciatura en Estudios Biblicos*, and the *Licenciatura en Biblia y Teología*.

French Language College Program

Curriculum and course development for the Global University French Language degree programs are provided by the Undergraduate School of Bible and Theology staff. We offer *Le certificat en études bibliques et théologiques*, *Le diplöme de théologie*, the *Seconde licence de théologie*, and the *Licence de théologie*. The *Licence de théologie* is the Bachelor of Theology.

Berean School of the Bible (BSB)

Berean School of the Bible is the adult continuing education program of Global University. The courses are ideal for personal enrichment as well as for ministerial and church leadership training. The General Presbytery of the Assemblies of God has approved the Ministerial Studies program of Berean School of the Bible to fulfill the educational requirements for US ministerial credentials. Each national church will determine what courses might be used to meet training requirements in a specific country.

Although Berean School of the Bible courses are not degree-level courses, transcripts are maintained and diplomas are offered to validate completion of BSB studies. Diplomas are offered in Ministerial Studies, Ministerial Studies with Leadership Honors, Bible and Doctrine, Church Ministries, and Royal Rangers Organizational Leaders. (The Church Ministeries and Royal Ranger certificates are offered only in the United States.) Certificates are awarded for each of the three levels of Ministerial Studies (upon students' request). Berean School of the Bible also offers programs in Spanish, and efforts are ongoing to translate Berean courses into French, Simplified Chinese, Amharic, and other languages.

Although Berean courses do not earn college credit, Berean courses may transfer as partial, elective credit into a Global University undergraduate degree program under strict guidelines. Contact Global University to determine if completed Berean courses are eligible for transfer as college credit.

The overarching goals for the diploma and certificate programs include demonstrated achievement at the adult continuing education level in the following areas. After successfully completing the Berean program, the student should be able to:

- Demonstrate basic proficiency in Bible study methodology, especially as this discipline contributes to sermon preparation.
- Demonstrate a practical knowledge of the organization and basic content of the Old and New Testaments.
- Demonstrate a thorough knowledge of the theological principles and doctrines that serve as a foundation of Pentecostal Christian faith.
- Apply relevant fundamental biblical and theological principles in local ministry contexts. These principles include management of interpersonal conflicts, cultivation of exemplary ethical conduct, and the servant-oriented use of spiritual authority.
- Demonstrate fundamental proficiency in a variety of pastoral leadership functions, including ecclesial responsibilities, preaching, administration, and chairing of meetings.
- Continue the appreciation and practice of lifelong learning.

The student who progresses through the levels of the Berean program will show increased ability in these areas.

School for Evangelism and Discipleship (SED)

The Dean of the School for Evangelism and Discipleship represents the department's personnel and oversees its various office functions, including production and outreach. The dean provides leadership in planning and development, as well as in assessing the needs, effectiveness, and quality of programs and materials. The dean also collaborates with agencies and mission partnerships for outreach in the United States and around the world.

Students can enroll through the International Office to receive official credit for the CL certificate and the CS diploma and obtain a student course record for completed work. Students cannot earn college credit through SED but may qualify to transfer hours into the Undergraduate School of Bible and Theology for CS course completion, not to exceed 6 hours. Students are encouraged to contact the undergraduate school for more information. A student may also choose to enroll through an office in his or her home country. (Fees and course completion requirements may vary.) Some students are able to enroll online or through an official office in the Learning Management System (LMS) that offers an automated grading component. This option is available through the International Office for students worldwide who are able to study in English. Please contact Student Services at sed@globaluniversity.edu.

The School for Evangelism and Discipleship oversees production and outreach. In production, SED is responsible for providing multiple-level resources and instructional programs for reaching nonbelievers with the gospel of Jesus Christ and training believers in Christian maturity and service. SED instructional programs are designed to be used in evangelism and practical discipleship to strengthen the church and promote the development of local ministries. SED evangelism resources have been developed for various academic levels in print and multimedia formats. Discipleship programs incorporate thematic studies in the Christian Life Series (CL) and Christian Service Series (CS). A similar approach is used in the Children's Bible Curriculum (CBC). These self-teaching materials are designed for independent distance or correspondence learning, as well as for study group operations and other group settings.

In outreach, SED provides materials and support for study group operations and training. SED cooperates with Network Representatives and Regional Coordinators for special conferences and evangelism events. SED offers electronic delivery and access through the Global Reach website: www.GlobalReach.org.

Light for the Lost (LFTL)	Light for the Lost funds may be used to print SED curriculum. Check with the Light for the Lost representative for your area. (Available for AGWM personnel only. See page 16.67 in the Forms Index.)
Speed the Light (STL)	Speed the Light Funds have been used to establish the Global Reach website and to purchase support equipment for use in GU mission projects such as computers, printers, and tablets for course delivery. (Available for AGWM personnel only.)
Evangelism Fund	The Evangelism Fund provides funding for evangelism courses in print format to Network Offices upon request.
Boys and Girls Missionary Challenge (BGMC)	Boys and Girls Missionary Challenge provides funding for material and tuition at all levels of study with GU. (Available for AGWM personnel only.)
Project Timothy	Project Timothy provides funding for materials and tuition at all levels of study with GU.

Prison Ministries In partnership with the Assemblies of God US Missions and Light for the Lost (LFTL), people who are incarcerated are enrolled as students in GU. A team of volunteers corresponds with each student on a personal level with a view to making disciples, thereby preparing them for living a Christlike life during and after imprisonment. As opportunities arise, study groups may be established in specific prisons under the supervision of prison chaplains.

You can learn more about GU funded projects at https://www.globaluniversity.edu/missions_index.cfm.

Research and Evaluation

This department conducts field tests and evaluation studies of the curriculum and various instructional materials. Testing methods are periodically evaluated for effectiveness, and needed revisions are implemented. Studies and surveys of Global University students are made to identify variables related to outcomes of Global University study programs.

University Relations

This department collaborates with Academic Affairs and International Network Services concerning the development and enhancement of strategic partnerships on behalf of Global University. Duties also include coordinating and managing the Credit Transfer and Cooperative Articulation Agreements and verifying that proper academic standards are maintained with agreement schools and strategic partners around the world.

Resident Faculty

Resident faculty positions are authorized by the Board of Trustees. Resident faculty positions are filled by appointed personnel serving with the Assemblies of God World Missions and Assemblies of God US Missions who are qualified on the basis of academic and experiential preparation. Funding for resident faculty is provided through and in accordance with the policies of the Assemblies of God World Missions and US Missions. Full-time employees of Global University may also serve as resident faculty if they meet the academic and experiential qualifications.

Adjunct (Global) Faculty

Adjunct faculty are recommended for appointment by the Provost. Global University currently has approximately 450 persons serving as adjunct faculty. Most GU adjunct faculty are also full-time faculty members of colleges and universities around the world. Some are on the staff of the Regional or Network Offices. Adjunct faculty provide instruction, interaction, and evaluation for GU students in the countries of their residence. They are encouraged to suggest alternate projects and subjective evaluation items as well. Adjunct faculty also grade papers according to set standards. Most projects and subjective evaluation items are graded by adjunct faculty. (See Faculty Agreements, page 17.35 in the Forms Index.)

Admissions and Records

Specific functions for personnel in this department include approving student applications; evaluating transcripts for advanced standing and experience-based credit; issuing official Global University transcripts; and verifying that students have fulfilled the requirements for certificates, diplomas, and degrees. The academic records of all students enrolled in Global University courses are stored and maintained in confidential files at the GU International Office.

International Student Services

Specific functions for personnel in this department include processing student applications, enrolling students in courses, supplying and grading all final examinations, maintaining official student records, and issuing final grades for all students enrolling through a Global University Network Office.

US Student Services

This office assures that the needs of students enrolling directly through the International Office are met regarding enrollment in the various programs of the university. The director supervises student service representatives who handle student enrollments and study group services at every level of study.

University Materials Development (UMD)

University Materials Development is the department charged with curriculum development and production and the maintenance of curriculum files. It also provides editorial services for Global University manuals, university documents, accrediting self-studies, correspondence, catalogs, brochures, advertisements, and special projects. The department consists of instructional design specialists who also serve as editors.

UMD works closely with the Provost, Vice Provosts, and deans of three Global University schools: the Undergraduate School of Bible and Theology, Berean School of the Bible, and School for Evangelism and Discipleship. The deans and professors of record, supported by the UMD department, are responsible for the ongoing development of course content and decision making about existing courses.

Library Services

The Global University Library is a collection of resources that support the curriculum of the university. Located at Global University's International Office, the physical library, which can be accessed by resident faculty and staff, holds approximately 25,000 books, more than 150 journals (mostly retrospective), as well as audio and video materials. In addition, the Global University Library offers online information services to support and enhance the learning experience of the distance learning student.

The Library website may be accessed directly at library.globaluniversity.edu or via GU's main website. Currently enrolled students, as well as faculty, may access online resources such as journal articles, general reference resources, e-books, theses, and dissertations. Course Research Guides, a librarian/faculty-created portal to scholarly research information, help undergraduate students find resources that they need but may not know exist. English-speaking students can receive personalized help through online chat, e-mail, or telephone. Additional helps for students include Form and Style Guides, manuscript templates for projects and collateral reading assignments (including Spanish and French), citation management, and research and writing tutorials.

CHIEF FINANCIAL OFFICER

The Chief Financial Officer oversees the financial operations and the financial position of Global University. Areas of supervision include Finance (Accounts Payable, Accounts Receivable), Human Resources, Inventory Production, Business Services and Distribution Center, US Customer Services, and International Customer Services.

Finance

The financial accountability of Global University is maintained by the Finance department. This department provides the financial and bookkeeping services for the university's global operations. Department personnel manage the accounts of all customers, coordinators, and representatives, providing invoices, statements, and follow-up services. They are also responsible for paying invoices owed and tracking donations contributed to GU.

Accounts Payable

This department is responsible for processing and monitoring payments and expenditures for Global University and ensuring that vendors and suppliers are paid within established time limits. This department reviews all invoices for appropriate documentation and approval prior to payment,

responds to all vendor inquiries, and reconciles vendor statements. It also researches and corrects discrepancies. Accounts payable is responsible for Form 1099 maintenance. This department also maintains the accounts payable files and documentation.

Accounts Receivable

This department is responsible for processing daily monetary receipts for Global University, posting the receipts to customer accounts, producing the daily deposit to be processed by the bank, and interacting with customers to resolve account issues. This department also researches donor issues, maintains GU's records of contributions, and enters contributions coming directly to GU and the contributions being processed by the Assemblies of God National Leadership and Resource Center into Global University's donor system.

Human Resources

Human Resources (HR) is responsible for meeting the staffing needs of the university. Specific tasks of the HR Director include coordinating and assisting in all phases of staff recruitment—processing applications, orientation, placement, evaluation, payroll, and benefits for university personnel. The director also assists in processing personnel assigned to the university from Assemblies of God World Missions, Assemblies of God US Missions, and Missionary Associates Placement Service (MAPS).

The HR Director is a member of the Human Resources Committee, which reports to the Global University Board of Administration.

Inventory Production

This department tracks and coordinates the development and production of all GU products. The Director of Inventory Production oversees the system and work of the Inventory Control Coordinator (ICC). The ICC facilitates the purchasing of GU products and monitors the reorder points needed to sustain the mission of GU. The department secures printing contractors to print the many study course materials prepared by the GU staff. Print on demand (POD) is utilized where limited quantities of a particular product are required.

Business Services

The function of Business Services is to coordinate and support departments and staff for the following:

Building and Grounds

This department oversees the administration of GU's buildings, grounds, vehicles, furnishings, equipment, janitorial service, office and lunchroom supplies, and security of the building.

Reception

This department receives and processes all incoming calls to the university and greets guests and visitors to the Global University International Office.

Distribution Center

This department handles the warehousing and shipping functions for GU. Responsibilities involve receiving, repackaging, storing, and shipping all inventory products carried by GU.

US Customer Services

This department deals with all questions or concerns about a US customer's account or shipments.

International Customer Services

This department deals with all questions or concerns about an international customer's account or shipments.

VICE PRESIDENT FOR THE INTERNATIONAL NETWORK

The Vice President for the International Network provides guidance, consultation, assistance, training, and supervision to the Director of Language Services, Director of Training, Regional Coordinators, and National and Regional Offices to ensure the effective development of Global University programs through its global network.

This division provides all the necessary services and has direct contact with those who make up the global structure of Global University. International Network Services has four primary functions:

1. Communication and Problem Solving

International Network Services endeavors to put a face on distance learning by providing personal contact with the directors and schools that comprise Global University. It is the responsibility of this division to be the eyes and ears of the university. Problems in the field are often observed by or expressed to International Network Services team members who share these concerns with administration and division leaders. Solving these problems often requires input from several areas of the university. The coordination of communication intended to solve these problems is the duty of International Network Services.

2. Coordinator and Representative Appointments

International Network Services is responsible for the appointment of coordinators and representatives as well as their continuing evaluation. The two main actions in the appointment of a coordinator or representative are getting approvals from the appropriate people and training the coordinator or representative to do his or her job. The continued reappointment of the coordinator or representative depends on the satisfactory service provided to the people being served.

3. Liaisons

During the natural course of their duties, International Network Services personnel act as liaisons between Global University and national churches, field fellowships, and the Assemblies of God World Missions (AGWM). They use various means of communication (face-to-face meetings, letters and reports, e-mail, video conferencing, and telephone conversations) to gather testimonies and reports from the field about the use of GU courses throughout the world. Many of these are published in GU and AGWM publications. Such stories provide encouragement and inspiration for those who support the Global University work.

4. Agreements and Standards

International Network Services is responsible for developing standards for Network Representatives and contact persons. GU standards are designed to define and clarify the work of the representative and to be helpful to Network Office staff members. (See page 4.1.) International Network Services also coordinates the implementation and approval of the following agreements:

Materials Use Agreement

Materials Use Agreements allow Global University, the copyright owner of its educational materials (School for Evangelism and Discipleship Study Guides and Instructor's Guides), to enter into agreement with cooperating organizations who desire permission to print these materials locally for distribution within specified geographical limits. (See page 16.55 in the Forms Index or click here.)

Rights-to-Print Rights-to-Print Agreements assist Regional Coordinators and Network Representatives in the process of making GU undergraduate and Berean study materials readily available and affordable. (See page 16.57 in the Forms Index or click here.)

Project Timothy Project Timothy funds enable Global University to provide courses at no cost to needy students. Funded courses are used to disciple students and prepare national workers to proclaim the good news in every nation. (See page 16.65 in the Forms Index or click here.)

Regional Coordinators

See Chapter 3 for a full description of the duties and responsibilities of Regional Coordinators.

Training

International Network Services conducts seminars and provides materials for training coordinators, representatives, and AGWM personnel. It also helps provide various types of systems for Global University offices at all levels, participates in meetings with coordinators, representatives, and AGWM personnel, and coordinates Global University's goals with those of national churches and field fellowships.

Language Services

The Director of Language Services assists the coordination process of all language translations. Permissions to translate and produce GU materials are processed by Language Services (LS).

In addition, LS maintains the Global University archives. The archives should contain samples of all courses from all areas of the world. The archives provide a backup in case any materials are lost or destroyed. Masters of all original audio and video materials and the masters of the finished productions in audio and video are retained in their respective areas at the GU International Office.

The overall objective of Global University is to supply its students with courses in languages they can understand. LS works with Global University coordinators and representatives in the field to arrange for the translation of GU study materials and the registration of copyrights. Global University is the proprietor of all GU copyrights worldwide. For detailed information about the translation and production of GU lessons, see Chapter 11, "Translation, Revision, and Production of GU Materials," and Chapter 12, "Translation Guidelines."

LS also functions as a data bank, maintaining information about the availability of specific courses in specific languages and where they may be most readily obtained. LS relies on input from coordinators and representatives regarding courses in other languages produced in the field. This information often is vital to other representatives who may need that translation in their country. In addition, an increasing number of language groups in the United States are requesting such materials.

Network Office Relations

The purpose of this position is to create and maintain strong relational ties between Network Representatives, Regional Coordinators, and the International Office (IO). Network Representatives and Network Offices are visited to strengthen the relationship between overseas offices and the IO. Network Offices are assessed for effectiveness and assisted with vision casting and business plan development.

Hispanic and Ethnic Ministries

The United States' Hispanic population has been one of the fastest growing in recent decades. To serve the pastors of this growing demographic, GU networks with Hispanic Districts/Networks, churches, and individuals in the Assemblies of God and other networks across the nation. In addition, with large enclaves of ethnic diversity in the United States, GU is positioned to be a key player in reaching many language groups. One of GU's main assets is its vast curriculum developed over many years. Beginning with language districts and fellowships in the Assemblies of God, GU is proactive in leveraging its full complement of course translations to strengthen evangelism and discipleship efforts in targeted Hispanic and other ethnic contexts.

VICE PRESIDENT FOR INFORMATION TECHNOLOGY AND MEDIA

The Vice President for Information Technology and Media oversees the Information Technology (IT) division. IT seeks to motivate, innovate, and coordinate the use of technology for the delivery of GU's evangelism, discipleship, and educational ministries. The mission is carried out through the core values of service, quality, collaboration, and partnership. Functions involve researching and evaluating new technologies; promoting the use of technological solutions throughout the university; and coordinating the development and implementation of solutions, systems, and products across departments and divisions. IT and Media includes the following areas.

Internet Development

Internet Development exists to augment the visibility, impact, and scope of Global University's evangelism, discipleship, and educational ministries through the effective use of technology.

Technical Support

Technical Support is responsible for all computer workstations, network infrastructure, as well as telephone and telecommunications connections. This staff is also responsible for the stewardship of in-house design.

Software Support

Software Support provides end-user support for the various in-house software programs that are used to support Global University's mission. This support includes assistance in using certain programs and updates where needed.

Database Administration

Database Administration provides support for all Global University data. Areas of support include data reports, report customization, data consistency, and data continuity.

Computer Support

Computer Support provides end-user support for each computer workstation, including the setup and maintenance of these machines.

Media

Media Production develops, produces, and provides audio, video, CD, DVD, and interactive media. Its primary goal is the production of supplemental videos for course materials produced by Global University's four schools. Media personnel also produce promotional and recruitment advertisements, and they record alumni and international guest interviews as well as the annual Commencement ceremony.

VICE PRESIDENT OF ADVANCEMENT

The vision of Global University is "impacting eternity: winning the lost and training the found—everywhere!" It is our priority to engage those who do not know Jesus and lead them into a relationship with Him. Another priority is to connect with and inspire those who know Jesus to train for ministry. Our ultimate priority is to grow the church. Therefore, communicating across the world, recruiting potential students, and engaging them in training are nonnegotiable.

Donor Relations

The goal of Donor Relations is to acquire and engage donors for the university's mission and projects. This process includes creating, analyzing, and maintaining the university's donor database. The data is gathered from the university's events, fund-raising representatives, appeals, consultants, and church relations.

Appeals/Fund-Raising Events

The goal of Appeals / Fund-Raising Events is to provide opportunities for donors to partner with Global University around the world. These appeal letters and events give donors a specific way to make contributions to Global University's ministry and projects.

Project Consultants

Global University works with a variety of consultants to extend our mission to various groups. Consultants work with the university in many ways, often meeting one-on-one with potential donors and church groups to talk about the university and raise commitments for GU projects.

Alumni Association

The goal of the Alumni Association is to connect and engage the university's friends and alumni with Global University's mission, study networks, and special projects around the world.

Graphics

In-house designers assist in Global University's branding, advertising, and special projects, creating communications to various audiences in print, on the Internet, and in interactive formats on the university's behalf.

Communication and Marketing

University Communication and Marketing exists to provide the design and development of communication strategies using print, Internet, and other media. The director is available to serve all Global University departments with overall recruitment, branding, marketing, advertising, and public relations.

Recruitment and Retention

A primary philosophy of Global University is to engage students in learning. This can be done through independent study or Global's church-based Study Group Network. The strategy used in Recruitment and Retention is to uniquely engage and sustain students so they will be prepared for ministry. Attracting and connecting students to Global's programs of study through creative promotional programs is the backbone of making disciples who can win their generation to Jesus.

Study Group Networks

Global University's Study Group Networks facilitate church-based learning as a means of fulfilling the university's primary training mission in the United States. The Study Group Networks Coordinator proactively engages and strengthens relationships, as well as encourages and works as a liaison with Student Services, who enrolls students in programs and courses that connect with their goals.

DIRECTOR OF OUTREACH TO SENSITIVE COUNTRIES

The Director of Outreach to Sensitive Countries is responsible to develop, implement, and monitor strategies for Global University's outreach to sensitive countries. The director maintains a unique focus on those countries represented by persecuted churches facing restrictions on religious activity and expression. Specific areas of emphasis include ensuring the secure delivery of instruction and resources for evangelism and discipleship, using various delivery modes and technologies, and ensuring the security, as much as possible, of students studying with Global University.

Chapter 3—International Structure: Regional Coordinator and Network Representative Positions

Global University's network of Regional Coordinators and Network Representatives form the framework for the international structure of the university. In fact, the coordinator or representative and his or her staff are the driving force for GU activities on every continent.

Office of Regional Coordinator or Network Representative

The Global University Regional Coordinator or Network Representative oversees and implements the GU program within an assigned geographic or language area. Ideally, the coordinator or representative is able to be full-time. If not, he or she should have one or more assistants to help fulfill the responsibilities of the office and enable him or her to operate the program effectively.

The title *Coordinator* or *Representative* is used at several levels:

- Regional Coordinator
- Associate Regional Coordinator
- Network Representative
- Assistant Network Representative

Although nominations for Network Representatives and Regional Coordinators may come from various sources, and Global University participates in the nominating process, the GU Board of Administration makes the official appointment. This is subject to ratification by the GU Board of Trustees.

National Church Relationships

Global University reserves the right to appoint more than one Network Representative for a particular country. Global University prefers to operate in cooperation with and often under the umbrella of the national church. Most of the churches with which GU signs agreements carry the name *Assemblies of God*. Every GU Representative desires a close working relationship with the national church where this ministry functions. Successful programs retain strong, supportive national church relationships with Global University.

The GU International Office encourages intrinsic national church involvement in all aspects of the university's ministry in every country. The International Office welcomes nominations from the national church for the GU Representative who will lead the ministry in his or her particular country. The Global University Board of Administration grants final approvals for official appointments. Network Representative agreements are not exclusive.

Regional Coordinator

The Regional Coordinator is responsible for all Global University work in a designated geographical region. He or she provides direct supervision of Network Representatives. The duties of the Regional Coordinator are as follows:

Promotions

1. Promote, supervise, and coordinate the work of Global University in the designated region.
2. Participate in recruitment of Network Representatives in the region.
3. Refer potential students to the appropriate Network Office as the need arises.
4. Publish a regular newsletter for Network Representatives of the region.
5. Assist Network Representatives in advertising and promoting Global University in their countries. This should include participation in conventions, conferences, book fairs, educational meetings, and so forth.

Relationships

To the International Office

1. Maintain communication with the International Office on matters relating to the region under his or her supervision.
2. Assist the International Office in educational research and development, which includes field-testing of GU materials.
   - Assist Network Representatives with field-testing of undergraduate materials.
   - Report findings to the International Office; include mistakes in the materials such as typographical errors, wrong page numbers, and unclear phrasing of questions.
   - Compile reports for the region and send them to the International Office.

To Network Representatives

1. Train newly appointed Network Representatives and their staff by reviewing the International Network Guidelines (updated annually) for the Network Representatives' Examination.
2. Assist the Network Representative in establishing working relationships with national churches, Bible schools, and other ministries.
3. Communicate with each representative once a month.
4. Serve as an adviser to the Network Representative regarding instructional services and procedures, and supply all or part of these services when the Network Office is unable to do so.
5. Research, in consultation with the International Office and the Network Representatives, legal relationships with government and governmental agencies for GU's program in that particular country.
6. Visit each Network Office at least once a year to consult with and help the representative with the following tasks:
   - Audit instructional procedures.
   - Promote GU materials with AGWM and national church personnel.
   - Encourage uniformly high academic standards to help develop instructional efficiency. This includes collecting data to evaluate and improve academic procedures and instructional materials.
   - Promote the transfer of information between the Network Offices and the GU International Office.
   - Plan conferences and seminars with the Network Representatives and study groups.
7. Inform Network Representatives of changes in procedure and policy.

8. Work closely with the Network Representative in identifying needs for translation and adaptation of GU materials, and maintain a database that records updates from Network Representatives and the International Office.

9. Encourage Network Representatives to send sample publicity they use to International Network Services.

Leadership Development

1. Arrange for the location of seminars and on-location meetings in consultation with GU's International Network Services and the Network Representatives, including setting dates, selecting faculty and guest lecturers, organizing registration, and attending to related administrative details.

2. Serve as a member of GU's Global Leadership Biennial Conference.

Current Network Office Information

1. Require Network Representatives to submit Quarterly Reports. This can be done online from the International Network Services Site.

2. Provide Network Representatives with a copy of the Current Network Office Information.

3. Conduct a review of each Network Office once every three years or upon the appointment of a new Network Representative.

Academic

1. Ensure that all educational services for the School for Evangelism and Discipleship and Global University diploma and degree programs are performed in the region, including the following:
   - Implement enrollment procedures.
   - Send and receive materials from students.
   - Handle student inquiries.
   - Oversee grading of unit progress evaluations (UPEs), projects, collateral reading assignments (CRAs), collateral writing assignments (CWAs), and service learning requirements (SLRs).
   - Record student progress.
   - Keep academic records.
   - Counsel students in person or by mail, e-mail, or telephone.
   - Participate in the presentation of certificates, degrees, and diplomas.
   - Assist Network Representatives with student follow-up and programs to motivate students and help them with their independent-study programs.
   - Assist Network Representatives in designing and writing student follow-up letters. A student should not be allowed to go more than 3 months without some form of communication from the Network Office.
   - Encourage and assist Network Representatives in planning and carrying out seminars for students in their countries. This should include assistance in making arrangements for faculty and guest lecturers.
   - Periodically publish a student newsletter.

2. Assume a major role in establishing educational agreements with approved institutions.

Reporting

1. Receive Quarterly Reports and other reports from the Network Representatives in the region on progress, problems, projections, and special interest items.
2. Receive and analyze reports on the general state of GU operations in the areas served by the Network Representatives, and regularly inform International Network Services of findings and conclusions.

Associate Regional Coordinator

A Regional Coordinator may, on occasion, require assistance in overseeing the work of Global University in the region. In such cases, an Associate Regional Coordinator may be appointed by following the same guidelines required for the appointment of a Regional Coordinator or Network Representative. The Associate Regional Coordinator's responsibilities will be identical to those of the Regional Coordinator, with the provision that all his or her activities will be carried out in consultation with the Regional Coordinator.

Network Representative

Network Representatives are responsible for the Global University programs and outreach in the country or countries in which they serve. Network Representatives must have a bachelor of arts degree to serve undergraduate students and a master of arts to serve graduate students. Essential duties include the following:

Training and Staffing

1. Read the International Network Guidelines, complete the Network Representative Examination and submit within 90 days of receiving appointment, and ensure that those under his or her supervision do likewise.
2. Select and train a staff of qualified and dedicated people to help carry out the work of the Network Office.

Relationships

1. Develop and maintain a positive relationship with the International and Regional Offices, the elected officers of the national church, the Assemblies of God World Missions (AGWM), AGWM personnel, Bible schools, and other organizations.
2. Assist churches or individuals in establishing Extension Offices and study groups.
3. Assist the Regional Coordinator in translating, adapting or contextualizing, and producing GU evangelistic and instructional materials in the languages served by the Network Office.
4. A local office is authorized to create governing bodies, such as boards and committees, according to local needs and requirements, so long as it aligns with Global University's accreditation requirements and promotes the mission of GU.

Students and Academics

1. Recruit and enroll students, and send enrollment information to the International Office for processing.
2. Maintain a file on each student, including complete academic records and student inquiries and responses that can help in answering future inquiries.
3. Provide educational services for enrolled students, including the following:
   - Implement evangelism and educational enrollment procedures.
   - Send and receive materials from students.

- Respond to student inquiries.
- Grade undergraduate student projects and collateral reading assignments (requires adjunct faculty status).
- Record student progress.
- Keep academic records.
- Counsel with students.
- Facilitate final examinations.
- Participate in the presentation of certificates, degrees, and diplomas.
- Encourage students by periodically sending personal letters or notes for good work; inquiring about difficulties with materials; sending a simple newsletter about GU students, events, and items of interest; and arranging to meet with groups of students.
- Request and arrange for final examinations through the International Office.
- Stock and distribute evangelistic and instructional materials to new converts, independent-study students, GU study groups, Bible clubs, resident Bible schools, and so forth.

Finances

1. Serve as Chief Financial Officer for the Network Office, which includes the creation of a business model to provide for all operational expenditures. (In many countries, AGWM personnel on the field share the financial responsibility with the national churches.)
2. Develop and maintain a financial record system to meet the local need and provide information requested by the GU International Office, Regional Office, and, in some cases, the local government.

Reporting

1. Provide Quarterly Reports to International Network Services in the International Office and the Regional Office concerning evangelism activity and discipleship and training course completions.

Interim Network Representative

An Interim Network Representative will be appointed to fill the position of a Network Representative who has resigned or moved away. The approval process for the Interim Representative will be identical to the approval process for a Network Representative.

Assistant Network Representative

An Assistant Network Representative is appointed by the Network Representative and may perform all duties of the representative under the representative's supervision, whether the Network Representative is present or not.

Network Representative/Assistant Representative Working Relationship

A Network Representative can delegate general authority to an Assistant Network Representative to operate the office in his or her absence. The representative agreement between the Network Representative and the International Office is considered still in effect even if the Network Representative is away from the field.

Network Representatives and their assistants should define their respective areas of responsibility, although ultimate responsibility remains with Network Representatives. Assistant Network Representatives should fulfill their responsibilities without making major changes or compromising the Network Representative.

Assistant in Charge in the Representative's Absence

If Network Representatives desire to leave the Assistant Representative in charge during their absence, they should do so under the following guidelines:

1. An Assistant Network Representative should be appointed at least three months before the Network Representative's projected absence. A letter from the Network Representative to the International Office and the Regional Coordinator, along with a completed Assistant Network Representative form, will be the only authorization needed for the Assistant Network Representative to be officially recognized by the International Office.

2. If a period of overlap is not possible, an extended meeting about GU's activities is necessary. General areas of concern should be outlined and then discussed frankly, clearly, and in detail before the Network Representative leaves the field. The key to a smooth transition of leadership is a clear and candid discussion.

3. A formal turnover of responsibilities should be stipulated. The Assistant Network Representative does not begin functioning until the Network Representative officially assigns responsibilities. The Assistant Network Representative continues to function in that capacity until the Network Representative returns to the post.

4. No major policy changes and no changes in basic office procedures, student record systems, personnel, or changes relating to office location, equipment, or improvements should be implemented by the Assistant Network Representative without prior consultation with the Network Representative.

5. Financial arrangements for the Network Office should be agreed upon in advance. Even though the ultimate responsibility remains with the Network Representative, the actual financing of the office might come from the Assistant Network Representative. Orders and invoices will continue to be sent in the name of the Network Representative.

6. When practical, Network Representatives should leave an adequate inventory to cover the period of their absence, and Assistant Network Representatives should maintain that level of inventory. The two should have an agreement on the maximum orders that can be placed by the Assistant Network Representative.

Graduate Studies Group Director

Global University graduate courses may be offered only through an authorized Graduate Studies Group (GSG) for which a qualified GSG Director has been appointed.

The director of a GSG must meet all requirements for a Network Representative and be approved according to guidelines for other GU representatives and coordinators as established by International Network Services. Additionally, a GSG Director must be recommended for appointment by the Graduate School of Theology based on the following academic and administrative requirements:

- Global University adjunct faculty rank of Assistant Professor or higher

- Master of arts or higher degree from an accredited institution plus related academic experience

- Sufficient administrative and academic experience to oversee the GSG

The responsibility of a GSG Director is to facilitate the graduate program according to policies and guidelines of the Graduate School of Theology as specified in the Graduate Studies Catalog, the Mentor Handbook, and other communications from the Graduate School of Theology and the Office of Academic Affairs regarding policies and procedures. A GSG Director is amenable to the Regional Coordinator, should work in harmony with the Regional Coordinator and Network Representatives, and may serve in other representative or coordinator positions in addition to that of GSG Director.

College Director

It is possible in some countries to offer only Global University undergraduate courses. In other countries two representatives or coordinators may share the responsibility for the SED and undergraduate divisions. These situations require the appointment of a College Director. One of the specific requirements for this appointment is that the candidate must hold a bachelor of arts degree. Other responsibilities for this director are described in Chapter 4.

SED Director

The appointment of most Network Representatives covers the operation of all Global University levels of education. However, in some countries only a portion of GU's programs are offered. Some offices offer only School for Evangelism and Discipleship courses, while others offer only undergraduate courses.

The SED Director offers Evangelism, Children's Bible Curriculum, 21st Century Discipleship, Christian Life, and Christian Service courses through the Network Office. The preference is for each Network Representative to have a bachelor of arts degree or its equivalent. However, Network Representatives who offer only SED courses are not required to have this degree, provided they meet all other requirements for Network Representatives.

Study Group Facilitators

In some countries, a Network Representative may find it difficult to maintain efficient contact with students in remote areas. In these cases the Network Representative may assign local coordinators to serve the administrative duties on behalf of the Network Office. The coordinators shall be amenable to the Network Representative. All student records are to be forwarded to the Network Office in a timely manner for Network Representative approvals. Local coordinators should keep copies only for the current students they serve.

In many countries, study groups are set up in churches, factories, prisons, and so forth. In a study group, the leader has face-to-face contact with the students. The possibilities of ministry through study groups can easily be expanded as the Network Representative seeks new ways to reach his or her country.

Persons appointed as facilitators of GU Extension Offices and study groups should have the following objectives:

- Work in cooperation with the Network Office to implement and maintain the university's programs and policies.
- Administer and develop the GU programs that are appropriate in the Extension Offices and study groups.
- Attend regular meetings with Network Office staff and representatives.
- Select, supervise, and provide orientation and training for qualified and dedicated GU staff members.
- Provide for complete and efficient educational services.
- Serve as Chief Financial Officer for the Extension Office or study group.
- Maintain sufficient inventory supply and control of GU materials.
- Develop and maintain an administrative structure for the Extension Office or study group in consultation with the Network Representative.
- Promote and advertise GU materials and services; participate in meetings, workshops, conventions, and so forth to represent and promote Global University.

- Encourage student enrollments throughout the program.
- Maintain communication and good relations with local churches.

Chain of Communication

A basic chain of communication has been established for GU's various levels of leadership. In all essential matters, Extension Office and study group facilitators consult directly with the Network Representative who, in turn, consults with the Regional Coordinator. When there is no Network Office, the Extension Office or study group communicates directly with the Regional Office.

This chain of communication works both ways. The GU International Office works through the Regional Coordinator, the Regional Coordinator through the Network Representatives and Graduate Studies Group Directors, and the Network Representatives and Graduate Studies Group Directors through the Extension Office and study group facilitators. This chain of communication helps everyone work with maximum understanding.

Methods of Communication

The International Office serves as a clearinghouse for Global University news from the field. It makes an effort to relay news of GU's activities to interested persons worldwide. The news is disseminated in the following ways:

International newsletter Network Representatives and Regional Coordinators are kept aware of various aspects of the GU ministry through the *Mission and Ministry*. This newsletter, published by the GU International Office, exchanges ideas and provides solutions to common problems. Articles from the Board of Administration report new decisions and policies. The *Mission and Ministry* is sent to representatives and coordinators via e-mail.

Regional newsletters Regional Offices communicate with all Network Representatives in their respective regions through regional newsletters. Regional Coordinators are able to share information from other offices and keep Network Representatives aware of new GU developments.

Field feedback Coordinators and Network Representatives at all levels can help improve International Network Services' ability to assist others in the network by keeping them informed of GU activities. Simply send an e-mail, audio recording, or fact sheet of special seminars, promotions, campaigns, or conversion decisions. If possible, enclose related photographs. When doubts or problems arise regarding procedures, consult with the assigned leader.

Social media International Network Services maintains a Facebook page to facilitate communication between the International Office and Regional and Network Offices.

Choosing a Staff

Success as a Regional Coordinator or Network Representative depends to a great extent on the amount of prayer and planning involved in choosing a staff. In some cases, coordinators and representatives start GU offices with a simple file and do all the work themselves. Other situations may have a coordinator or representative servicing thousands of students each month with a large staff. Following are recommendations for establishing and administrating a successful GU program.

Begin Small and Expand

The volume of activity determines the number of staff members needed. It is better to begin with a small staff and expand as the operation develops. A dedicated, Spirit-filled secretary is essential for the smooth operation of the office and continuation of the ministry.

In a large office, an office manager or Associate Regional Coordinator or Assistant Network Representative is needed. This person must have both spiritual leadership and administrative ability. This individual carries most of the responsibility for seeing that the staff functions smoothly and the office operates efficiently. He or she can inform the coordinator or representative about staff needs, inventory supply, enrollment reports, billing and invoices, mail, and most student services. The office manager can be responsible to supervise record keeping, negotiate orders with printers, and manage communication between the coordinator or representative and staff. Possibly, he or she could operate the office during the coordinator's or representative's absence. A Spirit-filled, qualified (as understood in his or her job description), dedicated person to serve in this capacity is the key to success.

Other staff positions could include graders, customer representatives, and clerical workers for the facilitation of student interaction through e-mail and postal mail, purchases and enrollments, and the production of materials.

Select the Right Person for the Job

The coordinator or representative should establish priorities in selecting the right person for each staff position. He or she should first seek the Holy Spirit's guidance in finding the right person. Then the coordinator or representative must check the person's qualifications regarding education, experience, and a willingness to learn. Other considerations are dedication to the work of God, loyalty, flexibility, attitude, a servant's heart, and an awareness of the ministry opportunities available through GU.

Some coordinators and representatives have a policy of hiring each person on a three-month trial basis. They have a conference with the employee at the end of that period to discuss job performance, attitude, and dedication. A decision is then made whether to make the employee a permanent member of the staff or to terminate his or her services.

Realize That Success Depends on Staff Training

Whether starting with a new office and staff or continuing work with an existing operation, much of the success depends on staff training. Success in training is measured, to a great extent, by a person's ability to articulate the program and mission of Global University.

Effectiveness can be increased if thoughts are organized and such things as job descriptions, areas of responsibility, expectations, and what is or is not permissible are in written form. This takes time, but it saves more time and trouble later.

With a clear, written plan, effective training can begin. Give top priority to training the office manager. If the vision and plan of operation can be effectively communicated to him or her, this person can help in training additional staff members. The better the foundation in this preliminary stage, the stronger the final structure will be.

Training is a continuous process. The staff will reflect the coordinator's or representative's attitude toward the work and their coworkers. Idealistic theories will become practical realities only if goals and plans of operation are kept in view and consistency is maintained in the day-to-day office procedure. If the coordinator or representative leads by example and shows respect for the staff, the staff will reflect this respect to others.

One challenge faced by coordinators and representatives is determining the amount of salary to pay. A general principle is that the salary should be in line with the local economy. There is usually less turnover

if good people are found and paid accordingly. Salaries should be reviewed at least annually, if not more frequently. It is important to follow all rules and laws established by the local government.

Words of appreciation and recognition of a "job well done" can boost office morale and encourage the staff to greater effort. However, they are not substitutes for an adequate salary.

Documents Required for Registration of Global University with Local Governments

One of the duties of many Network Representatives and Regional Coordinators is registering a Global University office with the local government. Requirements for accomplishing this vary from country to country. The following is a list of documents and statements that may be required for registration of a GU ministry with a local government:

- Certificate of Accreditation (from the Higher Learning Commission)
- Certificate to Operate (from the Missouri Department of Higher Education [MDHE] authorizing Global University to operate in the State of Missouri)
- Certificate of Official Charter
- Constitution of Global University
- Statement of Authorization (authorizing a Network Representative or Regional Coordinator to open and operate an office in the name of Global University in a specific country)
- Statement of Financial Authorization (indicating the means of support for a local branch of GU)
- Notarized special power of attorney (authorizing a representative or coordinator to operate a branch of GU in a particular country)
- Notarized copy of Network Representative or Regional Coordinator Agreement
- Organizational chart of Global University
- Official name of the organization
- Address of International Headquarters
- Brochure describing Global University and its activities
- Description of diplomas and degrees offered (catalog)

Chapter 4—Regional Coordinator and Network Representative Standards

Global University acts as both a school and a publisher. In its school function, the university is in a position to work in cooperation with other schools and ministries.

Global University has developed agreements to enable it to work with Network Offices, Graduate Studies Groups, Extension Offices, colleges, other schools, churches, and study groups. Working relationships throughout the world are made clear through these agreements.

This section includes the agreements and standards presently approved by the GU Board of Administration. They ensure that GU operational standards are met and policies are followed by all who use GU materials so its accreditation and academic integrity are not jeopardized.

General Guidelines for Regional Coordinators and Network Representatives

1. Although nominations for a Regional Coordinator or Network Representative may come from various sources, Global University participates in the nominating process. The GU Board of Administration makes the official appointment, subject to ratification by the Board of Trustees. The Network Representative should have at least a BA degree if his or her office handles college enrollments. At least an MA degree is required for a Graduate Studies Group Director.

2. The Network Representative is responsible for the GU program in his or her assigned territory, including any Extension Offices or study groups.

3. The Network Representative may appoint an Assistant Network Representative. A letter from the Network Representative to the International Office and the Regional Coordinator and a completed Assistant Network Representative form will be the only authorization required for that appointment. The Network Representative, even when absent, will retain the privileges and responsibilities of his or her office.

4. Graduate Studies Group facilitators and offices generally service students from more than one country and are therefore regional in function. Therefore, the Graduate Studies Group Director must have an agreement with the GU Regional Coordinator.

5. An Interim Network Representative may be appointed to fill the position of a Network Representative who has resigned or moved away. He or she is appointed by the GU Board of Administration for a period not to exceed 2 years.

6. Facilitators may be appointed by the Network Representative.
   - The facilitator should have at least a BA degree if the Extension Office is handling college-level enrollments.
   - The facilitator must have a signed agreement with the Network Representative.
   - Notification of such an agreement must be sent to the Regional Coordinator and International Office if the facilitator is handling college-level enrollments.

7. The Network Representative or a facilitator may appoint study group directors.
   - The study group facilitator must have a signed agreement with the Network Representative or the Extension Office facilitator.
   - The Extension Office must send notification of such an agreement to the Network Office when the agreement is with the students.

8. The representative or coordinator will follow GU policies in carrying out the university's programs and ensure that all GU standards are being met.

- Academic records must be kept up to date.
- Advertising and promotional materials should be developed and used and must be accurate and clear.
- Business procedures and refund policies must be in harmony with local laws.
- Selection, training, and supervising of qualified personnel must be provided.
- Efficient office performance must be developed. Student services, including grading and responses to students, must be fast and personal.
- Quarterly Reports must be submitted promptly to the Regional Coordinator and the International Office.
- An inventory sufficient to meet normal demands must be maintained.

9. GU students are only those students enrolled in a Global University course through a GU National or Regional Office.

10. The Network Representative may delegate some of the Network Office functions.

- The Network Representative is responsible for developing the agreement to be made with an Extension Office. The agreement must be developed in keeping with the content of the Network Representative Standards.
- The Network Representative or Extension Office facilitator is responsible for the development of the study group agreement that he or she signs with other entities. Again, the agreement must be developed in keeping with the content of the Network Representative Standards.
- An Extension Office is free to operate a complete GU ministry with all programs of study for both undergraduate credit and noncredit studies, including distance learning programs, providing its facilitator has a minimum of a BA degree and has received permission from the Network Representative to operate such a program. The purpose of the Extension Office is either to share the workload of the Network Office or to bring student services closer to the students.
- A study group is an office that enrolls students in Global University courses and provides facilities and materials for students to study, including audio and video equipment when possible. The study group facilitator may also assist students in enrolling in undergraduate courses.
- The Network Office and/or any Extension Offices may sign study group agreements with local entities such as churches desiring to be involved in the ministry of GU. Study groups may then relate with either the Extension Office or the Network Office, depending on their agreement.
- An Extension Office or study group may present students with certificates issued by the National Office.
- All Graduate Studies Groups, Extension Offices, and study groups must respect all agreements, including Educational Agreements GU may have with other institutions or organizations within the territory concerned.

11. Each GU Network Office, Graduate Studies Group, Extension Office, or study group shall be solely responsible, without limitation, for all costs of carrying out the GU programs in its assigned territory, including the purchase of course materials.

Use of Study and Evaluation Materials

1. Global University distance learning materials are designed for independent study or group learning programs.

2. The GU representative or coordinator must ensure the security and supervise the release of GU materials through his or her office. Global University retains the right to certify the adequacy of these measures.

3. GU produces three kinds of course materials: study materials, formative evaluation materials, and summative evaluation materials.

    - Study materials include Study Guides (SGs), textbooks, Independent-Study Textbooks (ISTs, a combined study guide and textbook), Readings and Resource Materials (RRM, graduate level), and audio and video materials.

    - Formative evaluation materials include the self-tests found in the SGs and ISTs, and the unit evaluations (UEs) or unit progress evaluations (UPEs) for each course. Graduate-level formative evaluation materials include unit written assignments found in SGs for most courses, with the exception of foundational biblical language courses, which may require supervised unit examinations. Assessment and grading criteria are furnished by the Graduate School of Theology.

    - Summative evaluation materials include final examinations (FEs) and grading helps for projects and/or collateral reading assignments (CRAs) found in Grading Packets (GPs). Graduate-level summative evaluation materials for most courses include a final written assignment found in SGs, with the exception of foundational biblical language courses, which may require a supervised final examination. Assessment and grading criteria are furnished by the Graduate School of Theology.

4. GU produces final examinations for college credit only for undergraduate degree courses. Christian Service courses cannot be used to directly earn college credit (see point 5 below for a transfer option). Enrollment in Christian Service courses is no longer available through Berean School of the Bible, nor can Christian Service courses be used to substitute for Berean courses.

5. ISTs for Evangelism, Christian Life, and Christian Service courses are produced as a unit with unit evaluations (UEs) and are available to anyone who wants to purchase them. It is possible for students to transfer Christian Service courses into an undergraduate (college-level) program as credit within certain conditions. Students are encouraged to contact the Undergraduate School of Bible and Theology for more details.

6. There are no restrictions on the use of the ISTs and UEs for the Evangelism (EV), Children's Bible Curriculum (CBC), Christian Life (CL), and Christian Service (CS) courses. Likewise, use of the ISTs and Student Packets (SPs) or Essential Course Materials for the college courses is unrestricted. However, a person is not permitted to duplicate these materials in any way unless specific permission to do so is granted by the International Office.

7. Only students enrolled for credit with GU or an institution with an Educational Agreement (a Cooperative Educational Agreement or Credit Transfer Agreement) with GU can have access to the final examinations for the SED, Berean, and college courses. Final examinations purchased by institutions with an Educational Agreement with GU will generally be Alternate (or Publisher) Versions of the final examinations.

8. Copyright permission restrictions for Supplemental Readings (SR) and Readings and Resource Materials (RRM) for graduate-level courses require that their distribution be limited to students who enroll for graduate credit with GU.

9. For undergraduate degree courses, the Grading Packets (GP) are for use under the supervision of the Network Representative. They are also available to institutions that have an Educational Agreement with GU.

10. Final examinations for GU courses will be made available to the Network Representative only (or Graduate Studies Group Director, for applicable graduate courses) for students enrolled with GU. The Network Representative/Graduate Studies Office Director, or someone appointed by him or her, must supervise all final examinations. Global University personnel grade all GU examinations.

11. GU study materials and formative evaluation materials (other than formative evaluation materials for graduate-level courses) may be used for any educational purpose, including correspondence or extension education, by schools, churches, or other organizations that want to operate an educational program under the following guidelines:

    • An organization that operates an educational program in the name of Global University must have an Extension Office Agreement or a Study Group Agreement with GU.

    • If an organization does not have a Study Group Agreement or an Extension Office Agreement, it must operate the educational program in its own name.

    • The normal GU guidelines must be followed by any entity operating an educational program in the name of Global University. It is also highly recommended that these guidelines be followed by any entity operating an educational program in its own name but using GU materials.

12. College-credit advanced certificates and degrees and graduate-level credit certificates and degrees will be issued only by the International Office.

13. Evangelism, Christian Life, and Christian Service certificates and certificates of award will be issued by the International Office or Network Office for students who complete these studies, depending on where they enroll for the final exam.

14. Certificates, certificates of award, or degrees for all GU programs of study may be presented to the students by any GU office. Students can receive certificates from GU by enrolling through the International Office.

15. GU materials, including study materials, formative evaluation materials, and summative evaluation materials, must not be reproduced in any form unless GU has given written approval.

Prices

1. All sales of GU materials to the representative or coordinator shall be made in accordance with GU's current prices.

2. The representative or coordinator will sell to GU students within his or her territory the materials needed for their study programs.

    • Representatives and coordinators may establish a retail price for their own countries. All students must be charged the same within the country.

    • Each textbook title has a representative's or coordinator's price, plus a handling and service charge.

Academic Fees

1. The Network Representative sets the amount of the academic fees charged to students within his or her country.

2. Academic fees are charged by the Network Office, Graduate Studies Office, Extension Office, or study group.

3. A tuition fee is charged for the following:

    • Each course taken for credit

    • Credit given for adequately validated experiential learning (Graduate-level credit is not given for experiential learning.)

4. A fee is charged for a requested degree audit.

5. Other academic fees are charged according to the listing in the current GU academic catalog for the respective level of studies.

Copyrights and Materials Production

1. All copyrights of GU materials, including all translations thereof, shall remain the property of Global University.

2. All translation, modification, or changes in format of GU materials are subject to the prior approval of the International Office.

3. GU study and evaluation materials, including all media, may not be reproduced without the written authorization of the International Office.

General Operation

1. The street address of the representative's or coordinator's office should be placed in the areas designated for this purpose on all materials distributed to students.

   • A post office box number may be given. However, a street address should be included as well, depending on the circumstances of the Network Office. This helps establish the validity of the GU office and provides a point of contact for prospective students.

   • It is suggested that the address begin with the title as follows:

     The Representative (or Coordinator)
     Office Name
     (Address)

2. Any local incorporation or registration of the Network Office with the government must be approved by Global University.

Term and Termination of the Network Representative Agreement

1. The Representative Agreement is entered into for a period not to exceed 2 years and is automatically renewable for successive periods of 2 years.

2. Either party may terminate the Representative Agreement by registered mail at least 6 weeks prior to the termination date. It may be terminated immediately by Global University if, in its viewpoint, moral, legal, or spiritual principles have been compromised.

3. In the event that it becomes impossible for the Network Representative to satisfy the terms of the Representative Agreement, he or she will notify GU immediately. An attempt will be made to determine whether an adjustment in the scope or level of the Network Representative's GU responsibilities can be made.

4. Failure of the Network Representative to perform satisfactorily shall be considered a breach of the agreement.

5. In the event that either party shall breach the Representative Agreement, the other party shall have the right to terminate the agreement immediately by registered mail.

6. In the event the Representative Agreement is terminated, Global University may, at its option, repurchase the remaining inventory of GU materials from the Network Representative at the representative's original cost, provided the materials are in like-new condition and have not become obsolete.

Chapter 5—School for Evangelism and Discipleship (SED)

Global University's School for Evangelism and Discipleship (SED) evangelizes the lost and trains the found. SED courses introduce nonbelievers to Jesus Christ, teach new believers how to live the Christian life, and train Christian leaders to serve in their homes, churches, and communities. SED also seeks to model evangelism in cooperation with GU Network Representatives and other church leaders worldwide. Various study programs are administered by SED.

To receive an official student course record for a certificate or diploma, students may enroll for the CL program or CS program through the International Office. Students may also enroll through their respective Network Office, but all final testing must be submitted to the International Office. SED does not award any college credit, but CS students may apply to the Undergraduate School of Bible and Theology for transfer credit within certain conditions. Please contact the undergraduate school for more information.

Evangelism

Introducing Jesus Christ to the people of the world has been the chief aim of Global University since its inception. The primary tool to accomplish this important task has been a basic course titled *The Great Questions of Life*, which has been produced in print, audio, video, and other electronic media formats. The children's version of this course is *God Loves You*. The SED evangelism courses are as follows:

- *The Great Questions of Life*
- *God Loves You*
- *Highlights in the Life of Christ*
- *Challenge to Encounter*
- *We Hear from the Prophets*
- *Pathways to Turbulent Times*

Worldview Series

GU offers other courses designed to lead people to Christ based on their specific worldviews:

- *Is Jesus God?* (Atheism)
- *The Right Path* (Islam)
- *The Greatest Miracle* (Catholicism)
- *Searching for Answers* (Hinduism)
- *I Am God* (New Age)
- *Freedom from Karma* (Buddhism)
- *The Spirit World* (Animism)
- *Absolutes or Not* (Postmodernism)
- *The Counterfeit Wealth* (Materialism)

21st-Century Discipleship

This series of 39 lessons is designed to help local churches teach new believers how to be lifelong disciples of Christ, deal with common setbacks, and face life challenges as well as how to serve Christ in the local church. It is a supplement to the Christian Life Series. The following chart illustrates the three books involved in the 21st-Century Discipleship program and the lessons found in each.

Book One:
Getting Started

Your First Steps as a Christian
The Journey of Discipleship
How to Get the Most out of Bible Study
Nurturing a Passion for Prayer
Developing and Using Your Faith
Your New Spiritual Home, the Church
The Heart of Worship

Getting to Know the Holy Spirit
The Baptism in the Holy Spirit
Becoming More Like Jesus: Sanctification
How to Deal with Temptation
The Fruit of the Spirit
Beating Fear and Anxiety

Book Two:
Facing Issues

Overcoming Anger
Forgiveness
Building Better Relationships
Perseverance
Receiving God's Correction
How to Handle Failure
The Gifts of the Spirit

Your Money
Why Does God Permit Suffering?
How to Discover God's Will
Understanding Spiritual Authority
Finding Your Place in Ministry
Striving for Excellence

Book Three:
Making a Difference

Developing Vision
Christ-Centered Goals
The Mission of Evangelism
A Teachable Attitude
Servanthood in the Local Church and Beyond
Making the Most of Your Time
Your Abilities and Talents

Developing Leadership Ability
The Importance of Teamwork
Building Unity in the Local Church
Handling Conflict
Improving Your Attitude
Overcoming Obstacles

Christian Life Series (CL)

People who experience the saving grace of Jesus Christ are encouraged to learn how to live a Christian life. GU's Christian Life Series is a program of 18 courses designed to help the Christian grow and mature spiritually in the Christian life. Students may enroll in this program of study through a Network Office or the International Office if they desire an official certificate (fees vary).

CL students will study basic Christian topics under six reoccurring themes. The courses are conversational in style and easy to read. The following chart illustrates how the units of study are organized for the Christian Life Series.

	Unit One	**Unit Two**	**Unit Three**
Spiritual Life	Your New Life	When You Pray	God's Design—Your Choice
The Bible	Your Bible	How to Study the Bible	John's Gospel
Theology	Who Jesus Is	Your Helpful Friend	We Believe
The Church	The Church	Christian Worship	What Churches Do
Service	Personal Evangelism	Christian Workers	The Teaching Ministry
Christian Ethics	Bible Ethics	Marriage and the Home	The Christian in the Community

Christian Service Series (CS)

Students obtaining Christian Service materials through the School for Evangelism and Discipleship may receive a Christian Service diploma recognizing the completion of their studies of the CS series.

NOTE: *This diploma simply recognizes the successful completion of all the CS courses; it is not a diploma for credit. Students who enroll, pay the appropriate fees, and successfully pass the final exams with a score of 80 percent or above, through an official office, may qualify to receive up to 6 undergraduate transfer credits. Please contact GU's Undergraduate School of Bible and Theology for more details.*

Global University has established the Christian Service Series to better prepare Christian leaders for ministry in their homes, communities, and churches. This program of study provides students with the necessary Bible knowledge and skills for practical Christian service.

	Unit One	**Unit Two**	**Unit Three**
Spiritual Life	Christian Maturity	Prayer and Worship	The Responsible Christian
The Bible	The Kingdom, the Power, and the Glory	Tents, Temples, and Palaces	Understanding the Bible
Theology	Cornerstones of Truth	Alive in Christ	Counselor, Teacher, and Guide
The Church	The Christian Church in Ministry	Starting New Churches	Helping Churches Grow
Service	Spiritual Gifts	Preaching and Teaching	Sharing the Good News
Christian Ethics	Solving Life's Problems	People, Tasks, and Goals	Abundant Living

Children's Bible Curriculum (CBC)

The Children's Bible Curriculum is an excellent means of systematically teaching scriptural truths to children in pre-K to grade 6. It follows the same themes as the Christian Life Series with three units at each grade level (K–6). Each unit includes an Instructor's Guide and a student workbook. The lessons are designed for a weekly 1-hour session.

The goal of the Children's Bible Curriculum is to teach the Bible to elementary students. Memory verses, illustrations, and activities present children with active and meaningful methods of learning the stories of the Bible. They not only experience the challenges and faith-building experiences of leading figures of the Bible but also are confronted with the difficult choices those individuals had to make to be victorious. Major doctrines of Scripture are presented in a positive manner as students are led through the Old and New Testaments.

 The Instructor's Guide or teacher's manual, a companion volume to the student workbook, has additional material that suggests activities to involve the students in the learning process.

A school may continue Bible study for grades 7–9 in the Christian Life Series and grades 10–12 in the Christian Service Series.

	1st Unit	**2nd Unit**	**3rd Unit**
Kindergarten	God's Creation	God's Love	God's Help
Grade 1	Who God Is	The Bible: An Exciting Book	Jesus Gives New Life
Grade 2	The Church	Sharing God's Love	The Family
Grade 3	Devotional Life	Mark's Gospel, Bible Skills	The Holy Spirit
Grade 4	God's People	My Witness	My Questions
Grade 5	God's Plan for Me	Ephesians, An Epistle	Last Things
Grade 6	The Church: Origin and Destiny	Ministry and Missions	A Life of Faith

Audio and Video Courses

Evangelism

The audio format of *The Great Questions of Life* and *Highlights in the Life of Christ* combines narration, drama, and music to present the gospel clearly to nonreaders, poor readers, or those who prefer to learn aurally. In addition, *Option to Live*, a drama in twelve 15-minute segments, has been designed especially for people from various religious backgrounds.

Video footage, costume drama, nature scenes, and shots from around the world combine to present the gospel message in six programs based on *The Great Questions of Life*. Each program lasts for 14 minutes, 30 seconds. The presenter invites viewers to accept Christ and join him in prayer.

Christian Life

In the audio format, a narrator and a teacher interact with the listener, who is expected to answer questions and memorize Bible verses taught on the recording. The content is illustrated by audio drama inserts of Bible episodes and contemporary events.

Christian Service

In the Christian Service Video Series, each course is taught by a well-known pastor, evangelist, or Bible teacher. The content is illustrated by dramatic scenes from the Bible and from contemporary life. Each lesson in the Independent-Study Textbook is presented in a 30-minute video program.

Illustrated Narratives

Both the Gideon and David Illustrated Narratives (comic books) are available on video.

CL Certificate and CS Diploma

As an international school, Global University offers students a wide range of educational opportunities. Each student who successfully completes a School for Evangelism and Discipleship course is eligible to receive the appropriate certificate for that achievement. Certificates are available to award the study of specific groups of courses as well. Two types of certificates are available for issue. A diploma is also available (see below):

Individual certificates An individual certificate can be issued for the completion of each course.

Series certificates   Series certificates can be awarded for the successful completion of the Christian Life Series.

Diploma   A Christian Services Diploma can be awarded for the successful completion of the Christian Services Series.

Learning Management System

A Learning Management System (LMS) has been developed to allow students to access content, receive automated grading, and acquire certificates and diplomas. The LMS is available by request through the International Office and in multiple languages. Please contact International Network Services for more details.

Chapter 6—SED Student Records

As an international school, Global University offers a wide range of educational opportunities for students. Through GU materials, a person can hear the gospel for the first time, receive guidance on how to become a committed believer in Christ, and acquire knowledge and training to become a more effective worker in the kingdom of God.

The student record system is the heart of a Global University office. A variety of record-keeping systems are used in GU offices around the world. These record systems represent effective responses to a variety of situations.

Types of Record Systems

Each Network Representative is responsible for developing his or her own student record system. For Network Offices who need help in this process, the International Office can provide assistance through the Learning Management System (LMS). Other Student Record Systems can include:

- Manual System Records: Student List, Student Information Files, Course Record Cards
- Mechanical Student Record Systems: Using typewriters, addressing machines, copy machines, etc.
- Computerized /Electronic Student Records Systems: Database and accounting software.

Goals of Record Keeping

The goals of record keeping are as follows:

- To minister effectively and efficiently to all students
- To manage the administrative, academic, and business functions of the school effectively
- To provide the required reports for the GU International, Regional, and Network Offices for management, promotional, and academic purposes

Information Needed for Record Keeping (Evangelism)

To operate effectively, a GU Representative needs accurate and current information. Listed here are some specific information items needed:

Distribution	The number of courses distributed to nonbelievers for the purpose of evangelism
Enrollment	The number of students enrolled in a GU course
Completion	The number of courses completed by GU students
Decisions	The number of people who accepted Christ due to interaction with GU materials or active GU students
Active students	The number of students engaged in learning at some level with GU during the last 12 months
Geographic location	The physical location of the students

Information Needed for CL and CS (Discipleship and Training)

Students in the Christian Life (CL) and Christian Service (CS) Series generally are already believers who are interested in continuing biblical/theological study. The representative will need accurate and up-to-date records regarding the students' academic progress. These records are important to GU's accreditation standing, especially if students are charged academic fees for their study.

Records for the CL and CS programs should be maintained to help provide the following:

- Enrollment information
- Grades for courses
- Number of active students
- Certificates and diplomas issued
- Cancellations and refunds

Keeping accurate student records will make it easier to service students, assist in setting and checking goals, and assist in seeing signs of spiritual growth.

Student Record System

Student records is an area of the representative's office work that includes receiving messages and inquiries from students, processing requests for materials, grading lessons, and recording these transactions on appropriate forms. An example of a form for a record-keeping system (Student Record Card) is included at the end of this chapter. Other record-keeping forms are located in Chapter 16: Appendix I. The LMS will automatically provide this information for participating language offices.

Student Record Card	This card contains all the vital information about the student. The student's complete name, address, student number, and academic information are recorded. Additional information obtained by the particular office should be recorded to serve the student properly. (See example at the end of this chapter.)
Certificates and Diploma	CHRISTIAN LIFE (CL)—The International Office provides Christian Life Course Completion Certificates for students who enroll and satisfactorily complete a course, provided that the student has enrolled and paid the appropriate fees. An official Christian Life Course Series Certificate will be issued to students who enroll and satisfactorily complete all of the CL courses and final exam.
	CHRISTIAN SERVICE (CS)—The International Office provides Christian Service Course Completion Certificates for students who enroll and satisfactorily complete a course, provided the student has enrolled and paid the appropriate fees. An official Christian Service Series Diploma will be issued to students who enroll and satisfactorily complete all of the CS courses and final exam.
	A variety of types of unit certificates are available from Global University. (For more details, contact the School for Evangelism and Discipleship.) Certificates for the Christian Life and Christian Service courses are signed by the Network Representative and issued by the Network Office. (See form for Certificate Request, page 16.17 in the International Network Guidelines Forms Index.) The Christian Service Diploma issued by the Network Office recognizes only completion of the CS Series.

Monthly Statistical Report   It is recommended that monthly statistics be maintained for student records. The primary statistic sought by the School for Evangelism and Discipleship (SED) and GU is the number of decisions for Christ, based on testimonies, and the number of students who have finished the CBC, CL, and CS Series. The International Office of SED has developed an Excel document for student record keeping (available upon request).

Quarterly Report   The Quarterly Report is a summary of student statistics to be completed and submitted within 30 days of the end of each calendar quarter. This report is available online and accessed through the International Network Services portal. A copy of the form is also located at page 16.19 in the Forms Index (or click here) and may be completed and sent by e-mail or postal mail to the address below. **Total Active Students** means the number of students who are actively continuing their course studies. **Total Enrolled This Quarter** refers to course enrollments made during this quarter.

International Office
Attention: International Network Services
1211 S. Glenstone Ave.
Springfield, MO 65804

Email: inetwork@globaluniversity.edu

NOTE: *Please maintain one copy for your records*.

Suggested Procedures for SED Record Keeping

These procedures for record keeping will help with following up with students, enrolling new students, grading student UPEs and exams, recording student progress, and issuing certificates and / or diplomas.

Following Up with Students

It is important to establish a regular time to follow up with students. It should be devoted to students from whom no response has been received for a long period of time. Each country has its own particular problems with mail being lost or misdirected. Network Representatives should maintain a record of student reports.

The Importance of Follow-Up

The worldwide goal for completion of enrollment is 50 percent. This is a realistic and measurable goal. However, the nature of distance learning is such that a student can easily become discouraged and drop out. Therefore, to reach the goal, follow-up letters or e-mails should be sent. These are known simply as *reminders*.

A student who is slow to respond should receive two to four reminders before being considered inactive. Generally, at least two reminders should be sent 2 months apart. Under GU's enrollment agreement, a student is not considered inactive until 12 months have elapsed without correspondence from the student.

The Time Element

Representatives should establish a time frame for follow-up with students. Follow-up should include two important dates:

- The date determined by the representatives, which may be 2 weeks or as long as a month, since they last heard from the student.
- The date when a student is considered inactive (1 year).

Student Record Review:

- Record the date a student receives a lesson.
- Record the date a student returns the lesson.
- Contact any student who has not responded for more than a month. In your correspondence, include the student's number and the date you last heard from him or her.
- Students who have not responded for at least a year should be labeled as "inactive."

Through effective follow-up, you may experience an increase in completion rates by students who will be encouraged to keep studying because somebody cares.

Correspondence

Separate correspondence by course.	Create a filing system that will allow you to separate correspondence by course title (for example, *Great Questions of Life* in one file, *Your Helpful Friend* in another). An electronic recording program (Excel, Access Data Base, QuickBooks, etc.) is strongly recommended in order to safeguard student records and allow for more ready access.
Take care of special matters.	Organize communication from students into logical categories. For example, if a student pays for a particular course, you could issue a receipt and place a copy in the appropriate file. Or perhaps a student has enclosed a letter or sent an e-mail requesting spiritual advice. In that situation, you could place the letter with the folder of letters that the spiritual counselor in your office will answer.
Retrieve names of referrals.	Often the student will provide names of friends he or she wants to receive GU lessons. Be sure to send each referred person a complimentary lesson or direct him or her to GlobalReach.org. Some offices send a referral slip along with the new lesson. The slip has a blank space to write the name of the person who made the referral. Basically, it says: "John Doe, who is a student with us, has nominated you to become a student of Global University. We are enclosing the first lesson of *Great Questions of Life* for your use. If you wish to become a Global University student, read and complete the lesson, and mail it to us. At that time, we will enroll you as a student and send you the next lesson(s) to study." <u>Remember</u>, in sensitive areas, it may not be wise to send the friend's name.

Enrolling New Students

Students should be encouraged to enroll through the Network Offices in their respective countries. In the event no Network Office exists, students may enroll directly with the International Office or go online to SED.GlobalUTraining.com.

Student Information

At least six elements should be included in a student's records (see Student Record Card, page 6.8):

1. Name
2. Mailing address
3. Home Phone Number / Cell Number
4. E-mail address
5. Student number
6. Course progress

Some offices want additional information such as birth date, local church, and vocation.

When an electronic database or computer software programs are not available, consider using a filing system similar to the following:

One-card system   Many offices complete one card when registering a student. As mentioned previously, this card is maintained in the active file in either numerical or alphabetical order. If the student becomes inactive, the card is removed from the active file and placed in the inactive file.

Student Numbers

There are several ways to assign student numbers. The system you use should be efficient and useful for your needs. The examples outlined below can be adapted to meet the requirements of good student services in your country. Whatever the method, require your students to use their student number on all correspondence and contact with your office.

Method 1

In this method, the Network Representative gives a number to each province or state in his or her country. When an individual enrolls, the representative assigns a student number that incorporates (a) the province number, (b) a number for the student's city or region within that province or state, and (c) the consecutive number of the student within the country. For instance, the student number *3-22-145* indicates that this student is from province number 3, lives in city or region number 22, and is the 145th individual to enroll in the representative's country (see below).

Province or State within Country		City or Region within Province or State		Consecutive Number of Student within Country
3	–	22	–	145

The cards are then filed by the complete student number rather than in alphabetical order. This makes follow-up easy. The representative can also efficiently serve a pastor who needs information on students in his or her area. That is, if a pastor is from province or state 3 and region 22, simply go to the 3-22 section of the student cards. All cards in that section are in the church's region and can be used to invite students to follow-up rallies or used by the church to contact them individually.

When a student moves to a new province, state, or region, change the first two units of his or her number, but keep the last portion the same. For example, if student 3-22-145 moves to province 12, region 30, her new student number is 12-30-145. Remember, the last unit of the student number never changes. She was the 145th student to enroll within the country, and the number remains hers. If a student becomes inactive, his or her card is placed in the inactive file, but his or her personal number is never reassigned to another student.

Method 2

In this method, the representative assigns a number to specify a city, region, district, or particular study group or language group in his or her country. The representative then couples this number with the consecutive number of the student within the country in order to issue a student number. That is,

student 24-145 lives in city 24 (or is part of language group 24) and is the 145th person to enroll in the representative's country. If that student moves to another region, only the 24 changes. The consecutive student number (145) does not change and is never reassigned to another student.

> **NOTE:** *In both of these methods, it is suggested that the representative use a separate notebook to keep track of the next number to be issued. In the notebook, it is sufficient to list only the student's number, name, and city.*

Student Questionnaires, Unit Evaluations, and Final Exams

As you grade the student's unit evaluation and final exams and / or review the questionnaire responses, be alert for the following:

- Questions the student may have written on the report. Answer each question.
- Testimonies of salvation as a result of studying the course. Record the student's number and the date a decision to accept Christ as Savior was made. Send these testimonies to the International Office along with your Quarterly Report.

Recording Student Progress

Record the score and date of completion for graded student evaluations and final exams. Recording the actual grade is important for those students who are study for a Christian Life Certificate of Completion and / or a Christian Service Series Diploma of Completion, and it is especially important for students who are seeking to transfer CS courses for undergraduate credits, in which case they must pass their course with 80 percent or above.

Issuing Certificates

Type or write the required information on the certificate for the course a student has completed. (In study groups and Extension Offices, a list is sent to the Network Office requesting the certificates. This list should include the student's name, grade, course completed, and type of certificate desired—whether individual or unit certificate or perhaps a seal to be placed on a unit certificate.)

Mailing or E-mailing Student Unit Evaluations

Assemble the graded student unit evaluations, the course completion certificate, and the next course in preparation for mailing or scanning. Writing the student's number on the new course unit evaluations being sent is a small investment that will help you quickly locate his or her record card when the student evaluation is returned for grading. For Internet communication, simply send evaluations and certificates by e-mail, and refer students to GlobalReach.org for their next course.

Storing Inactive Student Files

Some offices have been open for many years and have accumulated a great number of inactive files. It is suggested that you first evaluate how many years usually elapse before the average student requests to reactivate. Is it rare that a student returns to his or her studies after 5 or 10 years? This lapsed time will determine how far back you will want to keep records. Any physical records older than that time could be discarded; however, it is helpful to keep an electronic archive of student records.

Students Who Want to Reactivate

In case an inactive student wants to reactivate, you will want to keep the inactive records in such a manner that they are easy to retrieve. Some offices keep the inactive students in the same order as the active students (either numerical or alphabetical). Other offices prefer to keep the active students in

numerical order and the inactive students in alphabetical order. In any case, it is important to be able to find the student's record accurately and quickly in the inactive file.

Grading System for SED Courses

The Global University philosophy is that grading is an important educational tool when used to measure progress, motivate learning, maintain standards, adapt teaching, and provide adequate records.

The exact formula for grading Evangelism courses may vary from course to course and from place to place. The formula for computing the score for Christian Life and Christian Service courses is outlined at the beginning of the Answer Keys for the courses (the books that contain the grading keys).

NOTE: *Students enrolled in the Christian Service Series are eligible to apply for up to 6 transfer credits into the Global University undergraduate program, provided the credits fit into their chosen program of study and they complete each of the CS final exams with a score of 80 percent or higher.*

A GU Representative may grade Evangelism, Christian Life, and Christian Service courses. Grades may be given in words rather than in letters or numbers, such as *Excellent*, *Good*, *Satisfactory*. A representative may also want to use terms used by local resident schools.

Words of commendation can be added for those who have done well, or encouragement and constructive suggestions for those who have not done as well. Additional points may be given for memory work, subjective questions, reports, and other activities. A student should not receive a failing grade in an Evangelism, Christian Life, or Christian Service course because of failure to do memory work.

If a student's basic score on any of the lessons is less than 50 percent, he or she should be given special help. The student may be given the opportunity to raise the grade by reviewing the whole lesson or the part of it with which he or she had difficulty. Those with little formal education should not be penalized if they do not understand the method of testing. Verbal testing is acceptable for noncollege courses.

Multiple-choice questions may be especially difficult for those who are using the materials in a second language. Sincere encouragement should be provided for all those who read the Independent-Study Textbook carefully and do all the exercises.

Example of Student Record Card

The Student Record Card on the next page is designed to fit on a 4- by 6-inch card, front and back, OR on one side of an 8½- by 11-inch or an A4 sheet of paper by enlarging it on a photocopier.

NOTE: *The SED International Office can provide an electronic database (Excel) as an example for Network Offices to use for student record keeping or to create an administrative office with LMS.*

NOTE: *The data for students who enroll through LMS is stored on a GU database; the student data is input from a local office or the International Office.*

THE ONLY GRADE RECORDED FOR STUDENTS DIRECTLY ENROLLED THROUGH THE INTERNATIONAL OFFICE IS THE FINAL EXAM FOR CL AND CS.

Student Record Card

Family Name:	Given Name:	Student Number:
Registration Date:	First (Primary) Language:	Second Language:

Address:		
City:	State/Province:	Country:
Home phone #:	Cell phone #:	
E-mail Address:	Network Office Code / Grading Center:	

Other Information:

Course/ Lesson	Date Distributed	Date Returned	Score	Date and Amount of Payment	Date of CL Series Certificate	Date of CS Series Diploma	Revision Date	Dates of Follow-Up

Chapter 7—Berean School of the Bible

Adult Continuing Education Programs

Global University offers nondegree-level programs of study through its Berean School of the Bible (BSB). BSB programs are designed for the adult continuing education academic level. Note the detailed description of this academic-level curriculum and how it is distinct from undergraduate study as you read through this chapter. A select sequence of courses through BSB satisfies ministerial training requirements in the United States (approved by the General Presbytery of the Assemblies of God USA) and provides enrichment and training for lay leaders. However, these BSB courses do not lead to overseas credentials unless the national church allows them to meet the specific credentialing requirements in its country or the individual student is a United States citizen.

The BSB nondegree-level programs of study are also offered in Spanish.

Undergraduate credit is not granted directly for these courses. Transcripts are maintained and diplomas are offered to validate completion of the studies. Diplomas are offered in the following:

Ministerial Studies	*Church Ministries
*Ministerial Studies with Leadership Honors	*Royal Rangers Organizational Leadership
**Bible and Doctrine	

*These three programs are available only to students dually enrolled through the appropriate United States organization.

**Three courses for the Bible and Doctrine diploma use Study Guides (SGs) instead of Independent-Study Textbooks (ISTs). These courses require textbooks in addition to the SGs. The courses are BIB316 *Geography of the Holy Land*, THE221 *Systematic Theology I*, and *THE222 Systematic Theology II*.

Continuing education units (CEUs) are earned for each course completed successfully (70 percent or higher final grade). Students who have completed Berean courses may receive up to 27 credits* of advanced standing toward an AA, Diploma, or BA or *up to* 18 credits ** toward a Second BA degree. Courses with a score of *C or higher* may be considered for transfer of credit.

Actual amount of advanced standing depends upon the requirements of the particular program. Transfer of credit may vary if students have also attended other accredited universities.

**Students may receive a maximum of 18 credits toward a Second BA. (A minimum of 32 credits must be completed with GU to receive a degree.)*

General details (based on current BSB curriculum):

- BSB Level One completed (all passed, 70% or above) = up to 9 credits
- BSB Level Two completed (all passed, 70% or above) = up to 10 credits
- BSB Level Three completed (all passed, 70% or above) = up to 8 credits
- BSB Ministerial Studies Diploma (all passed, 70% or above) = up to 27 credits

NOTE: *Global University's degree-level transcripts do not list individual courses that are transferred. The total amount of transfer given will be noted on a degree-level transcript. Students may obtain BSB courses and grade information by requesting a BSB transcript or by logging into the "Student Subject List" portal from Global University's website.*

BSB courses are designed and written for students in the United States. Some core course material may not communicate well in certain cultures, but the basic biblical courses are cross-culturally adaptable.

Berean School of the Bible works directly with Network Representatives, rather than individuals or local churches, to provide the materials necessary for study on the BSB level. BSB Independent-Study Textbooks (ISTs) will be sold to Network Representatives at a 65-percent discount (in print format), and recommended reading textbooks will be sold at a 20-percent discount. Network Representatives who prefer to print their own ISTs may receive them in electronic format with a Rights-to-Print fee to be paid for each copy printed. The Rights-to-Print fee will be determined by the Gross National Income (GNI) of the country.

BSB courses are available within the Logos Bible Software through GU's partnership with Logos. These courses offer greatly enhanced study inside Logos' digital library system. A Logos digital library account, available at a discounted price through GU, is required to use these digital courses. Many benefits are offered, including enhanced learning and a valuable collection of digital resources for a life of heightened ministry effectiveness.

Berean course materials might also be available from Global University in other digital formats. Contact the International Office to determine what electronic formats are available and for which courses.

BSB curriculum has been used effectively for many years in several different models of local, church-based study groups. More than half of all BSB students in the United States enroll through one of these groups. These groups are currently configured to relate directly to the International Office. However, GU is happy to discuss modifications to these models for representatives or coordinators who want to adapt them for use outside the United States. For more information, visit the GU website www.globaluniversity.edu or contact the International Office.

Transcripts for Continuing Education Units

Courses completed for continuing education units (CEU) through BSB, will not appear on a degree-level transcript. Students who have earned degree-level credit and BSB CEUs must request separate transcripts. *Adult continuing education* is a label used to identify training and educational programs in both industrial/commercial and academic environments. This label is used for a broad range of training applications. Thus it is necessary to describe definitively what a specific continuing adult education program will include.

Purpose of GU's Adult Continuing Education Programs

Global University provides five instructional programs, each with its own program descriptions and curricula. This information is GU's own description of adult continuing education, defining academic parameters that reflect its mission and distinguishing it clearly from the other educational programs offered by the university. It particularly distinguishes the adult continuing education studies from the programs and curricula of the undergraduate and graduate studies.

GU's Berean School of the Bible provides postsecondary adult continuing education studies, the primary purposes of which are (1) to qualify students as ministerial credential candidates, and (2) to produce ministry competence and/or spiritual growth for all students. BSB programs aim to prepare students for the practical functions of Christian vocational and lay ministry, including foundational, Bible-knowledge competencies.

Programs and Curricula

BSB curricula are comprised of specialized courses designed to produce specific biblical knowledge and ministry competencies as defined by the Assemblies of God credentialing authorities. BSB has a unique and valuable role as compared with the other programs of the university.

Courses and Instruction

The courses that comprise the curricula are intentionally distinct from baccalaureate-level courses. BSB courses are designed for development of practical ministry skills and fundamental Bible knowledge. Additionally, the curricula are not designed to consider a broad spectrum of variant ideas and opinions. Instead, the curricula intend to reinforce the values and official teachings of the Assemblies of God Fellowship.

The table below includes a comparison of the program characteristics for undergraduate studies and adult continuing education studies:

PROGRAM CHARACTERISTICS	UNDERGRADUATE	ADULT CONTINUING EDUCATION
Content scope	Includes a broad range of topics, including general education (liberal arts)	Is limited to specialized study areas; primarily professional, career-oriented studies
Content volume	Transmits more content in more concentrated packages	Delivers less content in less concentrated packages (e.g., fewer concepts presented per course section)
Content level	Incorporates higher reading level and proficiency requirements	Targets reading level to general audience proficiencies
Critical thinking	Involves the range of Bloom's scale but places greater emphasis on upper levels	Focuses on concrete rather than abstract; emphasizes comprehension and application
Thinking styles	Introduces students to alternative thinking styles and seeks to expand existing knowledge base	Seeks to improve existing styles and reinforce existing knowledge base
Research	Required generally at BA level	Encouraged but not required
Collaborative learning	Begins generally at BA level	Involves generally self-directed or mentor-facilitated education
Nature and focus of study	Designed to be less practical and more theoretical and academic; focuses on professional, academic practice	Has a strong vocational skill orientation and hands-on components; aimed at training and development versus education
Assessment	Verifies discipline mastery/application	Aims at practical learning verification
Motivation	Seeks academic and professional achievement	Seeks improvement of competencies and productivity
Learning styles	Emphasizes reflection, abstraction, and application	Aims at styles related to concrete observation and active experimentation

NOTE: Education specialists Robert Love, PhD, and David Martz, EdD, contributed significantly as consultants to this project.

Procedure to Apply for a Program of Study

New Students

The Berean School of the Bible Student Application Form (see page 16.71 in the International Network Guidelines Forms Index or click here) must be submitted before students begin their studies with Global University. The initial Subject Enrollment Form (SEF) may be submitted at the same time as the Student Application Form or when GU notifies the Network Office that the Student Application Form has been processed and a student number has been assigned. Students can be given course materials and start their studies as soon as the initial SEF has been sent to the International Office.

From time to time, students in other countries submit the Berean School of the Bible Student Application Form via the Global University website. In these cases, the International Office will check with the Network Office(s) near where the student resides to see if they would be willing to service the student in BSB courses. If the Network Office is willing to service the student, Global University will forward the Student Application Form to the Network Office so they may follow up with the student for enrollment.

Translate Student Application Form

The Berean School of the Bible Student Application Form should be translated into languages used by the individual Network Offices to keep prospective students updated on all changes made to GU's current programs.

Cancellation and Refund Policy

Global University is required by its accrediting agency to observe a rigorously defined cancellation and refund policy. This policy is printed in the Berean School of the Bible catalog under the Financial Information section. (Also see page 13.3.) Each Network Representative must follow this policy exactly. If the student or Network Representative uses an electronic SEF, it is the representative's responsibility to inform the student of GU's cancellation and refund policy.

Student Record System

Please refer to "Student Record System" on page 8.17.

Final Examination Procedures

General Guidelines

For students enrolling in BSB courses, the final exams are available online. The online exam will be available as soon as the Subject Enrollment Form (SEF) has been processed by the International Office. If a student does not have access to the Internet or would prefer to take the exam on paper, please indicate on the SEF that a printed copy of the exam and Scantron answer sheet needs to be sent.

The student may request the final exam through the Network Representative's office. Following are some general guidelines:

- The SEF should be sent to the International Office at the time the course materials are given to the student.
- International Student Services will send the final exam to the Network Office as soon as the SEF is processed.
- The Network Representative should record the arrival of the final exam on the Student Course Log and forward it to the student at the appropriate time.

- The final examination in any course may not be taken until a Subject Enrollment Form (SEF) for that course has been received by Student Services and a student number has been assigned.
- The Network Representative must sign and date the certification on the final examination scantron. The final exam is considered invalid without the Network Representative's signature and date. These documents should be sent by airmail to International Student Services in Springfield, Missouri, USA.
- Final Grade Reports can be sent to the Network Office by e-mail if so requested by the Network Representative.

Global University's Policy on Cheating

The final exams are closed-book exams. The student is on his or her honor in completing the exam. Before the student opens the exam, he or she should put away all books and study materials. The exam should be completed in one sitting. When the exam is completed, it should be sent to the Network Office before the student refers to any study materials. This eliminates the temptation to change an answer that may have been missed. These policies protect the integrity of the exam and the quality of education available through Global University.

Criteria for Retaking a Final Examination

For a student to qualify to retake a final exam, the following criteria must be met:
- Both the course grade and final examination score must be below 70 percent.
- The request to retake the exam must be made within 30 days from when the Final Grade Report was issued.
- The retake exam must be completed within 3 months from the date it is issued.

NOTE: *Do not send an SEF to request a retake exam or course extension; an e-mail to International Student Services is sufficient.*

Criteria for Service Learning Requirements (SLRs)

SLRs should be evaluated by an approved faculty grader. If a student's SLR is evaluated as unsatisfactory, the student should be given clear indicators as to why the SLR is unsatisfactory and encouraged to resubmit his or her SLR with the necessary corrections. A final grade will not be issued until a satisfactory SLR has been received. A satisfactory SLR must be submitted within the enrollment period of the course.

Time Limit for Completion of Courses

The time limit for completion of a Global University adult continuing education course is 6 months. Network Representatives should encourage their students to complete their studies within this prescribed length of time. However, when students are unable to meet this deadline, the International Office may, upon recommendation of the Network Representative, grant an extension. Extensions must be requested before the original expiration date of the course. Extensions give the student an additional 6 months to complete the course for a total enrollment period of 1 year. An additional fee may be required. If the student does not complete the course before the extended expiration date, he or she must pay for reenrollment in the course to receive course credit.

NOTE: *When a course expires, immediately return the final exam to the International Office.*

Berean School of the Bible Transcripts

Please refer to "Global University Transcripts" on page 8.19.

Policy for Servicing Students Who Move

Please refer to "Policy for Servicing Students Who Move" on page 8.20.

Quick Reference to Adult Continuing Education Operations

Enrolling a Student in a Course

A student must submit the Student Application Form prior to or along with the initial Subject Enrollment Form.

1. Anyone may enroll in any course for personal enrichment regardless of previous academic experience.
2. The Subject Enrollment Form (SEF) should be completed as follows:
   - The student completes and signs the SEF.
   - The Network Representative verifies the accuracy of the course name and number and the student's name and address. Be sure the student's date of birth and gender are included.
   - If the student has previously enrolled in a Global University course, enter his or her student number accurately.
   - Place the GU Network Office address and three-letter office code in the Network Office area on the SEF.
   - Indicate the Independent-Study Textbook/Study Guide edition and language.
   - The Network Representative dates, initials, and/or stamps the SEF. A missing signature (or official Network Office stamp) indicates nonapproval by the Network Representative.

   NOTE: *SEFs with incomplete information will not be processed but will be returned to the Network Representative for completion.*

3. Mail, e-mail, or fax the SEF to the attention of International Student Services *at the time the course materials are given to the student.*
   - A student is officially enrolled in a course when the SEF is processed by Student Services. The official enrollment date will be stamped on the front of the SEF by Student Services.
   - Student Services will return a copy of the SEF. The student number should be on all work submitted for grading and/or credit.
   - The office that signs the SEF is the office billed for the enrollment.
   - The three-letter office code for the enrolling office will appear after the student number. If a student changes offices, only the three-letter office code will be changed. The student number originally assigned will not change unless the student moves to the United States or from the United States to a Network Office.
   - For Berean School of the Bible courses, the final exam is available online. If the student does not have access to the Internet or would prefer to take the exam on paper, please indicate this to Student Services on the SEF and the IO will send a printed final examination and Scantron answer sheet.

   NOTE: *Students have the right to cancel their enrollment within 5 business days after midnight of the day the SEF is signed. If the student cancels enrollment during this time, the student shall receive a complete refund of all money paid. The cancellation and refund policy is stated in the Global University academic catalog for each respective level of studies. (See also page 13.3.)*

4. The Network Office should place a copy of the SEF with the enrollment date in the student's file and forward a copy to the student.

Setting Up Student Files

Please refer to "How to Set Up Student Files" on page 8.18.

Administering a Final Examination

Adult continuing education exams are closed-book final examinations. These exams do not require an exam supervisor; the student is on his or her honor in completing the exam. The exam instructions ask the student to put away all books and study materials. The exam should be completed in one sitting. If the student is completing the exam using a Scantron answer sheet, he or she should mail the answer sheet, the signed exam validation certificate (included in the exam booklet), and the exam booklet itself to the GU Network Office before referring to study materials. This eliminates the temptation to change an answer that may have been missed.

Once the Network Office has received the final exam Scantron, the Network Representative records the arrival date of the completed examination on the Student Course Log, signs the certification on the Scantron, and forwards the final examination booklet cover sheet and the final examination Scantron along with the Service Learning Requirement assignment to:

> Global University—International Student Services
> 1211 South Glenstone Avenue
> Springfield, MO 65804 USA

Please **DO NOT** staple anything to the Scantron. Be sure to make copies of everything before sending materials to the International Office.

NOTE: *It is vital that the examination certification form be signed. This validates our procedures for administering examinations and certifies that proper procedures were followed for our accrediting association.*

Student Services grades the final examination, calculates and records the final grade for the completed course, and sends the Final Grade Report to the Network Office.

If a Student Fails a Course

1. If a student receives a final grade below 70 percent, the student may request to retake the final examination within 30 days from when the Final Grade Report was issued. The International Office does not charge Network Offices for retakes although the Network Office can charge their students, if they so choose. If the student fails to earn a passing score through a reexamination, the failing grade will remain a permanent part of the student's academic record.

2. The student may enroll in the course again and pay the applicable tuition fees. He or she must successfully pass the final examination to receive credit.

3. Please note that the student has 3 months from the day the retake is issued to complete the exam.

Handling a Student Withdrawal from a Course

1. A student may withdraw from a course at any time up to 6 months from the official enrollment date. Students should be encouraged to withdraw rather than let their enrollment expire.

2. If a student notifies the representative or coordinator that he or she desires to withdraw from the course, this should be noted (with a WD) on his or her Student Course Log.

3. Inform Student Services immediately of the student's withdrawal by sending in a request to withdraw. (This may be in the form of an e-mail.)

4. Students who withdraw or cancel their enrollment may be entitled to a refund according to the cancellation and refund policy found in the academic catalog (or see page 13.3).

Processing a 6-Month Course Extension

1. Students are expected to complete a course within 6 months. However, if circumstances merit, the Network Representative may request an extension of 6 months in order for a student to complete a course. This will allow the student up to 1 year from the date of the original enrollment to complete the course.

2. If the student does not meet the extended deadline, he or she must reenroll and repay the tuition to complete the course.

3. Before requesting an extension, the Network Representative should consult with the student regarding his or her reasons for not completing the course on time. Definite goals for completing the course should be set and agreed upon.

4. The Network Representative informs Student Services of the request for an extension, being sure to include the student number, course number, and course name in any correspondence. Student Services must receive this notice before the initial 6-month period of enrollment has expired. An additional fee may be required.

Chapter 8—Undergraduate Policies and Procedures

The School of Bible and Theology (SBT) exists to equip men and women for Spirit-empowered ministry by providing biblical and theological education at the undergraduate level. Our distance learning courses provide ultimate flexibility, as they can be used for independent study, used for group study, or even adapted for classroom use. SBT programs and courses are offered in three main languages: English, Spanish, and French. In addition, courses have been translated into several other languages around the world.

The basic requirement for admission to SBT is possession of a high school diploma or its equivalent. Under certain circumstances, provisional admission may be granted to students who are unable to provide proof of secondary education. An undergraduate program of study requires that a minimum of 32 credits be earned through the completion of SBT courses.

SBT offers a number of degree programs, as well as certificate programs, including the following:

Bachelor of Arts degrees:

Bible and Theology (128 credits)
Christian Education (128 credits)
Intercultural Studies (128 credits)

Second Bachelor of Arts degrees *(for students who have already completed an undergraduate degree):*

Bible and Theology (50 credits)
Christian Education (50 credits)
Intercultural Studies (50 credits)

Three-year Bachelor of Arts degrees *(for students in a qualifying international education system):*

Bible and Theology (96 credits)
Intercultural Studies (96 credits)
Christian Education (96 credits)

Associate of Arts degrees:

Bible and Theology (66 credits)
Christian Education (66 credits)
Church Ministries (66 credits)

Diplomas:

Ministry (64 credits)
Theology (96 credits)

Certificates:

Bible and Theology (32 credits)

Bible Interpreter Certificate (18 credits)

Christian Communicator (18 credits)

Christian Mission (18 credits)

General Studies (18 credits)

The overarching goals for the degree programs include demonstrated achievement in the following areas. After successfully completing a degree program, the student will:

- Demonstrate a comprehensive knowledge of the Old and New Testaments.
- Demonstrate a comprehensive knowledge of the theological principles that serve as a foundation of Pentecostal Christian faith.
- Develop and demonstrate written and oral communication skills.
- Apply relevant biblical and theological principles in local ministry contexts.
- Exhibit an awareness and appreciation of the various areas of general education: humanities; fine arts; social, behavioral, and natural sciences; mathematics; oral and written communications; and computer skills.
- Continue the appreciation and practice of lifelong learning.
- Participate effectively in Christian ministry.

The strategies used to assess the achievement of these goals include examinations, service learning opportunities, writing assignments, and graduate follow-up surveys.

Accreditation

Global University is accredited by the Higher Learning Commission. This accreditation benefits students when their academic credits are submitted for transfer to another academic institution (although it is always the receiving institution that determines what credits to accept), when qualifying for admission to a higher level of study, or when qualifying for a particular ministry. Each representative or coordinator should carefully follow the prescribed policies and procedures as he or she services students so Global University may continue to offer students an accredited education that will be widely recognized and respected by other academic institutions.

Student Advisement and Success

Student advisement is an important function of the Network Representative's office. The Network Offices help students select programs of study and subjects that are best suited for their abilities and goals. They also help students submit the necessary paperwork to apply to Global University and gather official transcripts reflecting previous academic study or compile evidence of professional experience that may qualify them for advanced placement with Global University. See the following sections under "Applying to Global University" for more detailed information.

Student success is another important role of the Network Representative's office. The Network Offices contribute to student success by encouraging students to establish an appropriate study plan and habits, helping students successfully complete their subjects within the prescribed time limits, and sending out regular communication. Some contact between students and the Network Office should be made at least once every 4–6 weeks. Some great ways to communicate with students are to write a personal letter of encouragement, send a newsletter, or write personal comments on the unit progress evaluations (UPEs) (if the Network Office chooses to grade the UPEs).

Global University courses (individual subjects) are open to anyone who desires to enroll, who is at least 16 years old, and who has completed 10 years of formal schooling. However, before a student enrolls, he or she should keep in mind that the courses are presented at a university level. Should a student want to pursue an undergraduate diploma or degree with Global University, a high school diploma or its equivalent is required.

Applying to Global University

Select a Program

Before students submit an application, they need to review the requirements for the program of study they are interested in pursuing and make sure they meet the entry requirements for that program (e.g., they must have already earned a first BA in order to enroll in a second BA program). The requirements for all the available programs of study can be found in the 2017 Undergraduate Catalog and on Global University's website. If students do not intend to pursue a degree or are unsure of which program of study to choose, they may select "Undeclared / Enrichment" or "Undeclared / Undecided" on the application. Undeclared students should declare a program by the time they have completed 18 credits. If the Network Office or a student has any questions regarding which program the student should choose, please send an e-mail to degreeaudit@globaluniversity.edu.

NOTE: *In order to provide prospective students with accurate program of study information, it is important that Network Offices use only the Undergraduate Application form posted on the International Network Services website. Offices using a non-English form need to be sure their translated forms are updated accordingly.*

Submit an Application

Please make sure the application has been signed by the student and the Network Representative and filled out completely and accurately before sending it to the International Office. The Network Office may include the following documents with the application:

1. Proof of secondary school completion
2. Official academic records (or transcripts) from any postsecondary institutions that a student would like to be considered for advanced placement (transfer of credit)
3. Subject Enrollment Form (SEF)—OPTIONAL

Proof of Secondary School Completion

A high school diploma or equivalent is the minimum admission requirement for a student to be fully accepted into a GU undergraduate diploma or degree program. Please include official or verified documents of secondary completion with each student application. Official academic records from a recognized, accredited postsecondary institution may also be accepted in lieu of a secondary diploma if a student has completed at least 18 credits with a grade point average (GPA) of 2.00. If the GU International Office does not receive documentation of secondary education or an official, postsecondary academic transcript, the student will be provisionally enrolled as an undeclared student. When proof of secondary education is received, the student will be removed from the undeclared program and enrolled in the program of study indicated on the student's application. Students without proof of secondary education whose GPA is lower than 2.00 may not complete more than 18 credits.

1. <u>For full admission to a Certificate, AA, Diploma, BA or Licenciatura program, please submit</u>:
   - Proof of secondary school completion (can be a copy of diploma or secondary school transcript) OR
   - Official university transcript showing successful completion of 18 credits or more (GPA 2.0 or higher or equivalent)
2. <u>For full admission to a 3 year BA program, please submit</u>:
   - Proof of secondary school completion from a qualifying international education system that endorses the 3-year bachelor's degree program (can be a copy of diploma or secondary school transcript)
   - Examples of acceptable documents:
     - General Certificate of Education Advanced Level (British education system)
     - Abitur (Germany)
     - Senior Certificate with Matriculation Exemption (South Africa)
3. <u>For full admission to a second Bachelor of Arts or second Licenciatura program, please submit</u>:
   - Official Transcripts showing completion of a first Bachelor's degree or Licenciatura from a recognized / accredited institution
   - OPTIONAL: A copy of the diploma with degree listed (optional unless the transcript is not clear, in which case it is required)

Documents NOT Required:

1. Non-degree level training such as diplomas / certificates of workshops, conferences, local church programs, etc.
2. National identification documents
3. Letters of recommendation
4. Curriculum vitae or resumes

Change of Major

A student who desires to declare or change his or her program of study must submit a written statement, preferably via e-mail, to the International Office by way of the Network Office.

NOTE: *When a student changes his or her program of study, a change of major fee will be charged as a requested degree audit fee (equivalent to the Network Office's tuition rate for 1 academic credit), and a new degree audit will be completed according to the degree program requirements for the current year. Students should not follow a program based on a previous calendar year or assume that all credits applied to one degree program will also apply to another.*

Inactive/Reactivating Students

If a student has no course activity (enrollments or completions) for longer than 18 months, the student becomes inactive. An inactive student with a GPA of 2.00 or higher may reactivate by submitting a new application and checking the Reactivating Student box at the top of the application. A reactivation fee will be charged as a requested degree audit fee (equivalent to the Network Office tuition rate for 1 academic credit), and a new degree audit will be completed. Inactive students who want to reapply must have at least a 2.00 GPA. Inactive students with a GPA lower than 2.00 must submit a written appeal to the dean to request approval to reactivate.

NOTE: *If a student changes his or her major at the time of reactivation, only one requested degree audit fee will be charged. The student will be entered into the most current program of study and another degree audit will be completed according to the degree program requirements for the current year. A*

student should not assume that all credits that applied to a degree program in the past will apply to the same degree program when he or she reactivates.

Advanced Placement (Transfer of Credit)

Students who would like to be considered for transfer of credit or who feel they qualify for advanced placement may request a degree audit when they apply for an academic program of study. Although advice from the representative or coordinator regarding advanced placement is helpful, only the GU International Office is authorized to determine if coursework completed at other institutions qualifies a student for advanced placement. The options for obtaining advanced placement include the following.

Submitting Transcripts from Other Academic Institutions

The student should request an official copy of his or her transcript (or academic record) from each institution he or she would like considered for transfer of credit. A transcript (or academic record) is considered official when it is mailed in a sealed envelope directly from the original institution to the Global University enrollment office or to the Network Office (see Request for Academic Records form, page 17.31 in the International Network Guidelines Forms Index or click here). Transcripts and other pertinent documents should be requested shortly before the student sends the application form to GU. A student enrolling in a course through another school while pursuing a Global University degree must request that an official transcript be sent to Global University BEFORE completing the last Global University course. Global University will accept transcripts and official documents if they are submitted in either English or Spanish. Transcripts in other languages must be accompanied by an official translation into English. (See the following section for more information.) In some cases, the student may also be required to obtain descriptions or a catalog of the courses completed at the other schools.

Transfer credit is granted only for courses in which the equivalent to Global University's standard for a 70 percent (C-) or better has been earned. All transfer credit must be applicable to the student's chosen program of study. Courses in which a grade of "pass" is received must be certified by the school as being equivalent to GU's standard for a 70 percent (C-) or higher in order to be accepted in transfer. The minimum study required with GU for any diploma or degree is 32 credits (17 credits for an AA program) for each program of study. At least 15 of the 32 credits completed must be in the student's major area of study.

Submitting Transcripts in Languages Other than English or Spanish

Global University will accept transcripts and official documents if they are submitted in either English or Spanish. If the student studied in a language other than English or Spanish, he or she should check to see if the institution will submit official transcripts (or academic records) in English. If not, transcripts (or academic records) must be accompanied by an official translation into English. An official translation may be completed by one of the following:

1. A recognized translation service.
2. A person associated with the Network Office (such as the Network Representative) who is a trained, qualified translator fluent in the original language and in English. This person must have expertise in the educational practices of the country of origin.

Credit for Prior Learning

Some individuals have attained a profound knowledge of the Bible or have mastered a particular aspect of ministry without attending a Bible college or a theological seminary. Global University allows advanced placement for qualified students based on these informal learning experiences. See "FAQs about Receiving Credit for Experienced-Based Learning" on page 9.3 for frequently asked questions. Forms

and instructions for completing an Experiential Learning Portfolio can be found on page 17.19 in the Forms Index or click here.

College-Level Examination Program (CLEP)

Global University accepts *up to* 32 credits for subject and general examinations of the nationally administered College-Level Examination Program (CLEP). Acceptance of credit is based on the student having earned the credit-granting scores recommended by the American Council on Education. If both CLEP transcripts and an Experiential Learning Portfolio are submitted, Global University will accept a combined total of *up to* 32 credits.

NOTE: *The College-Level Examination Program is available in the United States only; however, similar exams may be available to international students.*

Credit for Berean School of the Bible Courses

Students who have completed Berean courses may receive up to 27 credits* of advanced standing toward an AA, Diploma, or BA or *up to* 18 credits ** toward a Second BA degree. Courses with a score of *C or higher* may be considered for transfer of credit.

*Actual amount of advanced standing depends upon the requirements of the particular program. Transfer of credit may vary if students have also attended other accredited universities.

**Students may receive a maximum of 18 credits toward a Second BA. (A minimum of 32 credits must be completed with GU to receive a degree.)

General details (based on current BSB curriculum):

- BSB Level One completed (all passed, 70% or above) = up to 9 credits
- BSB Level Two completed (all passed, 70% or above) = up to 10 credits
- BSB Level Three completed (all passed, 70% or above) = up to 8 credits
- BSB Ministerial Studies Diploma (all passed, 70% or above) = up to 27 credits

NOTE: *Global University's degree-level transcripts do not list individual courses that are transferred. The total amount of transfer given will be noted on a degree-level transcript. Students may obtain BSB courses and grade information by requesting a BSB transcript or by logging into the "Student Subject List" portal from Global University's website.*

Degree Audit

A degree audit is a written agreement between the Network Office, the student, and Global University. It lists the courses accepted as transfer of credit and shows the remaining GU courses required for a student to earn a degree. If the student fulfills all of the requirements listed on the degree audit and remains active, the student will graduate. The Network Representative should refer to this audit when he or she advises students.

Once a degree audit is complete, a copy will be e-mailed to the Network Office. The Network Representative and student should review the degree audit carefully to ensure they understand what credit was awarded and the courses needed for degree completion. After reviewing, please respond to the International Office by e-mail, stating that the Network Office and the student understand the program requirements. The Network Office should keep one copy of the degree audit for their files and forward a copy to the student.

Students should closely follow their degree audit to avoid enrolling in GU courses for which they have already received transfer of credit. Credit will not be awarded for both enrollments if a student completes the 2-credit and 3-credit versions of the same course (e.g., THE1042 and THE1043 *Man and Sin*). Neither

will credit be awarded if a student completes courses that are parallel in content (e.g., BIB4062 *Corinthian Letters* and BIB4053 *Corinthians*, or BIB1053 *Acts* and BIB3073 *The Book of Acts*). Questions regarding parallel courses should be e-mailed to a degree auditor at the International Office: degreeaudit@ globaluniversity.edu.

Original Degree Audit

1. An Original Degree Audit (DA) is completed upon receipt of a student's application and official transcripts (see notes under "Submitting Transcripts from Other Academic Institutions" for more information on official transcripts).
2. If no transcripts are received, Admissions and Records will complete a degree audit after a student has completed 18 GU credits.
3. No fee is charged for an Original DA.

Requested Degree Audit

1. A Requested DA may be done after an Original DA has already been completed and sent. DAs will be completed at the request of the Network Office.
2. A Requested DA fee will be charged to the Network Office's account.

Reactivation Degree Audit

1. A Reactivation DA will be completed if a student's status goes inactive (after 18 months of inactivity) and a reactivation application is received.

   NOTE: *We must receive proof of secondary school completion with the reactivation application or have proof of high school on file for reactivating students in order to place them in a program and complete a degree audit.*
2. A Requested DA fee will be charged to the Network Office's account.

Graduation Checks

1. A Graduation Check (grad check) may be requested when a student is within 18 credits of meeting his / her graduation requirements. Note: A Grad Check request must be initiated by the Network Office. Global University is not able to track when a student is ready to graduate.
2. No fee is charged for the first and final Grad Check. Any Grad Checks requested between the completion of the first grad check and the final Grad Check will be charged a Requested PE fee.

New Student Orientation

Undergraduate students studying in English are required to complete the course GUO1001 *Orientation to Global University Learning* as one of their first two courses.

The GUO1001 orientation course is designed both to assess students' preprogram learning and prepare them for a successful experience with Global University. The Orientation course is a 1-credit course that is required in each undergraduate degree program, **including** certificate programs. Students will receive a grade for the course. The pretest is a part of the requirements for this orientation course.

Spanish Students: Pretest Requirement

All new students enrolling in any undergraduate Spanish-language program (Licenciatura, second Licenciatura, AA, Diploma, or Certificate) are required to take the Spanish-language Bible and Theology

pretest. The pretest can be downloaded from the International Network Services site or can be taken online. Instructions on how the pretest can be taken online can also be downloaded from the International Network Services Site.

This assessment must be completed before students request the final exam (or end-of-course exam) for their first Global University course. Acceptance into a program does not depend on the pretest score, and the results do not appear on transcripts. <u>This testing requirement will eventually be extended to students studying in other languages.</u>

How to Enroll a Student in a Subject

The initial Subject Enrollment Form (SEF) may be submitted at the same time as the application, or the Network Office may wait to send the SEF once GU notifies the Network Office that the application has been processed and a student number has been assigned. Students can be given course materials and start their studies as soon as the initial SEF has been sent to the International Office.

The Subject Enrollment Form (SEF) should be completed as follows:

- The student completes and signs the SEF.
- The Network Representative verifies the accuracy of the course name and number and the student's name and address. Be sure the student's date of birth and gender are included.
- If the student has previously enrolled in a GU course, enter his or her student number accurately.
- Verify the correct credit value on the Subject Enrollment Form at the time it is filled out by the student and your office. If a course is offered for both 2 and 3 credits, please do not put the course number as BIB1072/3. The course number should be written as either BIB1072 (for 2 credits) or BIB1073 (for 3 credits). The last digit of the course number indicates the credit value for the subject enrollment. If the SEF is written as 2/3, it will be considered invalid and will be returned to your office.
- Place the Network Office's address and three-letter office code in the Network Office area on the SEF.
- Indicate the Independent-Study Textbook / Study Guide edition and language.
- The Network Representative dates, initials, and / or stamps the SEF. A missing signature (or official Network Office stamp) indicates nonapproval by the Network Representative.

NOTE: *SEFs with incomplete information will not be processed but will be returned to the Network Representative for completion.*

Mail, e-mail, or fax SEFs to the attention of International Student Services **at the time the course materials are given to the student.**

- If the Network Representative e-mails or faxes the SEF, the International Office will make necessary copies. If the representative uses the duplicate carbon copy SEF, the Network Office retains a copy of the SEF for its records and sends all remaining copies to Student Services.
- A student is officially enrolled in a course when the SEF is processed by Student Services. The official enrollment date will be stamped on the front of the SEF by Student Services.
- Student Services will return a copy of the SEF. The student number should be on all work submitted for grading and / or credit.
- The office that signs the SEF is the office billed for the enrollment.
- The three-letter office code for the enrolling office will appear after the student number. If a student changes offices, only the three-letter office code will be changed. The student number originally assigned will not change unless he or she has moved to the United States or from the United States to a Network Office.

- Student Services will send a final examination and Scantron answer sheet to the Network Representative at the time the SEF is returned.

NOTE: *Students have the right to cancel their enrollment within 5 calendar days after midnight of the day the SEF is signed. If a student cancels enrollment during this time, the student shall receive a complete refund of all money paid. (See page 13.3.)*

The Network Office should place a copy of the SEF with the enrollment date in the student's file and forward a copy to the student.

Cancellation and Refund Policy

Global University is required by its accrediting agency to observe a rigorously defined cancellation and refund policy. This policy is printed in the Undergraduate Catalog under the Financial Information section and on the reverse of each copy of the Subject Enrollment Form (SEF). (See page 13.3.) Each Network Representative must follow this policy exactly. If the student or Network Representative uses an electronic SEF, it is the representative's responsibility to inform the student of GU's cancellation and refund policy.

Maximum Number of Credits

Students may not enroll in more than 18 credits concurrently or during any 6-month period without the approval of the Academic Dean. Students on academic probation may not enroll in more than 3 courses during any 6-month period.

Unit Progress Evaluations (UPEs)

UPEs do *not* contribute to the final course grade. However, these evaluations are progressive indicators of mastery and the means for preparing for the final examination. UPE scores should be recorded on the Student Course Log as an indication of student progress and may be used by the Network Office and educational agreement schools for individual student assessment purposes. The UPE is designed to prepare the student for the final examination. If the student does not do well on the UPE, the Network Representative should counsel the student to slow down his or her pace of study and to carefully review the material before taking the final examination.

Included in both the Essential Course Materials (or Student Packet) and the Grading Packet (GP) are the answer keys and grading criteria for all the UPEs for a particular course. When you receive an answer sheet, select the matching answer keys and grade the answer sheet accordingly. Write the student's grade on the Student Course Log for the course and return the graded answer sheet to the student with a letter of encouragement. If the GP gives the lesson and objective for each question, include this information in your reply to the student for each question missed. Please note: UPEs and Student Course Logs should not be forwarded to the International Office (IO). Only final exam Scantrons, SLRs, projects, and collateral reading (or writing) assignments not graded in the Network Office should be sent to the IO.

Grading System for Degree-Level Courses

Grading is an important educational tool that can be used to measure progress, motivate learning, maintain standards, adapt teaching, and provide adequate records. These principles apply especially to the grading of degree-level materials.

How to Grade a Project / Collateral Reading Assignment (CRA)

How final grades are determined will vary from subject to subject, depending on the grade components. All GU courses now have projects worth 25 percent of the student's final grade. Please note

that all projects are graded out of 100 points. In courses that require a CRA, the CRA should also be graded out of a possible total of 100 points; however, the CRA will count as 35 percent of the final grade. Projects and CRAs are printed in the Student Packet (SP), which is shrink-wrapped with the course. (A merge process is currently underway in which the pages of the SP are included at the end of the IST or study guide and renamed the Essential Course Materials [ECM]. This process of merging the IST or study guide and the SP into one document for every course will continue over the next year or two.)

All projects and CRAs/CWAs are calculated into the final course grade and must be graded by a recognized GU faculty member. Usually this will be a GU-approved adjunct faculty member of a cooperating school or a Network Office. This is a requirement of the accrediting association. Applicable projects should be sent to International Student Services for grading if no GU adjunct faculty member is available to the Network Office.

NOTE: *A grading fee will be charged to the Network Office for this service.*

These components should be sent prior to the completed final examination. The final examination should not be administered until the student has submitted all coursework to the Network Office.

If grading is done locally, do the following:

- Use the instructions in the Grading Packet to grade the components for each course. The Grading Packet gives the instructions and criteria to be followed by the faculty member. Thus all faculty will be evaluating student work by the same standard, and uniformity in grading the projects and / or CRAs will be maintained. The Global University Undergraduate Writing Assignments grading rubric should be incorporated into the grading of all projects and CRAs.

- Enter the grade on the Student Course Log.

- Enter the grade on the final examination Scantron answer sheet. This will enable the International Office to record the final grade correctly. This includes the English and other language versions of the courses. For obvious reasons, this procedure must be followed for language versions other than English. However, if a Network Office is not prepared to grade these materials, a Regional Office may grade them.

- Return the graded project to the student along with a personal letter of praise and / or encouragement.

NOTE: *The grade on the Student Course Log and the final examination Scantron should reflect total points awarded over the total points possible (e.g., 80 / 100), not just a letter grade or percentage.*

Criteria for Resubmission of Projects/CRAs

If a student receives a score of 60 to 70 points out of the maximum 100 points, the student can request permission to resubmit in an attempt to raise his or her score. (The maximum grade allowed on a resubmission is 80 points.)

If the student receives a score of 60 points or below, the student automatically has the option to resubmit the assignment, and the faculty grader should encourage the student to do so. However, the student is not required to resubmit the assignment.

In all cases, only one resubmission is permitted per assignment (project or CRA). The maximum grade that can be assigned to a resubmitted assignment is 80 points. The resubmission score, whether higher or lower than the original score, will be the final score.

Resubmissions must be submitted before the course expiration date. Resubmissions received after the 6-month expiration date will not be scored unless the course has been extended. Resubmissions received after the 1-year expiration date will not be scored. The student will need to pay the full tuition and reenroll in the course for the resubmission to be scored.

Criteria for Service Learning Requirements (SLRs)

SLRs should be evaluated by an approved faculty grader using the Faculty Feedback Form provided by Global University. A completed Faculty Feedback Form should be sent to the student. If a student's SLR is evaluated as unsatisfactory, the student should be given clear indicators as to why the SLR is unsatisfactory and encouraged to resubmit the SLR with the necessary corrections.

NOTE: *A final grade will not be issued until a satisfactory SLR has been received. A satisfactory SLR must be submitted within the enrollment period of the course.*

Be sure the student has entered the ministry results numbers from his or her Service Learning Requirement (SLR) in the appropriate boxes on the Scantron answer sheet.

Please send all completed SLRs to the International Office, regardless of the language in which they are written. These are our greatest sources of testimonies to help us tell Global University's story.

Final Examination Procedures

NOTE: *Offices that deliver English language courses and have computers with access to the Internet that students may use can offer undergraduate online testing for most courses. E-mail studentservices@globaluniversity.edu for more information.*

The Network Representative is responsible to maintain the security of the final exam until the representative and student arrange the time and place for the examination with the official examination supervisor who administers the final exam according to GU's final exam procedures. The Network Representative is responsible for ensuring that all examinations are supervised according to the requirements stated on the examination supervisor's instructions. This means an officially approved examination supervisor must be assigned to monitor the final examination. Selection of an appropriate examination supervisor is of vital importance. This may be a pastor, teacher, librarian, or other responsible and professional individual.

NOTE: *With the constraints of both professional procedure and accreditation requirements, exam supervisors must not be family members or relatives of those taking examinations. In addition, they must not be currently enrolled as a Global University student at any level of study. They should be objective, responsible persons such as ministers or teachers.*

- *International Student Services will send the final exam* to the Network Office as soon as the Subject Enrollment Form (SEF) is processed. The SEF should be sent to the International Office at the time the course materials are given to the student.
- The Network Representative should record the arrival of the final exam on the Student Course Log and then forward it at the appropriate time to the officially approved examination supervisor, if applicable.
  - The Network Representative should include a postage-prepaid, stamped envelope to help the exam supervisor send the examination back to the Network Office.
  - The Network Representative should notify the student that his or her examination has been sent to the examination supervisor, and the student should then contact the supervisor to arrange a date and time to take the examination.
- The final examination in any course may not be taken until a SEF for that course has been received by Student Services and a student number has been assigned.
- All required coursework (projects, CRAs, and SLRs) should be completed and submitted to the Network Office before the final exam is administered.

- The approved examination supervisor should observe the following guidelines:
  - Keep the examination secure until the scheduled time for completing the examination. The examination supervisor is responsible for the security of the exam from the time he or she receives it until it is returned to the Network Representative.
  - Make arrangements with the student for the time and place of the examination, ensuring the integrity of the examination process. The exam should be administered in a place where the conditions are convenient and comfortable for the student.
  - Do not leave the student alone while the examination is being taken.
  - Advise the student to use a soft-lead pencil to take the examination. A ballpoint pen is not acceptable. The answer sheet should not be folded. It must be kept flat for the machine to be able to scan it proplery. If more than one answer choice is marked, the question will be counted as incorrect.
  - Do not allow the student access to books, notes, manuscripts, or other reference materials, except those permitted in the examination instructions. Global University rarely uses other materials. At the discretion of the Network Representative, the examination supervisor may provide two-language dictionaries to the student.
  - Allow the student up to 3 hours to complete the examination, unless the time limit is otherwise specified on the examination.
  - When the student finishes the examination, the exam supervisor must do the following:
    - Sign the Final Examination Certification on the Scantron. The exam is considered invalid without the exam supervisor's signature and date.
    - Record the date.
    - Seal all materials (examination Scantrons, the examination booklet, and any other course components submitted by the student) in an envelope and mail the envelope promptly to the Network Representative.
  - The Network Representative records the arrival date of the completed examination on the Student Course Log, signs the certification on the Scantron, and forwards the final examination booklet cover sheet and the final examination Scantron along with the scores for the project and CRA/CWA (if applicable) to this address:

    International Student Services
    Global University
    1211 South Glenstone Avenue
    Springfield, MO 65804 USA

  Reminder: If the course includes a service learning requirement (SLR), the SLR report form must be sent in with all other components to receive credit for the course.

  Please do not staple anything to the Scantron.

NOTE: *It is vital that the examination certification form be signed. This validates our procedures for administering examinations and certifies that proper procedures were followed for our accrediting association.*

- The student must take the final exam within 30 days of receipt by the exam supervisor. If the exam is not taken within 30 days, it should immediately be returned to the Network Office. The Network Office should not hold an examination for a student for more than 6 months unless a request for an extension has been filed with the International Office.

- The Network Office should then send these materials, with the project and CRA/CWA scores (if applicable) recorded on the final examination Scantron, as well as the service learning requirement (SLR) report form (required for most courses), to International Student Services in Springfield, Missouri, USA.

- Failure to record the project/CRA scores on the final examination Scantron will cause the student's final grade to be withheld until the scores are received by the International Office. Failure to include the SLR report form will result in the student's not receiving credit for the course.

- Student Services grades the final examination, assigns ungraded projects to a faculty grader at the International Office, records all submitted components, determines the final grade for the course, and issues a Final Grade Report.

- Copies of the Final Grade Report are then sent to the Network Office. A copy is to be forwarded to the student by the Network Office. Another copy should be placed in the student's file maintained by the Network Office. The Final Grade Report can be sent to the Network Office by e-mail if so requested by the Network Representative.

Some students study Global University courses at a cooperating residential school that has an educational agreement. When these students want to receive GU credit, the residential institution must use the GU final examination. Following standard procedures, the final examination will be administered by an officially approved examination supervisor and will be graded at the International Office. In such cases, the normal GU academic fees will be charged.

Global University's Policy on Cheating

Any student who uses notes, study references, books, or other unauthorized materials during a final examination or who engages in any communication with a person other than the examination supervisor while the final examination is being taken shall be deemed guilty of cheating and will be subject to penalties, including possible dismissal from Global University.

Criteria for Retaking a Final Examination

No exam retakes will be allowed for the three math courses. These courses have a midcourse exam and an end-of-course exam. The exams should be taken open-book.

If a student scores below 70 percent on the final exam AND receives a final grade of less than 70 percent, they have the option to retake the final exam. Please be sure the student is aware that the exam score and final grade they receive for the retake will be the score and final grade that is kept—whether better or worse.

For other (non-math) courses with midcourse and end-of-course exams, if the student's combined score for both exams is less than 70 percent and his or her final grade for the course is also below 70 percent, he or she is permitted a retake exam. The retake exam will be a 100-question comprehensive examination.

Requests for retake exams must be made within 30 days of the date the Final Grade Report (FGR) is issued by the International Office. DO NOT SEND ANOTHER SEF. Requests may be sent to Student Services (studentservices@globaluniversity.edu), and the retake exam will be mailed. The student will have 3 months to complete the retake. If the student does not score 70 percent or above twice, the student must reenroll in the course (pay full tuition again) and complete the course again. A new SEF will be needed for a course reenrollment. Whether requesting a retake or a reenrollment, a student may not attempt a final exam more than four times.

NOTE: *If the student fails on the first enrollment and passes on the second enrollment, the first enrollment will remain on the record but will not be calculated into the grade average. The course grade received on the second enrollment, whether higher or lower, will be the only grade calculated into the grade average.*

Please make copies of *everything* you send to the International Office by postal mail—especially exam Scantron answer sheets (front and back). Carefully package your items for mailing in sturdy envelopes or boxes.

Time Limit for Completion of Courses

The time limit for completion of a GU undergraduate course is 6 months. Network Representatives should encourage students to complete their studies within this prescribed length of time.

When a student is unable to meet this deadline, the International Office may, upon recommendation of the Network Representative, grant an extension. Extensions must be requested before the original expiration date of the course. Extensions give the student an additional 6 months to complete the course for a total enrollment period of 1 year. An additional fee may be required. If the student does not complete the course before the extended expiration date, he or she must pay for reenrollment in the course to receive course credit.

NOTE: *When a course enrollment expires, immediately return the final exam to the International Office.*

How to Handle a Student Withdrawal from a Course

1. A student may withdraw from a course at any time up to 6 months from the official enrollment date. Students should be encouraged to withdraw rather than let their enrollment expire, since failure to complete a course on time results in an adverse notation on their transcript (INC—for incomplete).

2. If a student notifies the representative or coordinator that he or she desires to withdraw from the course, this should be noted (with a WD) on his or her Student Course Log.

3. Inform Student Services immediately of the student's withdrawal by sending in a request to withdraw. (This may be in the form of an e-mail.)

4. Students who withdraw or cancel their enrollment may be entitled to a refund according to the cancellation and refund policy (page 13.3).

The following withdrawal refund policy will apply:

- If the request to withdraw is received by the International Office within 60 days of when the original Subject Enrollment Form was received and processed, a 100 percent tuition refund will be issued to the Network Office.

- If the request to withdraw is received within 61–90 days (within 3 months), a 75 percent tuition refund will be issued to the Network Office.

- If the request to withdraw is received within 91–150 days (4–5 months), a 50 percent tuition refund will be issued to the Network Office.

- If the request to withdraw is received in the sixth month of the enrollment or later, no tuition refund will be issued to the Network Office.

How to Process a 6-Month Course Extension

1. Students are expected to complete a course within 6 months. However, if circumstances merit, the Network Representative may request an extension of 6 months in order for a student to complete a course. This will allow the student up to 1 year from the date of the original enrollment to complete the course.

2. If the student does not meet the extended deadline, he or she must reenroll and repay the tuition to complete the course.

3. Before requesting an extension, the Network Representative should consult with the student regarding his or her reasons for not completing the course on time. Definite goals for completing the course should be set and agreed upon.

4. The Network Representative will inform Student Services of the request for an extension, being sure to include the student number, course number, and course name. Student Services must receive this notice before the initial 6-month period of enrollment has expired. An additional fee may be required.

What to Do if a Student's GPA Falls below 2.00

1. A grade point average (GPA) of 2.00 (3.00 for graduate level) is required to successfully complete an undergraduate program of study and earn a certificate, diploma, or degree. The Network Representative is responsible to monitor the student's GPA (shown on the grade report) and to advise students accordingly. Students should be counseled toward alternative academic goals if they do not demonstrate the ability to maintain an acceptable GPA.

2. It is particularly important that students be cautioned to maintain a 2.00 GPA or better after they have completed 12 or more credits with GU. It becomes more difficult to overcome a low GPA as the number of credits attempted increases.

3. A student WITH proof of secondary education whose GPA is unsatisfactory may be placed on academic probation or restriction until it is raised to an acceptable level.

4. A student WITHOUT proof of secondary education whose GPA is unsatisfactory after completing 18 credits should be encouraged to reenroll in courses that were previously failed. However, a student with a GPA below 2.00 may not enroll in additional degree-level courses until the International Office receives proof of secondary education.

Undergraduate Academic Probation and Dismissal

The purpose of academic probation is to help students succeed by increasing their GPA to the minimum 2.00 required to earn a Global University degree or diploma. Since academic probation is a remedial action, individuals placed on academic probation should request and receive academic counseling from their local enrollment office to explore possible reasons for and / or solutions to their academic performance.

Probation

Academic probation results from these conditions:
- A student's GPA is below 1.00 after completing 12 credits.
- A student's GPA is below 1.67 after completing 24 credits.
- A student's GPA is below 2.00 after completing 36 credits.

Probation Restrictions

Before probationary students enroll in additional courses, they will be required to read and sign a statement that acknowledges they must raise their GPA to the required minimum of 2.00 in order to qualify for a Global University degree or diploma. Probationary students may continue their studies under the following conditions:
- Probationary students may continue to enroll in courses **only after** they pass courses required by their program that they have previously failed. It is recommended that students also reenroll in and pass failed elective courses before they enroll in new courses.
- Probationary students may not enroll in more than three courses per 6 months, or a total of six courses per year.
- Probationary students with a GPA below 1.00 may enroll in only one course at a time.

- It is recommended that all probationary students enroll in one undergraduate course at a time so they may focus all their efforts on successful completion of each course.
- Inactive students who want to reapply must have at least a 2.00 GPA. Inactive students with a GPA below 2.00 who want to reactivate must submit a written appeal to the Dean of the Undergraduate School of Bible and Theology.
- Other restrictions deemed appropriate by the dean may apply.

Dismissal from the Undergraduate School of Bible and Theology

Students who are unable to demonstrate through academic improvement that they are benefiting from their undergraduate studies are encouraged to pursue other educational options with less academic rigor, such as the Berean School of the Bible programs. Students will be dismissed from the undergraduate school under the following conditions:

- Provisionally accepted students whose GPA is below 2.00 after completing 18 credits and who have not submitted proof of a high school diploma (or its equivalent)
- Students whose GPA is below 1.00 after completing 24 credits
- Students whose GPA is below 1.67 after completing 36 credits
- Students whose GPA is below 2.00 after completing 48 credits

Undergraduate Grading Scale

Global University undergraduate courses are graded according to the following scale:

A+	97–100	4.00	Superior
A	93–96		Excellent
A-	90–92	3.67	
B+	87–89	3.33	Good
B	83–86	3.00	
B-	80–82	2.67	Satisfactory
C+	77–79	2.33	
C	73–76	2.00	
C-	70–72	1.67	Poor
D+	67–69	1.33	
D	63–66	1.00	
D-	60–62	0.67	
F	0–59	0.00	Failing

The minimum passing score for any individual course is a score of D- (60 percent). However, a minimum grade point average (GPA) of 2.00 is required to earn a certificate, diploma, or degree.

Graduating Students

National offices are responsible for monitoring the progress of their students and requesting a Grad Check when a student is within 18 credits of graduation. Requests may be made by sending an email to: degreeaudit@globaluniversity.edu.

Final Graduation Checks—The Network Office must inform the International Office when a student has completed <u>all</u> required courses so that a diploma can be issued. Before requesting a Final Grad Check,

please make sure that the student's Capstone requirements have been submitted to Global University. Also, please include how the student's name should appear on the diploma when requesting a Final Grad Check.

NOTE: *If the Network Office requests that the student's diploma be mailed somewhere other than the Network Office, the Network Office will be charged the shipping costs. Global University diploma covers are not mailed with student diplomas but can be purchased through Customer Services.*

Graduation Requirements

Undergraduate certificates, diplomas, and degrees are issued by Global University only after a review of the student's records and certification that all the following requirements have been fulfilled:

1. All required courses have been successfully completed. Note that any transcript being evaluated for possible transfer of credit from another school must be submitted BEFORE the last Global University course is completed.

2. A minimum of 32 credits have been earned through Global University (17 credits for an AA program), 15 of which are in the student's major.

3. The grade point average (GPA) is at least 2.00.

4. The capstone requirement has been fulfilled for the Bachelor of Arts program. (Certificate, diploma, and associate of arts graduates need to complete only the Graduate Follow-Up Survey.)

5. The Global University Registrar's Office has received the student's request to graduate after the above requirements have been met.

A student may enroll in only one undergraduate program of study at a time. In the event a student fulfills the requirements for two or more programs of study at the same time, recognition is awarded for the most advanced level only.

Undergraduate Capstone Requirements

The capstone requirement is designed to measure a student's progress at the end of his or her 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 a student to graduate.

The capstone consists of four components: (1) a posttest, (2) a written essay, (3) a verbal communication recording, and (4) the Graduate Follow-Up Survey. The posttest, written essay, and verbal communication assignments are similar to the pretest, project, and SLR assignment required in the *Orientation* course.

Program	Capstone Requirements
Certificates	Capstone not required
Diplomas, AA	Graduate Follow-up Survey (English and Spanish)
	Posttest (English and Spanish)
All BAs (four-year, three-year, second BA)	Graduate Follow-up Survey (English and Spanish)
	Posttest (English and Spanish)
	Written component (English students ONLY)
	Verbal component (English students ONLY)

In the future, this requirement will be expanded to cover all other languages, but for now it is required only of students who study their courses in English or Spanish at the undergraduate level.

Student Record System

Global University degree-level programs require records that are similar in many respects to those required for a residential school. Much of this record keeping is maintained at the GU International Office. For the sake of brevity, details of functions carried out at the International Office have been omitted. However, the International Office staff is always available to answer questions and receive suggestions regarding student record keeping for degree-level programs.

General guidelines for good record keeping are as follows:

- All documents should be properly completed and checked for accuracy. Please verify both the spelling and order of the student's name(s), as this is what will appear on GU certificates. It is also important to verify the student number, appropriate signatures, accurate course numbers, etc.
- All documents should be legible/easy to read.
- All documents should be clearly dated, stamped, and signed by authorized Network Office staff.
- All documents, including the final exam Scantron forms, should be photocopied in case items are lost in transit. However, for security and accreditation purposes, **the final exam booklet containing the exam questions should never be photocopied**.

Basic Record Keeping for Degree-Level Programs at the Network Office

Record keeping should be kept to a minimum. Not all representatives organize their files in exactly the same way, but the following information should be kept with great care. This information is needed in order to service students effectively as well as to provide required follow-up and meet accreditation standards.

Student correspondence	Keep all correspondence, documentation, and communications received from the student, along with a copy of the GU office reply. Copies of the degree audit, Subject Enrollment Form (SEF), and application forms should be included in the file.
Student Course Log	It is strongly recommended that a Student Course Log be kept for each course in which a student enrolls. This log will help track each student's progress. The Student Course Log shows when materials were sent, when SEFs were completed, when payments were made, when final examinations were mailed to the International Office, etc. (A sample of the Student Course Log is found on page 17.5 in the Forms Index or click here.) This course log is exclusively for the Network Office records and does not need to be forwarded to the International Office.
Financial records	These records should be kept separate. GU Network Offices should keep all documents relating to each student for a minimum of 5 years from the student's last communication. The Network Office's maintenance of this data is required by the accreditation agency. Such records will make replacement possible if any records are lost in the mail or at the International Office.

How to Set Up Student Files

1. The Network Office must set up a file for each student who enrolls in a course. This is an accrediting association requirement.

2. A Student Course Log should be completed at the time of the first course enrollment. Please enter the student name, student number, course name, course number, and additional information correctly. This is a permanent record to remain in the student's file at the Network Office.

3. If an adjunct faculty member has graded the project and / or CRA, the grade(s) must be noted on the Student Course Log.

4. Record all project and CRA scores (if applicable and if graded by adjunct faculty) on the final examination Scantron.

5. Make a copy of the final examination Scantron as well as all of the grading components that will be sent to the International Office.

6. Remove the cover sheet of the final examination booklet and destroy all other pages. (Do not destroy the final examination booklet until you have verified that the student has marked all answers on the Scantron and not in the exam booklet.) Write DESTROYED on the final examination booklet cover sheet and send with the final examination Scantron to the International Office in Springfield, Missouri. In addition, be sure to send the service learning requirement (SLR) form if an SLR was required for the course.

Follow-Up Procedures for College Programs

All representatives and coordinators should remember that follow-up is just as important as the initial enrollment of students. As one representative noted, "Follow-up pays off in the long run." Below is one example of an effective follow-up plan:

- Every 2 months, go through the Student Course Logs and list the students who have completed no work during the last 2, 4, or 6 months. Include all students who have sent no correspondence during these periods of time.

- Send an appropriate form letter to help motivate each student to continue with his or her work. The letter should mention the particular period of follow-up. For example, if no work has been received for 2 months, this time period should be mentioned.

- Every communication (letter, form, etc.) from a student needs to be recorded on a Student Course Log.

- Note any student to whom a 6-month follow-up letter has been sent. If the student has failed to respond and to request an extension of his or her study time, the student's name should be removed from the active student list and marked as inactive on the appropriate Student Course Log.

- If a student responds to a follow-up letter and asks to withdraw from the course, make a notation in the records and send this information to International Student Services.

- The Network Office should send the student a Subject Enrollment Form for the next subject(s) when the student reports that work has been completed in the final unit of the current subject(s).

Global University Transcripts

Students may obtain courses and grade information by logging into the "Student Subject List" portal from Global University's website or requesting a transcript (see Request for Global University Transcript, page 17.29 in the Forms Index or click here). The International Office issues all transcripts, whether official or unofficial. Official transcripts are sent by the International Office directly to other institutions as requested by the student. To be valid, the official transcript must bear the Global University seal and the signature of an academic officer.

Due to United States regulations, Global University must have a student's consent before releasing a transcript. A student may give consent to release a transcript in one of three ways:

- A student may sign a records release form giving the Network Office permission to request transcripts on his or her behalf. Please note that transcript requests need to be submitted via the Network Office e-mail address recorded on the signed form. The Academic Release Authorization Form can be found on the International Network Services website by selecting the Undergraduate Forms link.

- If GU has a student's current e-mail address on file, the student may submit a request online by going to https://www.globaluniversity.edu/ccprocess/transcript. Please note that students submitting an online request must pay the processing fee that is posted online.

- If GU does not have the student's e-mail address or a signed records release form on file, the student must obtain a Request for Global University Transcript form (see page 17.29 in the Forms Index or click here) from the Network Office, fill it out, sign it, and submit it to GU by postal mail, fax, or scanned email attachment. Once GU receives the signed form, the student's e-mail address will be added to its database and the student may submit future requests for transcripts online.

If you have any questions regarding how to request a GU transcript, contact the registrar's office by e-mail at transcripts@globaluniversity.edu.

Policy for Servicing Students Who Move

If a student moves from one country to another or changes from one Network Office to another, the student's current Network Office should transfer his or her records to the Network Office that will continue servicing the student. Transfer should be made at the completion of any subjects the student currently has in progress. The student's current Network Office is responsible for informing the International Office and the student's new Network Office of this transfer.

When a student's mailing address or e-mail address changes, the Network Representative should forward the updated address information to the Regional Office and to the GU International Office.

As a courtesy to international students moving to the United States, GU will service existing enrollments started with a Network Office. Final exams already issued to the Network Office should be returned immediately upon notification of the student's transfer to the International Office. Future enrollments must be made through the International Office in Springfield, Missouri, USA. Please contact the International Office to obtain further information.

NOTE: *Students may review all 2017 undergraduate programs online at the following website: http://www.globaluniversity.edu/undergrad_programs.cfm.*

Chapter 9—Directed Reading, Thesis, and Credit for Prior Learning

Directed Reading, 2–3 Credits

A *directed reading* is a special study of some area of interest to the student, relevant to his or her academic program, under the direction of a GU instructor. A proposal for the directed reading course, detailing the books to be read and project to be completed, must be submitted to the International Office for approval by the appropriate dean. The course number will vary according to the division of study.

The Academic Affairs Committee suggests the following guidelines for a directed reading:

1. The reading can be done in any academic discipline, and the student can earn 2 or 3 credits per course. The course number will reflect the area of reading as well as the number of credits earned. For example, if a student enrolls in 3 credits of directed reading in theology, the course number is THE4803.

2. Students who want to enroll in a directed reading must first submit a proposal of about 100 words in length to the GU Network Representative along with a Subject Enrollment Form (SEF). (The cover page should follow the sample on page 9.5.) The student should keep a copy of his or her proposal. The Network Representative will mail the original and the SEF to the International Office and keep a copy for the Network Office's files. The proposal must

   a) describe the nature and significance of the reading,

   b) list the complete publication data (author, title, place of publication, publisher, copyright date, and number of pages) of the books the student desires to read, and

   c) involve 300 pages of reading for each credit earned. That is, for 3 credits, the student is expected to read 900 pages.

3. At the International Office, the proposal will be given to the Dean of the Undergraduate School of Bible and Theology for approval. After approval, Student Services will process the SEF and return copies to the GU Network Representative with a copy for the student. This confirms approval to proceed with the directed reading.

4. The student will confirm in writing the completion of the directed reading. In addition, a summary paper on the topic of the reading must be submitted to the GU Network Representative to be forwarded to the International Office. This may be in the form of a critique or a critical summary. The paper should be about 5 pages in length for *each credit* to be earned. Information on how to prepare this paper using the appropriate format can be found in the *Global University Undergraduate Form and Style Guide.*

5. Directed readings are restricted to a maximum of 9 credits per student.

6. Directed readings are restricted to students within 32 credits of completing a degree program.

7. Directed reading assignments must follow the format according to the established guidelines for a directed reading (see below).

Directed Reading Guidelines

The following is the directed reading format to be used for the Undergraduate School of Bible and Theology:

- The student should write 1,000 words (approximately 5 pages) for each credit earned, with a minimum of 3,000 words for 3 credits. The cover page should follow the sample on page 9.5.
- The book critique should be divided into five areas:
  1. Technical information about the book (author, title, publisher, date, and number of pages)
  2. Pertinent information about the author
  3. Thesis of the book
  4. Summary of the book's contents in the student's own words
  5. Personal evaluation of the book:
     a) What is its contribution or value to the particular field of knowledge?
     b) What benefit did the student gain from the book?
     c) What criticism does the student have about the book (inaccurate information, format problems, inadequate treatment of the subject, doctrinal issues, and so forth)?

Criteria for an Undergraduate Thesis

Students who plan to continue their education in graduate school or seminary may want to consider completing a thesis for elective course credit. The thesis is written under the direction of a Global University adviser. Students must submit their enrollment for the thesis at the same time they submit the thesis proposal. The thesis proposal must be developed by the student and approved by the appropriate dean before enrollment in this course is permitted. Students must be within 6 credits of completing all coursework required by the degree program before submitting their thesis proposal. Once the thesis proposal is approved, students will have 12 months to submit the final copy of the thesis. The thesis must be relevant to the student's major area of study (Bible, intercultural ministries, ministry, Christian education, etc.).

Proposal Approval

The student must submit a proposal to the Dean of the Undergraduate School of Bible and Theology or his or her designee for approval along with the Subject Enrollment Form (SEF).

Proposal Requirements

To enhance the student's academic training and to bring the procedures more in line with accepted thesis research methods, the current guidelines for the proposal need to be strengthened. As a guide for the student, it is recommended that the student proposal include the following components:

1. **Problem statement.** The introduction should state clearly the significance of the study to the field of existing literature and the problem, subproblems, and hypotheses to be researched.
2. **Literature review.** The student will be required to satisfy the mentor that sufficient research materials will be available as original resources, library materials, or other information sources in the subject area.
3. **Methodology.** The student will be required to outline the methodology to be used in the development of the thesis.
4. **Proposal length.** The length of the proposal should be 2,500 to 3,000 words. (The cover page should follow the sample on page 9.5.)

The *Global University Undergraduate Form and Style Guide* should be used in the writing of the thesis.

Time Limit

After approval by the Dean of the Undergraduate School of Bible and Theology, and after matriculation into the thesis course with a Subject Enrollment Form (SEF) through his or her Network Office (or, in the case of students in the United States, directly through the Dean of the Undergraduate School of Bible and Theology), the student will have 12 months to submit the final copy of the thesis to the mentor.

Thesis Length

The thesis length should be 30–40 pages (or 7,500–10,000 words). (The cover page should follow the sample on page 9.5.)

Upon completion of the thesis, copies should be sent to the mentor and the Dean of the Undergraduate School of Bible and Theology.

Credit for Prior Learning

Background

Some individuals have attained a profound knowledge of the Bible or have mastered a particular aspect of ministry without attending a Bible college or a theological seminary. Global University allows advanced placement for qualified students based on these informal learning experiences. If a student believes his or her knowledge in a specific subject area is similar to the content of a Global University course (or courses) as described in the catalog or the course outline and/or objectives, and if this learning experience can be documented, then he or she may submit an Experiential Learning Portfolio. Forms and instructions for completing an Experiential Learning Portfolio can be found on page 17.21 in the International Network Guidelines Forms Index or click here.

FAQs about Receiving Credit for Prior Learning

1. ***What is Prior Learning credit?***

   Credit for Prior Learning is college credit awarded for knowledge or skills students have acquired through personal life experiences, whether in the ministry, the workplace, or other nonclassroom settings. Global University follows the position of the Distance Education Accrediting Commission (DEAC) on Transfer and Equivalent Credit, which includes the following provision:

   > Credit may be given for adequately documented and validated experiential equivalent learning of a postsecondary nature. Examples are credit for business experience, university-level equivalency tests, achievements attained in a related profession, military training, or other postsecondary-level equivalent experience.

2. ***How much credit can students earn through Prior Learning?***

   The Academic Affairs Committee of Global University determines on an individual basis the amount of credit for experiential learning that can be awarded. This determination is based on a review of the student's Experiential Learning Portfolio. In no case will the award of experiential credit exceed one-fourth of the total credits required for the degree (e.g., 32 credits out of a 128-credit program). Furthermore, experiential credit will not substitute for the 32 credits of the program that must be completed by direct enrollment in order to earn a degree. Credits obtained from experiential learning are in addition to any credits a student earns through transfer of credit from another school.

3. ***When should students apply for Prior Learning credit?***

   Students may apply for Prior Learning credit once they have been officially accepted into the undergraduate program and a degree audit has been completed. Please note that Global University will evaluate a student's Experiential Learning Portfolio only after any applicable transfer of credit from other schools has been determined and recorded on the student's degree audit form.

4. ***Can credit for Prior Learning be obtained for Berean School of the Bible or the graduate level?***

   No, Prior Learning credit is awarded only at the undergraduate level.

5. ***How do students obtain credit for Prior Learning?***

   Students should carefully read the guidelines for preparing an Experiential Learning Portfolio and follow the steps outlined. Students in the United States who have additional questions may contact US Student Services at Global University by calling 1-800-443-1083 option 4. International students should contact their Network Office.

6. ***How much does it cost to apply for Prior Learning?***

   No fee is charged to apply for Experienced-Based Learning. However, the Network Office will be billed the tuition fee for each credit approved. For example, if a student applies for 9 credits but is approved for only 6 credits, the Network Office will be billed for 6 credits of tuition.

(Cover Page Information)

TITLE

For
Course Number
Course Name

[Use one of the following]
Directed Reading Proposal
Directed Reading
Undergraduate Thesis Proposal
Undergraduate Thesis

By
Student Name
Student Number
Date

Chapter 10—Graduate School of Theology

Graduate Degree and Certificate Programs

The purpose of this chapter is twofold:

1. To provide information about program delivery for representatives and coordinators of National and Regional Global University Offices that have not been authorized to direct a Graduate Studies Group, and

2. To provide guidelines and procedures for the application process for authorization for a National or Regional Global University Office to direct a Global University Graduate Studies Group.

Information in this section should be used in conjunction with the current Graduate School of Theology Catalog. Academic and administrative requirements, policies, and procedures in the current catalog apply to all graduate programs and course enrollments. Information in this manual is subject to change as policies and procedures are updated.

Authorized Global University Graduate Studies Group Directors should refer to the current edition of the *Graduate Studies Group Forms Index: A Supplement to the International Network Guidelines* (available online in the International Network Services section of GU's website) for procedures and forms to be used to administer the graduate program. Offices that want to apply for authorization to direct a Global University Graduate Studies Group may refer to authorization criteria and forms in Chapter 18: Appendix III of the International Network Guidelines Forms Index.

Purpose

Global University's graduate programs, which are provided by the Graduate School of Theology, are designed to equip students with skills and methodologies that will prepare them to be lifelong learners as they participate in individual research, personal scholarship, and practical application that prepares them to do advanced, in-depth, specialized study of the Bible and related subjects at the postbachelor's degree level.

Degrees

The Graduate School of Theology offers four graduate degrees:

1. Master of Arts in Biblical Studies—36 credits
2. Master of Arts in Ministerial Studies—36 credits
3. Master of Divinity—78 credits
4. Doctor of Ministry—30 credits beyond Master of Divinity (120 credits beyond BA degree)

Certificates

Graduate studies certificates are offered in the following disciplines:

1. New Testament Studies
2. Education
3. Intercultural Studies
4. Leadership

Refer to the current Graduate School of Theology Catalog for specific degree plan information and the design of graduate degree and certificate programs.

Delivery

Students will enroll in Global University graduate degree and certificate programs and courses through the Director of an authorized Graduate Studies Group (GSG). If a country or region does not have a GSG, students may enroll directly with the International Graduate Studies Group in Springfield, Missouri, USA, at USA prices. Academic and price information for students who enroll directly with the International Graduate Studies Group is available online from the Graduate School of Theology section of Global University's website at www.globaluniversity.edu. The International Network Services section of the website includes price and enrollment information for students who enroll through the Director of a Graduate Studies Group outside the United States. Students should have Internet access that will allow them to communicate freely with the Graduate School of Theology and their course mentors.

Role of the National or Regional Office

A National or Regional Office that has not been authorized to direct a Graduate Studies Group is encouraged to make graduate studies information and forms available to prospective graduate students. The graduate application packet for admission to the Graduate School of Theology is the same for all students, but enrollment procedures, price lists, and enrollment forms for students who enroll through the International Graduate Studies Group in Springfield, Missouri, USA, are different from documents used by students who enroll through the Director of an authorized Graduate Studies Group outside the United States.

The instructional design of graduate courses follows a research and writing model that, in most cases, does not require supervised objective exams. Exceptions to this are foundational biblical language courses. All assessment components must be evaluated by a graduate mentor who has been approved by the Dean of the Graduate School of Theology to mentor specific courses. Mentor assignments will be made by the International Office for all students who are served by the International Graduate Studies Group. Although National and Regional Offices may make recommendations for graduate mentors, these offices do not approve or assign graduate mentors. See the current Graduate School of Theology Catalog for additional information about the design of and academic requirements for graduate programs.

Tuition and other academic and miscellaneous fees for students who enroll with the International Graduate Studies Group will be billed directly to the student's Global University customer number and must be prepaid, preferably by a VISA, MasterCard, or Discover credit card. A National or Regional Office may collect payment for graduate tuition and fees from a student and submit the payment at USA prices in USA dollars on behalf of the student. All payments that are submitted by a National or Regional Office on behalf of a graduate student who is enrolled with the International Graduate Studies Group should include the student's name and GU customer number (or student number). Payments for direct billing to a student's account should be made separately from payments for other customer accounts that are the responsibility of the respective National or Regional Office.

A National or Regional Office may request that a student be billed in care of the respective Global University office, but all billing will be to the student's customer number and in the name of the student. All special billing arrangements require prior approval from the Customer Service Department, and all payments must be made according to Global University policy.

Specific questions about student admission and enrollments through the International Graduate Studies Group may be addressed to gradenroll@globaluniversity.edu.

Applying for Graduate Studies Group Authorization

A qualified National or Regional Office may apply for authorization to direct a Global University Graduate Studies Group (GSG) outside the United States. Before the application process is started, the respective national church, Assemblies of God World Missions, and Global University

leadership / representatives / coordinators should be in agreement that authorization of a Graduate Studies Group would benefit the respective nation or region.

Please keep in mind that the criteria, policies, and procedures that follow are based on requirements for a National or Regional Office to direct an authorized Graduate Studies Group. An office that has not been authorized to direct a GSG will follow guidelines stated previously in this chapter.

The Director of an authorized Graduate Studies Group should refer to the separate *Graduate Studies Group Forms Index* for specific operational policies, guidelines, and forms. Please note that an authorized Global University Graduate Studies Group must operate within the general guidelines that are established for all Global University offices, in addition to guidelines that are unique to Graduate Studies Groups.

Criteria, Policies, and Procedures for GSG Authorization

Purpose

Authorized Graduate Studies Groups of Global University are components of the Global University Graduate School of Theology and come under the educational standards of the university's academic policies. The Global University Graduate School of Theology authorizes certain Global University offices or cooperative institutions to direct these Graduate Studies Groups. This authorization is based on credential compliance and the adequacy of administrative oversight that the Global University office or cooperative institution can give to the GSG.

Conditions of Eligibility

The Committee on Authorization for the Operation of Graduate Studies Groups, hereafter called the Committee, will grant authorization to those Global University offices and cooperative institutions that

1. document compliance with the university's academic conditions of eligibility and
2. appear, in the Committee's judgment, to be able consistently to maintain authorization stipulations.

To be considered for authorization by the Committee, a Global University office or cooperative institution must provide the Committee with

1. an official statement from its governing body (administrative committee or governing board) stating their intent to pursue authorization;
2. a completed *Application for Authorization* with required data and supporting evidence for that data when requested;
3. an agreement to abide by Global University's academic policies as to approval and assignment of mentors, provision of resource material, admissions policies, and qualified staff to process paperwork and interface with the Global University International Office; and
4. a visit to Global University in Springfield, Missouri, USA (prior to the final approval of an application) by the representative or coordinator and / or another key staff member (at the applicant's expense), for an orientation meeting, OR the applicant will host and fund a visit from the Dean of the Graduate School of Theology or his or her representative for an on-site orientation.

Summary of Policies and Procedures to Direct an Authorized Graduate Studies Group outside the United States

After the authorization process has been completed for a Graduate Studies Group (GSG), International Network Services assigns a customer number and an office code to the GSG.

Directing a Graduate Studies Group

1. It is the responsibility of the Director of a GSG to operate according to Global University policies for offices within the International Network.

2. It is the responsibility of a GSG Director to administer graduate student enrollments and to make reports according to all academic policies, procedures, and standards stated in the Graduate Studies Catalog, Mentor Handbook, Student Handbook, graduate Study Guides for individual courses, and other documents made available by Global University and the Graduate School of Theology.

3. A GSG Director is responsible to furnish students and mentors with sufficient materials, orientation, and training on policies and procedures.

Ordering Graduate Materials

1. It is the responsibility of the Director of a GSG to make available promotional, administrative, and academic support materials (Student Handbook, Form and Style Guide, etc.) and the course materials to all students who enroll in a course (subject) through the GSG enrollment office.

2. It is the responsibility of a GSG Director to make available course materials, student course records for individual students, and a Mentor Handbook to all mentors.

3. The directors' edition of the current Price Catalog includes ordering information and prices.

4. All orders for graduate materials should be billed to the customer number for the GSG rather than to the customer number for a GU Regional Coordinator, Network Representative, or other Director or Office. Orders placed with the International Office will not be billed to individual students or to AGWM account numbers.

The following promotional and administrative graduate materials may be ordered from the Price Catalog. All these items are also available for free download from Global University's online International Network Services site.

30008	Graduate Studies Catalog
G3001E-XX	Graduate School of Theology Application Packet
G3002E-XX	Graduate School of Theology Student Handbook
G3004E-XX	Graduate School of Theology Mentor Handbook
G3006E-XX	Graduate Studies Form and Style Guide
G3010E-XX	Graduate Subject Enrollment Form
P9043E-XX	Graduate School of Theology Program Brochure

Additional support publications, documents, and forms are available for free download from Global University's online International Network Services site. These items are also included in the *Graduate Studies Group Forms Index: Supplement to the Operations Manual*. E-mail inquiries about additional policy information to gst@globaluniversity.edu.

Admission Requirements for the Graduate School of Theology

See the current Graduate School of Theology Catalog.

Student Applications and Enrollments

1. All student applications and graduate subject enrollment forms (GSEF) must include the office code for the GSG and the signature of the GSG Director (or an authorized designee). Otherwise the student will be billed as a student of the International Graduate Studies Group at USA prices.

2. The GSG Director should do preliminary screening of applicants according to the admission policy stated in the current Graduate School of Theology Catalog. The director is responsible to make sure all components are included with an application packet for a new student. Admission status will be determined by the Dean after review of all components.

3. It is the responsibility of the Director of the GSG to include the mentor name (and number, if it is available) on all graduate subject enrollment forms. Only faculty—adjunct and resident—who have been assigned GU faculty rank and who have been approved to mentor specific courses AND signed an Academic Mentoring Agreement for the Graduate School of Theology are authorized to mentor. It is the responsibility of the director to verify this information with the Graduate School of Theology. The GSG Director will work directly with mentors for all scheduling and financial arrangements.

4. The GSG Director must furnish each mentor with a Student Course Record *and* Assessment and Grading Criteria for the Graduate School of Theology. The Student Course Record should be furnished to the mentor with all enrollment information filled in. The mentor must complete assignment assessment sections of the form according to Graduate School of Theology policy. The completed form should be signed by the mentor and then sent to the Graduate School of Theology when the student completes a course (subject).

NOTE: *All mentors must be approved by the Dean of the Graduate School of Theology to mentor specific courses and must sign a Graduate School of Theology Academic Mentoring Agreement. Requirements for mentor approval include the following: a Global University faculty rank of assistant professor or higher, a doctoral degree earned from an accredited institution, and a minimum of 18 credit hours of graduate coursework at the master's level and/or higher in the general area of comprehension required by a specific course. A Faculty Application Package may be downloaded from the International Network Services site.*

GSG Tuition and Fees

1. All student enrollments, academic fees, and special fees will be billed to the office code for the GSG through which a student enrolls. The billing date will be determined by the month in which an enrollment, service, or order is processed by the IO. Only enrollments through the International Graduate Studies Group at USA prices will be billed to individual students. (See the current Tuition and Fees Schedule for Authorized Graduate Studies Groups Based on Gross National Income [GNI] Levels for fee descriptions and amounts.)

2. The tuition per credit that is charged to an authorized GSG covers ONLY the enrollment of students in a course (subject) and does NOT include mentoring, individual program advisement, any course materials or shipping charges, or processing orders from individual students.

Billing for Graduate Academic and Special Fees

The account, based on customer number, for a Global University Graduate Studies Group (GSG) will be billed for all academic and special fees for students in the group when a service that requires a fee is performed for a student or Director of the GSG. It will be the responsibility of the GSG Director to collect applicable tuition and fees from students. See the current GSG Tuition and Fees Schedule.

Price Levels for Authorized Graduate Studies Groups

Tuition and fees are based on the GNI level for the geographic area that is served by a Graduate Studies Group. The Director of each Graduate Studies Group will be notified of the customer number, office code, and GNI level assigned (or other criteria for assigning fees). All orders for a GSG should be billed to the customer number assigned to the GSG. All enrollments and communication about students should include the student number and the office code of the GSG. All academic and special fees for a GSG will be billed to the customer number assigned to the GSG.

NOTE: *All students who enroll directly with the International Graduate Studies Group at the International Office in Springfield, Missouri, will pay USA prices unless specifically approved otherwise by the Dean of the Graduate School of Theology and any additional procedural action that is required by Global University policy.*

Mentor Approval Process

All mentors must first apply and be approved for faculty status with Global University before being considered for approval to mentor graduate-level students. See page 17.39 in the Forms Index (or click here) for the Application for Faculty Status and related forms and procedures for faculty approval. The overall mentor approval process is as follows:

A. Applicants for adjunct faculty status should do the following:
1. Complete a resume according to the format of the Faculty Resume Template.
2. Complete and sign the Application for Faculty Status.
3. Forward the resume and signed application to the Global University Representative or Coordinator to sign and forward to Global University (GU).
4. Use the Request for Academic Records form to request that an official transcript be sent to GU from each institution where degree-level studies have been done.

B. The Graduate Studies Group Director will do the following:
1. Secure the appropriate representative or coordinator signature on the application.
2. Send the application and resume to Global University, Academic Affairs.

C. Academic Affairs will do the following after GU receives all required application components:
1. Assess academic credentials and experience.
2. Assign GU adjunct faculty rank.
3. Notify the faculty member and GU Representative or Coordinator of faculty rank.
4. Forward the faculty file to the Graduate School of Theology if faculty meets academic and faculty rank requirements to be considered for graduate mentor approval.

D. The Graduate School of Theology will do the following:
1. Determine, from evaluation of transcripts and supporting documentation, GU courses the faculty member is qualified to mentor.
2. Send the Academic Mentoring Agreement to the faculty member with a list of approved courses and a copy of the Mentor Training Examination.
3. Copy the Director of the GSG who requested approval for the mentor.

E. The adjunct faculty member will do the following with regard to the Mentor Training Examination and Academic Mentoring Agreement:
1. Read the Mentor Handbook.
2. Complete and sign the Mentor Training Examination.
3. Check courses on the Academic Mentoring Agreement that he or she agrees to mentor.
4. Respond to additional items on the Academic Mentoring Agreement according to preference.

5. Sign and date the agreement and return it along with the Mentor Training Examination to GU's Graduate School of Theology.

6. Send a copy of the signed agreement to the Director of the Graduate Studies Group that invited him or her to mentor.

F. The Graduate School of Theology will do the following:

1. Assess the Mentor Training Examination to determine if the mentor training is sufficient and follow up with the mentor on any areas of concern.

2. Update the faculty database to include the mentor's choices as indicated on the signed Academic Mentoring Agreement.

3. Make updated mentor reports available to Directors of Global University's authorized Graduate Studies Groups outside the United States. (Please note: Mentor reports will include information for approved mentors who have current faculty status based on having a current signed annual agreement on file with GU's Academic Affairs department. Annual renewal forms should be returned to GU in December or January to maintain active faculty status with Global University.)

NOTE: *A mentor is not officially approved until the Graduate School of Theology receives the mentor's signed Academic Mentoring Agreement.*

Mentor Training

The Director of each GSG is responsible for training all faculty who mentor for the GSG. Training should include policies and procedures as stated in the latest edition of the Mentor Handbook, and it should include how to assess student work and complete the Student Course Record for all student enrollments according to Graduate School of Theology policies. Refer to the *Graduate Studies Group Forms Index* and the Mentor Handbook for additional information on mentoring.

Approval Process for New Courses

All courses to be offered as a part of the curriculum of the Graduate School of Theology must adhere to the following approval process before any implied or definite steps are taken with a course writer:

1. All requests for new courses must be submitted to the Dean of the Graduate School of Theology, along with a short description of the proposed course and an explanation of the rationale for including the course in GU's curriculum.

2. After a course has been approved for GU's curriculum, GU will extend an invitation to a qualified content specialist who has been approved to write/mentor the specific course. A GSG (or other) Director may suggest a writer for a proposed course, but all courses, writers, and writing agreements must be approved and processed according to policies established for the Graduate School of Theology.

3. All courses must be written according to the Global University Graduate School of Theology Writer's Guidelines for Graduate-Level Degree Courses.

4. The Graduate School of Theology may enter into a Writer's Agreement with an approved writer only after approval has been granted at all levels according to Global University policy.

The Graduate School of Theology will furnish an electronic template for each course and will oversee all stages of course writing, editing, approval, and publication for every course.

Chapter 11—Translation, Revision, and Production of GU Materials

NOTE: *For the steps of translating, see "Translation Guidelines," Chapter 12.*

Obtaining Permission to Translate

The translation, revision, and production of Global University materials is coordinated and approved by the International Office in cooperation with the Regional Coordinator. After permission has been granted by Global University, materials may be translated, revised, or produced by Network Representatives or Regional Coordinators, persons working under their direction, Graduate Studies Group Directors, or others as designated by the International Office. Representatives desiring to translate, revise, and produce Global University materials should consult their Regional Coordinator about such projects before making application to the International Office.

The Language Services Director at the International Office will coordinate all permissions.

Applications and Forms

Permission to translate, revise, or produce Global University materials in the field is requested by using the Application to Translate/Produce Global University Materials form available from Language Services. A copy of this form is included in the International Network Guidelines Forms Index (page 16.75 or click here). It may be photocopied or printed as needed.

Only Graduate Study Groups with a Rights to Print agreement may produce Graduate School of Theology materials for enrolled Graduate School of Theology students.

Typically, the need for a translation, revision, or production is determined by personnel in the field. The International Office also surveys areas of need. For languages other than Spanish and French, the Network Representative, Regional Coordinator, or Graduate Studies Group Director will apply for permission to translate. In the case of French and Spanish, the Language Services Director will apply.

To request permission, the Network Representative, Regional Coordinator, or Graduate Studies Group Director will complete and sign the application form and mail or e-mail it to Language Services.

Any changes that are required must be attached to the original application. These will be reviewed by the Academic Affairs Committee at the International Office.

Approvals and Procedures

The Language Services (LS) Director or designee will present the application to the GU Board of Administration for consideration. The board's decision will be recorded on the form, signed by the LS Director, and returned to the applicant. If permission is granted, two current English language copies of printed material to be translated, revised, or produced will be forwarded to the applicant along with instructions and copyright information, at no cost to the applicant. Although permission to translate and produce may be granted, the copyrights remain the property of Global University. For audio and video courses, permission may be granted to translate the scripts, but other communications may be necessary between the Media Department and the applicant before permission to produce is granted. For audio and video materials, a copy of the script or transcript will be forwarded. Permission is effective for 12 months, with 6-month extensions possible.

If art or graphics are required to complete production, requests should be directed to LS well in advance of the date they are needed. Cover art is normally available on CD.

After production is complete, the applicant will send the LS Director two copies of the completed printed materials, or one copy of the media for audio or video materials. These copies will be placed in the Global University archives as a permanent record. We request that the applicant also forward an electronic copy of printed materials to the International Office to be filed in the electronic archives.

Cultural Aspects in Translations

Since the materials produced by Global University are written for students in many nations, Global University must always be aware of the different cultures. That is why Global University courses have a cross-cultural orientation. Following are three possible approaches:

1. Each course can contain illustrations from several different cultures. This will help the student to understand truth not only in the context of his or her own culture but also in that of other cultures.

2. Illustrations can be chosen that are generally true of most cultures. Such illustrations are based on the similarities in cultures rather than the differences.

3. The representative can rely on the translators to find meaningful equivalents for the vocabulary being translated. Illustrations particular to a given culture can be included.

Any cultural or linguistic changes should first be submitted to the LS Director, who will then submit such changes to the Academic Affairs Committee at the International Office. An explanation in English should be provided for proposed changes. Upon approval by the Academic Affairs Committee, production of the translation may continue.

In some cases, the necessity for cultural adaptation may be sufficiently acute to warrant major changes. However, changing the essential meaning of an author's written material to align it with the particular view of the translator is unethical.

Identifying Course Edition Changes for Up-to-Date Translations

Global University courses, especially college courses, are updated and revised periodically to correct problems and improve quality. The representative should also update translated materials when they are reprinted. This especially should be done in the case of major revisions of college courses and examinations, indicated by a new edition of the course.

In some cases, courses are discontinued. Decisions regarding the validity of translated courses that have been released in a new English edition or discontinued in English will be determined on a case-by-case basis in consultation with the dean of the appropriate school and the Director of Language Services.

A print CD of all current editions of GU courses is available by request from International Network Services. Course editions lists are posted on the International Network Services site and are updated quarterly. To maintain up-to-date translations of current editions of GU courses, representatives should check the course editions lists regularly as well as keep in mind the following:

- When a new course edition is released during the year (noted on the appropriate course editions list and announced by Student Services), representatives with a Rights-to-Print Agreement may request the new print files.

- Representatives can purchase Adobe Acrobat Pro and use it to compare the PDF of their current copy of the English edition with the new edition and update their translations accordingly. (Print files of older versions may be requested if offices have not retained their own.)

- Representatives may also request a PDF file reflecting changes between editions. Requests should be sent to International Network Services and should include the course name and number, the number of the English edition from which the translation was produced, and the date of the original translation. Also include a description, a date, and edition information related to any updates to the translated course since original translation.

Essential Information for the Title Page of Translated Materials (Front and Back)

For your convenience, we have prepared a template that demonstrates the proper formatting of identifying information that should be included on both sides of the title page of a translated course. The title page template can be found in the International Network Guidelines Forms Index (page 16.77 or click here).

Note: The template is an example of a School for Evangelism and Discipleship course title page, but the highlighted elements are applicable to all Global University course translations. The template is slightly enlarged from its original size for readability.

Translation of Final Examinations

When the Global University Board of Administration grants permission to translate and produce Global University materials, this includes permission to translate the final examinations. However, permission to print final examinations must be requested and is granted only by the Global University International Office.

The translated examinations must be reviewed and approved by a content expert, comparing the original with the translated examination. The translating office must submit a copy of the examination in print or by electronic file to the International Office. Note: No student will be allowed to enroll in any course for which the International Office does not have a copy of the final exam.

The format of the translated examination should be identical to the format of the original English examination. This means that the types of test items will be the same in the translated form (i.e., multiple choice translated to multiple choice , true/false items translated to true/false items, etc.).

Chapter 12—Translation Guidelines

(Following are suggested guidelines for the translation of GU course materials for Regional Coordinators and Network Representatives.)

What about the final product—an effective translation that communicates what is intended and produces fruit for the kingdom of God? This is more difficult to obtain.

The purposes of this writing are twofold:

1. To help you become aware of some basic principles of translation

2. To provide guidelines for directing translation to produce the effective translation we all need

Assuming you have a new course to translate, translated material to edit and adapt before publication, or a course to reprint, what do you need to know? What do you do?

An Approach for Translation of Global University Course Materials

Our purpose as the Lord's servants is to evangelize and win the lost. We also want to teach those who are already won. This is the goal of Global University's courses.

The type of translation we believe best fulfills these aims is called *dynamic equivalence translation*. It contrasts with what is called a *formal correspondence translation*. In committing ourselves to a dynamic equivalence translation, we are also committed to various types of adaptation and field-testing techniques.

Underlying the dynamic equivalence translation approach is one fundamental factor: a consideration for the target audience with whom we want to communicate. This means that (in translation) we are primarily concerned with getting the message across to people. We are committed to translation that communicates the message.

Create a Dynamic Equivalence Translation

Dynamic equivalence can be defined as "that quality of translation in which the message of the original text has been transported into the receptor language so that the response of the receptor is essentially like that of the original receptors." *Formal correspondence translation* is defined as "that equivalence in which the quality of a translation features the form of the first text, mechanically reproduced in the receptor language."

From the viewpoint of the Global University International Office, the best definition of *translation* is "the closest natural equivalent, first in meaning, second in style." As stated above, the type of equivalence we desire in a translation is the kind whose form does not betray its foreign origin. Priority is given to meaning.

Translation Suggestions

The suggested steps for producing a translation—particularly the last steps—are not entirely to be followed chronologically (one after the other).

Step 1: The Translator

Suppose you are translating the undergraduate course *Life of Christ* into the Hausa language of Nigeria. Your translator ideally should be bilingual—a native speaker of the Hausa language who has a superior command of English. The translator also needs to have a command of the subject he or she is translating.

If the translator happens to be a student in one of our Bible schools, what better preparation for translating a course than to study it first? First, the translator should thoroughly familiarize himself or herself with the translation by reading and studying it completely before doing any translation. However, he or she should note and write down words or concepts or sections of the Study Guide that may present special problems. He or she can discuss these with the translation coordinator or someone else responsible for the translation before the work actually begins.

Step 2: Reading Level Verification and Adjustment

Often, the person who has command of two or more languages tends to translate into the receptor language on a higher grade level than we desire. The question you need to ask about the material being translated is, "Will the people who study this course be able to read it with sufficient understanding to be successful in their study of it?" The best way to answer this is to have at least two or three people study the course who are comparable to those who will actually study it when it is printed.

Determine Word Difficulty

You can do a number of things to adjust the reading level of a course that has already been translated. Here are a few suggestions.

Choose two or three people similar to those who will study the course. Inform them of the purpose of their work, which is to help you determine what words need to be defined or what parts or sections of the course need to be written in more understandable language. Have them read through the whole course or sections of it. As they read, ask them to underline every word they have to look up in a dictionary in order to understand the text.

This does not mean you will change every one of these words, but you need to establish which words or concepts must be changed or adapted so future students will better understand what they read. Technical terms should be defined in the left margin and in the glossary. Your concern with general vocabulary should be to simplify.

The special terms (generally theological) need to be defined in the context of the exposition or in the margin and glossary. You may be supplying your students with a dictionary and assume that these dictionary words will be available to them. However, you do not want your students to interrupt the flow of their study by continually needing to look up words in a dictionary. So retain the essential meaning, but simplify.

If word lists are available in your language that categorize words according to frequency of use and grade level, refer to the lists that are appropriate for the level of your translating work. Graded word lists exist in English and French for speakers of English and French as a second language, as well as in their mother tongue. You can adjust vocabulary to the level you desire by consulting such lists.

Step 3: The Tell-It-Again Test

Summary

The Tell-It-Again (TIA) test is useful not only to check all comprehension in the translation but also to diagnose specific places where vocabulary, phraseology, and sentence construction may vary from popular language. TIA rests on the assumption that people will use their normal speech when repeating specific content and will be able to remember the content more readily as the translation more closely resembles their everyday speech.

Method

Prepare the materials as detailed in the next section. To assist you, select five to ten people who are members of your target audience and, preferably, not familiar with the subject of your course. Read a short passage of about 100–120 words. Then ask the first person to repeat the passage to you as he or she heard it, word for word. The form and words used in the repetition are the materials you need to use in checking

the new translation. If a recording device is available, record your reading of the material and then the speaker's retelling of the material.

As you listen to the repetition, make particular note of vocabulary changes. Also note the use of different phrases and sentence structure. Then continue with the reading and repetition until the entire passage has been completed.

Although you should make quick notes as the repetition proceeds, using a recording device helps ensure that useful material for guiding the revision of your translation will not be lost.

Repeat these procedures with each of the five to ten respondents you have selected. If you find many changes that could be made, you may want to use this help in working through large sections of the text. If there are few changes to be made, five to ten randomly selected passages may be sufficient.

Usage in Improving Manuscripts

Note the places where your words are reconstructed into different sentence forms. If three or more respondents reconstruct your sentences, notice the form they use and bring your original sentence structure into line with it. If a specific word or phrase has been misunderstood, as noted in the repetition by three or four of the respondents, you need to change that portion to make it more understandable.

If three or more people leave out an important part of the phrase unit, you need to rewrite that part to make it clearer and easier to remember. This may mean changing the order in the sentence, separating it into more sentences, using more vivid language to call attention to a significant point, or otherwise making it reflect the literary devices of the language in which you are working.

Notice vocabulary differences between your translation and the repetition. If three or four respondents alter the vocabulary in the same way, you should strongly consider including these different words. Frequently, the words and phrases the respondents use will be more familiar to your target audience and will therefore be more suitable in your translation. The words used will not necessarily be simpler, but rather, words that are more commonly understood and used in everyday speech.

TIA is primarily a diagnostic test for use during development of the translation. However, it may also be used as an evaluative test by a reviewer. In this case, the reviewer may need to use 15 to 20 respondents. The reviewer uses TIA to pinpoint specific kinds of problems in the manuscript rather than as a method to work through an entire manuscript.

Step 4: The Dictation Test

Summary

The dictation test helps to assess readability and clarity as well as appropriateness of language for the intended audience. The greater the respondents' difficulty in copying from dictation, the more likely it is that the passage is not translated in patterns of language that are familiar to them or commonly used.

Materials

Select a passage of about 150–250 words. You should dictate at the rate of 40–50 words per minute. This will take some practice, since you want to dictate in meaningful phrase groups, not word by word. Once you have become acquainted with the desired rate, we suggest that you record the passage dictated at that rate. This will make it easier for the tester and also eliminate altering speeds as a variable in your testing.

It is helpful to mark off the passage into 45- to 50-word sections that will take one minute to dictate. Then break down these sections into smaller groups to help you pace your dictation.

The optimum dictation rate will most likely vary according to the type of passage. For instance, narrative or historical passages may be easier to rate from dictation than expository passages. As you gain experience, you will be able to find the appropriate rate for any passage. Remember that you should lead the writer by at least one phrase. In some easier passages, the writer should be able to retain eight to

fifteen words in memory as the reading proceeds. As the concepts or sentence constructions become more complicated, the memory can retain fewer words while still receiving new words.

Do not repeat the passage or portions of it. If the respondent skips whole phrases, either the rate was too fast or the construction or vocabulary was too complicated. Experience will help you assess the rate of dictation. If only one or two respondents have difficulty with the rate, discount this as a problem. It might be helpful to have three to four people volunteer to help over a longer period of time. Use them to standardize the dictation rate.

Method

As you begin translating any new type of course material, try to test about 15–20 percent of your translation with dictation—that is, about 50–70 words per double-spaced, typewritten page. This should quickly reduce as you correct any problems that arise. You may then need to test only 75–100 words in every three to four pages (5–7 percent).

Look for these types of errors in the dictation: skipping sections or phrases, hanging words, adding or deleting words. Punctuation is not critical. In this type of dictation, the respondent may or may not react to commas, quotation marks, or even periods (full stops) every place they occur in the text. However, when they are inserted inappropriately, that is worth noting.

Problems

Pay particular attention to phrases that a number of the respondents have reworded or reordered. This may indicate that their memory reprocesses the phrase into a more common or acceptable form. If there is a question about a passage, try the following:

1. Test an additional three or four respondents.
2. Rewrite it and test it again.
3. Use another test, such as TIA.

NOTE: *In this way, you should be able to identify and correct the problem.*

When four or five or more respondents fail at the same point in the dictation passage, look for the difficulty—an unfamiliar word, an awkward construction, a difficult concept that needs to be simplified, and so forth. Your own experience will tell you what problems these represent and how best to solve them.

If you test the manuscript as you begin to translate, you should identify problems from the start. Naturally, you will keep them in mind as you continue. However, if you completed a significant amount of translating before it was possible to start the testing, it might be necessary to review the completed manuscript for places where the problems you identify have already occurred. If necessary, these should be modified.
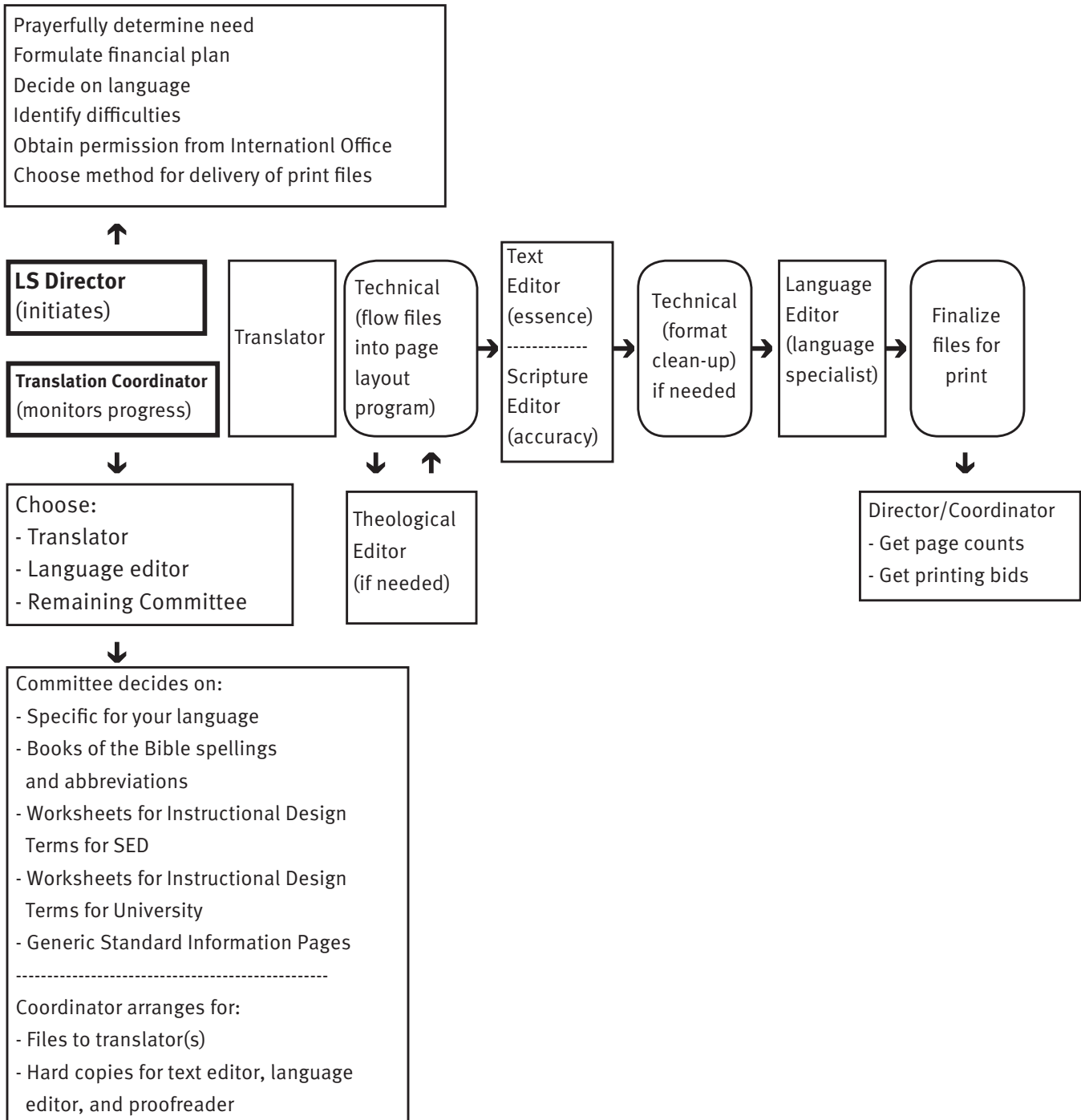
Respondents

The respondents should come from the average population and an age range for whom the translation is intended. Eight to twelve respondents per passage should be adequate, except in special situations.

Translation Flow Diagram

**Coordinator monitors, passes project from person to person,
and records dates of progress on tracking logs.**

Prayerfully determine need
Formulate financial plan
Decide on language
Identify difficulties
Obtain permission from Internationl Office
Choose method for delivery of print files

↑

LS Director
(initiates)

Translation Coordinator
(monitors progress)

Translator

Technical
(flow files
into page
layout
program)

Text
Editor
(essence)

Scripture
Editor
(accuracy)

Technical
(format
clean-up)
if needed

Language
Editor
(language
specialist)

Finalize
files for
print

↓

Choose:
- Translator
- Language editor
- Remaining Committee

↓ ↑

Theological
Editor
(if needed)

↓

Director/Coordinator
- Get page counts
- Get printing bids

↓

Committee decides on:
- Specific for your language
- Books of the Bible spellings
  and abbreviations
- Worksheets for Instructional Design
  Terms for SED
- Worksheets for Instructional Design
  Terms for University
- Generic Standard Information Pages

Coordinator arranges for:
- Files to translator(s)
- Hard copies for text editor, language
  editor, and proofreader

Chapter 13—Business Procedures

The business procedures outlined in this chapter have been kept to a minimum. Of particular importance, however, is the General Statement of Finance, which covers the principles applied in the assessment of student charges and the ordering and inventory management of materials.

General Statement of Finance

Global University personnel will work in harmony with the following guidelines:

- The work of the International Office is generally financed by contributions, monthly support designated for this purpose, tuition fees,* and material sales.
- The Global University Regional Coordinators and Network Representatives will be responsible for the physical facilities and operation of their respective offices, including the cost of study materials (courses) directly distributed by them.
- Assemblies of God World Missions (AGWM) personnel assigned to Global University Coordinator and Representative positions are subject to the usual policies of AGWM with regard to work budgets.
- In no case should Global University Coordinators and Representatives assume any financial obligation on the basis of pending applications for money from special funds, such as Light for the Lost. Only when the money has actually been received should any such commitments be made.

*All fees and charges are subject to change.

Global University Pricing Policy

The Network Representative will establish the local charges for independent-study students as well as Extension Offices, resident educational institutions, and study groups. He or she should consult with the Regional Coordinator about this in keeping with the requirements of protocol on his or her field. Prices for Graduate Studies Groups will be established by the Global University Regional Coordinator in consultation with the GSG Director.

All sales of Global University (GU) materials to the Network Representative will be made in accordance with GU's pricing policy. These prices are distributed in the Global University Price Catalog and are reevaluated each year, with any new price changes being effective January 1. The only exception is that the prices of textbooks may fluctuate throughout the year and are adjusted as needed. The current prices will be adjusted up or down as additions are made to the GU inventory.

Determining student fees	Set fees realistically in keeping with the local economy to avoid discouraging students in their studies. Sometimes the local church can help subsidize the studies or completely cover the costs.
Establishing student scholarships	The representative will supply Global University students with materials needed for their study programs at the retail prices he or she has established. If the representative determines that the sale of materials to students at these prices could result in undue financial hardship to such students, Global University recommends that financial assistance be given in the form of scholarships to be applied against the sale price of the materials rather than in the form of a reduction of the sale price.

Student charges include the following: Independent-Study Textbook (IST) or Study Guide and Student Packet (or Essential Course Materials, if these pages have been merged with the IST); Supplemental Readings or Readings and Resource Materials (graduate level), textbooks, tuition, and other fees noted

in the current academic catalog for the respective level of study. The enrolling office is responsible for the collection of all student accounts.

Network Representative's / Regional Coordinator's Accounts with Global University

All sales of GU materials and services are made on a **"payable upon receipt of invoice"** basis. Payment should be made from this invoice.

In addition to the invoice, each representative or coordinator will receive a monthly statement detailing the activity of his or her account during the month. All accounts that have exceeded the 90-days-past-due category will be put on hold. Network Representatives will not be able to order new materials until full payment is made. Contact the International Customer Service Office to make immediate payment arrangements.

We accept credit cards (Visa, MasterCard, or Discover), checks, and money orders in United States dollars. If you use a credit card, please include the following information:

- Card number
- Expiration date
- Exact name as it appears on the card
- Billing address of the credit card
- Amount to be billed to the credit card and the invoice numbers you are paying with that amount

Checks and money orders should be payable to Global University and be in United States currency only. Please include the account number and invoice number on the check or supporting paperwork.

Returned checks will be charged a service fee of $20.00 each.

Missionaries may use their "00" account to pay for invoices. Please provide us with the number to be charged along with your name as it appears on this account.

Finances Related to Academic Fees

For Christian Life and Christian Service courses, academic fees may or may not be billed to the student by the Network Office. When academic fees are billed, the rate should be set realistically in keeping with the local economy and the student's ability to pay.

Degree-level academic fee	An academic fee is charged to the Network Representative for all undergraduate and graduate courses. These rates are established by Global University and are reviewed for possible revision, as explained in the pricing information provided previously. The academic fees for students or schools serviced may be set as the representative chooses, taking into consideration costs for shipping and handling fees and the office operations.

Refunds of student charges will be made according to the cancellation and refund policy stated in the following pages and in the Global University academic catalog for the respective level of study. Each Global University office must comply with local requirements regarding the refund policy.

The International Office will bill Network Representatives for all academic fees. The goal of Global University is to provide instructional materials at the lowest possible prices.

The Network Office or Graduate Studies Group Office will supply students with study materials and will collect payment. This includes academic charges.

Cancellation and Refund Policy

Enrolled Undergraduate Students

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 withdraw from a Global University course, the following refund policy will apply:

1. No refund will be made after 5 business days for an Application Fee.

2. You may withdraw from a course as long as the course status is "In Progress."

    a. You may cancel a course enrollment within 5 business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid. Communication of cancellation may be made online (go to "Documents and Forms" on the undergraduate page of GU's website).

    b. From 5 business days and up to 3 months from the date the order was placed, you may request to withdraw from a course and be refunded 50 percent of the tuition paid.

    c. If you request a course withdrawal after 3 months, no refunds will be given.

3. Refunds will be given on textbooks returned in "resalable" condition, less a 20 percent restocking fee. No refunds will be given for GU Independent-Study Textbooks or Study Guides.

Please report any discrepancies with the order within 30 days of the invoice date.

Enrolled Graduate Students

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 withdraw from a Global University course, the following refund policy will apply:

1. No refund will be made after 5 business days for an Application Fee.

2. You may withdraw from a course as long as the course status is "In Progress."

    a. You may cancel a course enrollment within 5 business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid. Communication of cancellation may be made via the following link: http://globaluniversity.libsurveys.com/gstwithdraw.

    b. From 5 business days and up to 3 months from the date the order was placed, you may request to withdraw from a course and be refunded 50 percent of the tuition paid.

    c. If you request a course withdrawal after 3 months, no refunds will be given.

3. Refunds will be given on textbooks returned in "resalable" condition, less a 20 percent restocking fee. No refunds will be given for GU Study Guides or Readings & Resource Materials, or for shipping and handling fees.

Please report any discrepancies with the order within 30 days of the invoice date.

Berean School of the Bible Students

Global University will not refund an application fee if the applicant makes the refund request more than 5 business days after GU receives the application. A student can cancel a course enrollment within 5 business days of the enrollment and receive a full refund, excluding shipping and handling fees. The student may communicate his or her cancellation online (go to "Documents and Forms" on the Berean School of the Bible page of GU's website).

If a student cancels a course enrollment at a time beyond 5 business days of his or her enrollment date and until 6 months from the enrollment date or until the time he or she has received the final exam, the

school will retain a 50 percent registration fee. If the student communicates his or her cancellation beyond 6 months of the enrollment date, no refund will be given. In regard to course materials, refunds will only be given for textbooks that are returned in resalable condition. However, a 20 percent restocking fee will be charged for returned textbooks. No refunds will be given for GU Independent-Study Textbooks or Study Guides.

Please report any discrepancies with the order within 30 days of the invoice date.

Notes on Cancellation and Refund Policy

Students enrolled through a Network Office or Graduate Studies Group outside the United States will receive their refund through their respective enrollment office. The International Office will refund the academic fee to the respective representative's office upon notice that the student has withdrawn from the course, subject to cancellation and refund policies in the current academic catalog for the respective level of studies.

At the Christian Life and Christian Service levels, an enrollment may be cancelled by the applicant within 5 business days. If cancellation is requested after 5 business days, no refunds will be given.

Refunds will only be given on materials that are in resalable condition, with a 20 percent restocking fee. No refund will be made after 30 days of purchase.

Graduation: Diploma Covers, Caps, and Gowns

Currently, no graduation fee is charged for undergraduate degrees. The graduation fee for graduate-level degrees is stated in the current Graduate Studies Tuition and Fees Schedule. Student diplomas are issued without diploma covers. If desired, padded diploma covers, caps, and gowns may be ordered from the current Price Catalog.

Ordering Materials

Because Global University courses have several components, the following explanation of terms is given to help in ordering.

The Evangelism series and Children's Bible Curriculum, offered through the School for Evangelism and Discipleship (SED), has some courses that consist of a number of pamphlets and others that have a Study Guide (SG) and Grading Packet (GP). The Christian Life and Christian Service Series have Independent-Study Textbooks (ISTs) that are self contained, unit evaluations that are a part of the IST, and Answer Keys (AK) for each program.

All of the SED Evangelism, Worldview Series, Christian Life, and Christian Service course PDFs can be downloaded at GlobalReach.org. The latest versions of the SED courses, as well as the Children's Bible Curriculum and other resources, can be purchased by contacting Global University.

Global University's Berean School of the Bible (BSB) courses in the Ministerial Studies program are available in Independent-Study Textbooks (ISTs). ISTs are available in print, Kindle format, EPUB, PDF, online format, or through the Logos Bible Software digital library system. Final examinations are available in nonproctored print format or automated online format. In addition to the IST that is required for each Ministerial Studies course, BSB offers a recommended reading textbook to supplement students' learning. The recommended reading texts are not required since the content of these supplemental books is not tested in the final examinations. BSB also offers courses that are not required as part of the Ministerial Studies programs but that are used extensively for personal spiritual enrichment and leadership training. These courses include a Study Guide and a required textbook. Final examinations are available in nonproctored print format or automated online format.

Instructional Facilitators Manuals (IFMs) are being developed for each of the 27 Ministerial Studies courses. These manuals facilitate group study of the course content by providing lesson plans, PowerPoint slides, worksheets, handouts, and more. Call for availability of specific course IFMs.

At the undergraduate level (UG), Global University offers 2-credit courses that use an Independent-Study Textbook (IST), a Student Packet (SP), and a Grading Packet (GP). For the undergraduate 3-credit courses, the components include an Independent-Study Textbook (IST) with a CRA textbook OR a Study Guide (SG) with a textbook (T), a Student Packet (SP), and a Grading Packet (GP). Additional materials, such as electronic media, may also be used in the undergraduate degree programs.

Student Packets (SPs) cannot be ordered separately. They are included automatically with the student course materials.

Note: As of this printing, each undergraduate course is being modified to merge the IST and SP into one document. This process will continue for approximately a year or two.

All graduate-level courses have a graduate Study Guide (SG) and textbooks. Many graduate courses also require Supplemental Readings (SR) or Readings and Resource Materials (RRM), which must be ordered as separate items. Please note that SR and RRM for graduate courses have restrictive distribution and can be ordered by a Network Office Representative only if the name and student number are furnished for a graduate student who is enrolling in the respective course through the International Graduate Studies Group.

Some graduate course components and exams are available in automated online format; go to www.globaluniversity.edu for a listing of these courses.

How to Order

Orders may be placed by mail, fax, e-mail, or telephone. Ordering by e-mail is preferred to decrease the possibilities for errors and time delays. Please request to receive confirmation of e-mail orders. Global University's fax number is 417-862-5318. Be sure to confirm receipt. To place a telephone order, call 417-862-9533 extension 2436 or 2432. (If an 800 number works from your country, call 1-800-443-1083.) The address for e-mail orders is sales@globaluniversity.edu.

The following information **must be provided** when placing an order:

1. Customer number
2. Title and product number (not the course number)
3. Quantity in an "each" amount. We do not order in packs, dozens, or cases.
4. The name of the representative or coordinator to be billed. (All orders MUST be billed to the representative or coordinator.)
5. Method of shipment (If no shipping instructions are provided, the material will be sent via UPS.)
6. Shipping address

When ordering by mail or fax, complete the order form and write in the information obtained from the Price Catalog. Providing the product number, description, and language desired is critical. Always include your local telephone number and e-mail address.

Please allow ample time to process the order. Processing includes the receipt of an order, computer input, packaging of materials, and shipment from the International Distribution Center. The Distribution Center staff attempts to ship materials within 24 to 48 hours of the receipt of the order. Larger orders may take longer. A sample order form is on page 16.7 in the International Network Guidelines Forms Index (or click here).

Price Catalogs and order forms listing the available items are available by logging on to International Network Services at the Global University website.

For the quickest delivery, all orders for materials should be e-mailed to sales@globaluniversity.edu; however, if you prefer to mail the order, it should be addressed to

Order Processing Department
Global University
1211 South Glenstone Avenue
Springfield, Missouri 65804 USA

The International Finance Office will bill directly to the Network Representative, Regional Coordinator, or Graduate Studies Group Office generating the order. Shipping costs will be added to the invoice.

Shipping Information

Global University strongly recommends using a traceable method of shipping.

Traceable Methods of Shipping

FedEx International	Although FedEx claims delivery service within 2 business days to most major cities worldwide, it may take an additional day or two for the order to clear customs and be delivered to your door. A valid, functional phone number is necessary for FedEx to arrange package delivery.
DHL	Delivery is generally within 5 business days. A valid, functional phone number is necessary for DHL to arrange delivery.

NOTE: *If FedEx or DHL methods of shipping are used, Global University will assist the customers/representative/coordinator in tracing any lost orders and will replace orders lost in shipments that have been sent door-to-door.*

Nontraceable Methods of Shipping

United States Postal Service Airmail (USPSA)	Shipments are usually delivered in 10–14 business days. USPSA shipments are not traceable. Global University cannot guarantee delivery.
United States Postal Service Surface (USPSS)	These shipments have the longest transit times—typically 2 to 4 months. USPSS shipments are not traceable. Global University cannot guarantee delivery.

NOTE: *For shipments over 200 pounds, please refer to the Air Freight and Surface Freight section of the Price Catalog, Director's Edition.*

Processing an Order

Your orders will be processed more expediently if your order forms are filled out completely and accurately before submitting them to Global University. All products should be listed on the order form in the same sequence they appear in the Price Catalog.

Delivery Note

As each shipment is made from the International Distribution Center, a copy of the invoice is included with the shipment. The invoice contains information about how orders were processed.

1. Customer number
2. Representative or coordinator to be billed

3. Representative's or coordinator's shipping address, if different from billing address
4. Date the order was keyed into the computer
5. Quantity ordered
6. Product number
7. Quantity shipped
8. Description of product ordered and representative's or coordinator's price paid
9. Shipping information, such as the following:
   - Shipping method
   - Number of packages
   - Weight
   - Date of shipment
   - Cost of shipping and handling fees

Back Orders

When an item ordered is out of stock, it is placed on back order within the computer system. The Network Representative is not charged for the items on back order until those items are shipped. These are held on computer file, and when the products are available, they are shipped within one week. An invoice will be sent to the representative when the back-ordered materials are processed and shipped.

A product is not considered discontinued unless official word has been sent from the International Office indicating this.

NOTE: *If a course is being discontinued, please endeavor to utilize all related materials within the 18-month grace period.*

Returns

Please remember: All returns must be authorized by Customer Service and must be processed within 9 months of the date of purchase.

When it is necessary to return materials for credit, please note the following guidelines:

1. Send all material returns to this address:

   Global University International Distribution Center
   Returns Department
   Global University
   1211 South Glenstone Avenue
   Springfield, Missouri 65804 USA
   (417) 862-9533 Fax: (417) 862-5318

2. Enclose a typewritten list that includes the following:
   - Your name, address, and **customer number**
   - Product number, quantity, and description of each item being returned
   - Invoice number and order number from the original invoice
   - Reason for product return

3. Credit cannot be issued if the product is not in salable condition. A product is unacceptable for return if it contains highlighting or writing, no longer looks *like new*, is not a complete product, or is a product that has been discontinued.

4. If a product is obsolete, a 9-month grace period for obtaining credit is granted. A product is considered obsolete if
   - Global University no longer sells the product.
   - a new edition of the product is being sold.

- Student Services no longer allows enrollment using this edition.

5. If the product is defective (contains duplicate pages or has missing pages), please mail only the copyright page from the front of the book. The copyright page will provide the information needed in relation to quality control.

6. Audio and video products are returnable only if defective. Return requests must be received within 30 days after the receipt of the merchandise.

Ordering and Handling of Materials by Resident Schools

Resident schools should order their instructional materials from the Network Office serving their country. The Network Office will supply information on prices. Undergraduate textbooks should be obtained by the resident school.

Resident schools may sell Global University materials only to bona fide resident students. This includes students at a resident Extension Office. The Global University evaluation system (testing materials and the final examination) is available only to institutions that have an Educational Agreement.

Graduate Studies Group Directors should order sufficient inventory of graduate-level study materials to serve the needs of their students. All orders should be placed in time to allow for shipments to arrive before items are needed. It is the responsibility of the Graduate Studies Group Director to get all materials to students and mentors.

Inventory of Instructional Materials

Global University's major objective is to avoid delays in delivery by bringing the study materials as close as possible to the people who are using them.

Network Offices	Representatives are advised to maintain a reasonable amount of stock at their offices to serve the needs of their country. They should keep a running inventory of their stock and should reorder in time for shipments to arrive before items are depleted. Experience will determine how much stock to order and when to reorder.
Regional Offices	Regional Coordinators should maintain inventories of all instructional materials in sufficient quantity to meet emergency orders from the Network Representatives in the regions where they serve. Emergency orders could then be filled for the Network Representatives. This would save time in getting materials to a student when local inventories are temporarily depleted. In such cases the Regional Coordinator will bill and collect payment from the Network Representative.
Stock control	In storing inventories, representatives and coordinators should be aware of the need for stock control and the prevention of damage by dust, dampness, or excessive handling. A "first in/first out" system should be used in the distribution of materials.

General inventory Occasionally a representative or coordinator will set up a new office or go into an established office that has a limited inventory and will ask for a recommendation for a basic "starter" inventory. Or perhaps the representative or coordinator is working in a language other than English and would like to have an overview of all the courses to be able to set goals for translating the materials into the local language. The following starter inventory is recommended:

1. A brochure or catalog to explain each series of studies: the School for Evangelism and Discipleship Catalog, the Berean School of the Bible Catalog, the Undergraduate School of Bible and Theology Catalog, and the Graduate Studies Catalog. A Graduate Degree Program Brochure is also available for promotional use.

2. One copy of each Evangelism, Christian Life, and Christian Service course in print

3. One video or one audio format of *The Great Questions of Life* #1–6

4. Two undergraduate courses: *Paul's Letters to Pastors* (Independent-Study Textbook and Grading Packet) and *Pentateuch* (Study Guide, textbook, and Grading Packet)

5. One Grading Packet (Answer Key) each for the Christian Life Series, the Christian Service Series, and for individual Evangelism courses such as *Challenge to Encounter* and *We Hear from the Prophets*

6. A sample of the entire Children's Bible Curriculum

(When ordering this material, be sure to include the product numbers from the Price Catalog.)

Purchase of Global University Materials by Other Organizations

A wide use of Global University instructional materials is both anticipated and encouraged. The following points apply especially to those organizations that purchase Global University materials but do not seek academic services or credit.

1. The organization is generally best served by ordering its Global University materials from the Network Office serving its own country. However, orders may be placed directly with the International Office in Springfield, Missouri. Materials ordered in this manner will be charged at the USA retail price, which normally is higher than the price of ordering through a Network Representative.

2. The Network Representative will set the price for materials sold through his or her office to organizations without signed Educational Agreements or to individuals who are not enrolled in Global University. Before the Network Representative sells such materials, he or she must remove Student Packets from undergraduate degree courses. It is not necessary to remove unit evaluations from Evangelism, Christian Life, and Christian Service courses. If the organization wants to use the Student Packets (SPs) or Grading Packets (GPs), they must first sign an Educational Agreement.

3. The resale of any materials by the organization may not be lower than the local prices established for independent-study students.

4. None of the materials may be duplicated in any way. Failure to abide by this understanding will mean the automatic termination of sales to the offending institution.

5. Supplemental Readings (SR) and Readings and Resource Materials (RRM) may not be sold or furnished to any organization that does not have graduate students enrolled for credit in the respective courses with Global University.

Chapter 14—Methods and Procedures of Instruction

Global University (GU) uses a variety of methods to meet the needs of its students in all programs of study. Potential students include the unconverted, new Christians, and maturing Christians who desire to have the training necessary to work in the church.

In addition, Global University students include pastors, evangelists, and national church executives who want to continue their ministerial education. Global University also serves resident school students who need additional courses to complete their programs. Global University endeavors to select or devise methods that are appropriate for each learning situation.

Global University materials can be used in various methods of instruction, including independent study, guided independent study, seminars, classroom instruction, videoconferencing, and study group learning.

The GU Independent-Study Textbook (IST) and Study Guide formats are designed to provide the student with direction throughout the course. The IST is, in fact, a teaching book. Naturally, the style is more formal, since it is in written rather than spoken language. However, a serious attempt has been made to communicate by written word the kind of experience the student would find in a college or university classroom.

Independent Study

Independent-study students are those who study at home while maintaining their regular routines of ministry, employment, and family responsibilities. Usually, they will study alone on a personally developed schedule that enables them to minimize the disruption of their other activities and responsibilities. Global University courses are specifically designed to meet the needs of independent-study students. Graduate-level students are assigned a mentor for each course enrollment.

Guided Independent Study

In this method, an instructor or counselor meets briefly with the student from time to time to guide his or her study. The acquisition of knowledge and achievement of objectives remain the responsibility of the student. Guidance and encouragement are provided.

Seminars

Global University conducts on-location learning seminars at selected locations at various times. Some of these seminars will be sponsored by Global University alone. Others may be cosponsored by Global University, a church, or a resident Bible school. In the latter case, either Global University or the resident Bible school may initiate the proposal for the seminar. Seminars provide an opportunity to interact with other students and an instructor while studying course materials.

Study Groups

Local churches may register a study group with their Network Office, which provides access to the office's assistance, encouragement, and in some cases reduced costs and other benefits. Churches within the United States should contact the International Office (studygroups@globaluniversity.edu) to learn more about registering study groups. Information is also available on Global University's website:

www.globaluniversity.edu. Churches and other ministries outside the United States should contact their own Network Office to determine if registered study group benefits are available and to learn of any related policies and procedures. Network Offices are encouraged to develop a study group registration process and to provide benefits that encourage church-based study groups.

Study groups may be formed and registered related to any of Global University's four schools. If a study group is formed to facilitate undergraduate or graduate study, be sure to consult with the International Office to become familiar with all policies that may be governed by accreditation and other regulatory agencies.

Study Group Learning

Many Global University students are forming study groups as a way to increase learning and successfully complete coursework. Churches and Network Offices are also forming study groups to facilitate student success through increased motivation, accountability, and shared learning experiences and resources. Such groups usually take the form of organized classes with active direction from an instructor, pastor, or teacher who facilitates student enrollment and orders the course material, establishes a start and ending date, and sets a schedule for regular meetings.

In some cases a study group may just be a place where students meet to study together without assistance. Ideally, there will be a small library and facilities for electronic media, which greatly enhances the students' educational experience.

The study group concept is catching on all over the world. Some of its major purposes and advantages include the following:

- Bringing the Global University student into the local church
- Training church leaders locally
- Preparing trained spiritual leaders to send out from the local church
- Strengthening the Christian education program of the local church
- Providing personal contact with students, which can increase motivation, accountability, and mutual learning
- Lowering the costs of servicing students by mail

Classroom Instruction

Although primarily designed for independent study, Global University materials are readily adaptable for classroom use. Many Global University courses and other study materials are presently being used by resident Bible schools in various parts of the world. For the most part, these courses are taught in classroom settings. Global University encourages the use of its instructional materials by resident Bible schools. This is directly linked to Global University's mission statement of "providing curricular materials and services to the Christian community."

Undergraduate and graduate materials are not available for student use without student enrollment. Course materials are available only for students who have completed the application process and are currently active students. Students who are inactive must reapply to receive course materials.

Informal Bible Study

Informal Bible studies may use School for Evangelism and Discipleship curriculum freely without enrollment and are encouraged to do so.

Media Instruction

Global University (GU) uses every available medium to take the school to the student. The following media methods are used effectively in GU instruction:

Printed materials   The printed GU courses are the foundation of the entire GU endeavor. Global University's printed materials include a large variety of textbooks, Student Packets, Study Guides, and Independent-Study Textbooks for all levels of instruction. These materials have been readily translated and proven to be effective in many languages.

Audio materials   Global University audio materials have been developed for a wide variety of audiences. These audio resources are effective enhancements to learning.

Video materials   Video materials have been developed to assist those who are visual and auditory learners.

Types of Audio and Video Materials

Media resources are divided into four classifications:

Enhancement   Some materials provide enrichment to the printed course. In addition, they may be used alone as valuable educational material. The Christian Service Video Series is an example of this classification.

Essential   Other media materials, such as those for the Hebrew course, are integrated with the printed course and cannot be used alone. Also, the printed course cannot be used without the audio or video.

Equivalent   Audio courses, such as *The Great Questions of Life* and those in the Christian Life Series, are equivalent to the printed course and can be used by nonreaders, the visually impaired, or those who simply prefer listening rather than reading. These materials are ideal for group study.

    NOTE: *This section is subject to change upon verification of availability of the Audio Courses.*

Stand alone   These are audio and video courses with no printed equivalent. An example of this classification is the audio course *Option to Live*. *The Great Questions of Life* video course also falls into this class because it is not an exact equivalent to the printed course but was designed as a stand-alone evangelism tool.

    NOTE: *This section is subject to change upon verification of availability of the Audio Courses.*

Video Formats

Television broadcast	Some television broadcast facilities require certain types of video formats. Global University will try to accommodate their requirements. The Media department at the GU International Office can make these resources available by special request.
Color television standard	Color television standard refers to the way the color picture is encoded on the disk or computer file. It is helpful to know the proper format for the country where the video resource is going. A variety of both analog and digital formats is available. The Media department at the GU International Office can assist you in selecting the proper format for your need and country.
CD	This format requires a stand-alone CD player or a computer with a built-in CD player.
DVD	This format includes both audio and video; it requires a DVD player or a computer with a built-in CD player and a monitor.

Uses of Audio and Video Materials

Some representatives and coordinators may negotiate contracts with video rental companies to duplicate, sell, and/or rent Global University videos to the public. Those who rent the videos would be referred to the local GU office for enrollment as students.

Following are suggested ways audio or video products may be used:

Sunday schools	The Christian Life and Christian Service Audio Series may be used as an adult elective. The lesson in the Study Guide could be studied individually during the week and then reviewed in class on Sunday using the audio or video tools.
Home study groups	The materials could be used in a manner similar to the Sunday school application.
Study groups or video chapels	A facility in a central location may provide a setting for people to watch a video program or listen to audio courses.
Neighborhood witness	With the help of the Global University media tools, Christians can invite neighbors to view the videos in their homes. *The Great Questions of Life* video series would greatly enhance this evangelistic outreach. The video might be followed by a more in-depth study of the audio recording of the same title.
Outreach teams	Some representatives and coordinators have established outreach teams that go into surrounding villages and areas. They use music and testimonies, along with *The Great Questions of Life* video, to form an evangelistic outreach service. The print version of *The Great Questions of Life* is then used as follow-up, or the audio version can be used by either groups or individuals. This is particularly true when dealing with nonreaders or poor readers.

Chapter 15—Scholarship Policies

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Policy Statement

Scholarship assistance is generally not available to students outside the United States and who have access to reduced or subsidized tuition rates and material costs. Network Representatives have the option of applying for limited Project Timothy funds designated to assisting ministerial training around the world. Network Representatives involved in projects or with students they feel may qualify for Project Timothy assistance should contact International Network Services at Global University's International Office by e-mail at the above address. When doing so, attach the form titled Request for Project Timothy Funds, found on page 16.65 of the International Network Guidelines Forms Index or click here. Make sure you have completed the form in full before sending it.