A handy reference guide to answer your questions.

Essential information including:
- Important Updates/Policy Revisions
- Final Exam Request Form
- Exam Supervisor Application
- Contact Information
- Online Research Tools
- Which Courses Require:
  - CRAs (Collateral Reading Assignments)
  - CWAs (Collateral Writing Assignments)
  - SLRs (Service Learning Requirements)

Updated:
January 3, 2020
This packet contains informational materials to help you successfully complete your Global University undergraduate courses. By carefully reviewing and following the instructions contained within this packet, you will receive prompt and efficient student service.

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PLEASE TAKE NOTE OF THE FOLLOWING UPDATES!

CHANGE IN COURSE EXTENSION POLICY

Effective January 1, 2019 no extensions will be allowed for undergraduate courses that are enrolled in January 1, 2019 or later. Students will have 6 months to complete each course. If the course is not completed within 6 months, the student will need to re-enroll (pay tuition again) in order to be able to complete the course.

CHANGE IN COURSE FEES

Effective January 1, 2019, undergraduate course tuition increased from $139 per credit to $147 per credit. This tuition rate is locked in through December 31, 2021.

IMPORTANT INFORMATION

Your IST/study guide may include instructions for your Service Learning Report that direct you to submit it with your project and CRA, if required. Your SLR must be submitted before you take your final or end-of-course examination, but may be submitted separately from your other graded assignments.

Your IST/study guide includes the Undergraduate Writing Assignment Guidelines, to provide helpful instructions and examples for properly completing your written assignments. These guidelines include a sample of the rubric which is used to grade your assignments. A more comprehensive grading rubric for your written assignments has been developed, and is included with an errata you should have received with your course materials. If you did not receive this errata, please contact gradingservices@globaluniversity.edu for a copy.
MAILING ADDRESS

Global University
Attn: U.S. Student Services
1211 South Glenstone Ave.
Springfield, MO 65804 USA

If sending course components by mail, all USA students should send to this address.

PHONE INQUIRIES

Telephone: 1-800-443-1083 option #4 or (417) 862-9533
Contact via phone will allow you to speak with a Student Services Representative from 9:00 to 6:00 CST Monday through Friday

FAX – U.S. Student Services: (417) 862-0863 (course orders, Final Exam Request Forms, Exam Supervisor Applications, course work—including projects, CRAs, CWAs, SLRs—and transcript requests)

E-MAIL INQUIRIES

studentinfo@globaluniversity.edu - general questions
gradingservices@globaluniversity.edu - submit course projects, SLRs (if applicable), CRA/CWAs (if applicable), Exam Request Forms and Exam Supervisor Applications
asktheprof@globaluniversity.edu - course-specific questions regarding assignment instructions or course content
transcriptrequest@globaluniversity.edu - request undergraduate transcripts via e-mail
customerservices@globaluniversity.edu - questions regarding returns, orders, or billing
librarian@globaluniversity.edu - questions regarding library resources and research help
degreeaudit@globaluniversity.edu – for questions regarding a student's program of study, change of major, evaluating transcripts from other schools, or a student's graduation status

ORDERING COURSES

Log on to www.globaluniversity.edu and order your courses through our Web site (credit card needed)
Call us at 1-800-443-1083 option #4 or (417) 862-9533 to speak to a Student Services Rep (credit card needed)
Complete and return an Undergraduate Studies Order Form (be sure to include your payment)

STUDENT E-MAIL

Your student e-mail account is accessible at this Web address: http://mail.gustudent.org. You will receive the following documents in your Global University e-mail account:

- Final grade reports (FGRs)
- Final, graded copies of CRAs/CWAs, Projects and SLRs, including comments by the grading professor
- Notification when an order has been placed
- Notification when an order has been shipped
- Periodic contact letters including policy updates, important notices, etc.

Please contact us at studentinfo@globaluniversity.edu if you have any questions.
This fee schedule is applicable to all undergraduate students directly enrolled with Global University. Students enrolled through a regional or national office (outside of the USA) should contact their GU Regional Coordinator or GU National Representative for applicable fees and tuition.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate Application Fee (one-time fee that must accompany signed application form)</td>
<td>$50.00</td>
</tr>
<tr>
<td>BSB to Undergrad Application Fee (for former Berean School of the Bible students)</td>
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</tr>
<tr>
<td>Undergraduate Application Reactivation Fee (activating records after 18 months of inactivity)</td>
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</tr>
<tr>
<td>Undergraduate Tuition (per credit)</td>
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</tr>
<tr>
<td>Ministerial Candidate Tuition (requires official documentation)</td>
<td>20% off tuition</td>
</tr>
<tr>
<td>Books/Materials (per course)</td>
<td></td>
</tr>
<tr>
<td>• Courses in Independent-Study Text (IST) format IST – $45.00</td>
<td></td>
</tr>
<tr>
<td>• Courses in study guide format Required digital GU textbook – $30.00</td>
<td></td>
</tr>
<tr>
<td>Additional printed GU textbook – $19.00</td>
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</tr>
<tr>
<td>Outside textbooks (prices vary per course) – $0-$145.00</td>
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</tr>
<tr>
<td>Evaluation of Prior Learning equal to one credit of current tuition</td>
<td></td>
</tr>
<tr>
<td>Tuition for Prior Learning Credit half of current tuition for credits approved</td>
<td></td>
</tr>
<tr>
<td>Course Re-Enrollment (option to re-enroll if course is not completed within six months) full tuition</td>
<td>$35.00</td>
</tr>
<tr>
<td>Undergraduate Audit Fee (no graded coursework or credit awarded) half of current tuition</td>
<td></td>
</tr>
<tr>
<td>Exam Late/Replacement Fee (final exam materials lost or returned after due date)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Change of Program (Program of Study change, includes the cost of a new Degree Audit)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Unofficial Degree Audit</td>
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<tr>
<td>Undergraduate Exam Retake Fee (failed first attempt)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Expediting Fee (delivery of final exams or rush processing of transcripts, course grading, etc-per course)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Next-Day Shipping Fee (for orders, plus normal shipping)</td>
<td>$50.00</td>
</tr>
<tr>
<td>2nd Day Shipping Fee (for orders, plus normal shipping)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Support Services Fee (per course, previously known as “Library/Technology Fee”)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Transcript Fee (official or unofficial)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

CANCELLATION AND REFUND POLICY FOR UNDERGRADUATE COURSES

Refer to the policy as stated in the Global University Undergraduate School of Bible and Theology Catalog (http://www.globaluniversity.edu/PDF/catalogUG.pdf) or the Undergraduate School of Bible and Theology order form (http://www.globaluniversity.edu/PDF/orderUG.pdf).

COURSE AUDITS: If you audit a course, you do not have the option to upgrade to a full-tuition course in order to receive course credit and a grade. Students auditing a course may not submit completed assignments for grading purposes.

DEGREE AUDIT FEES: A degree audit will be performed when you have submitted a completed application, selected a Program of Study (Major), and all official transcripts from institutions that you have previously attended have been received in our office. If you have no college-level transcripts to submit for transfer credit you will need to submit a copy of your high school transcript or GED. This Original Degree Audit will show you the courses that you need to complete in order to meet your degree requirements. Your Application Fee covers the cost of this original degree audit. Your Graduation Fee covers the cost of your Grad Check, which is the degree audit that shows you have completed all courses required by your degree program. You may request an additional degree audit at any time during your studies for a $25 processing fee.
Developing successful study habits promotes an atmosphere for learning and growth. Following the study habits listed below will be a great asset in course completion and academic excellence.

- **Take courses according to level.** We recommend new students follow the recommended course sequence for their particular degree, as found in the undergraduate catalog beginning on page 26. Global University courses are divided into lower and upper levels. Lower-level courses are those designed to be taken without regard to any particular sequence. Upper-level courses may have either a prerequisite or recommended previous study and require a higher level of academic rigor. If a prerequisite is required or a certain sequence is suggested, a notation is made in the course description. For example, *BIB4113 Greek I* must be taken before *BIB4123 Greek II*.

The first three letters indicate the academic content area of the course (e.g., BIB for “Bible,” MIN for “Ministry” etc.). The first digit indicates the level of the course. The second and third digits serve as numerical identifiers. The final digit indicates the credit value. An example is *BIB1042/G The Gospel of John* (see below).

![Course Code Diagram]

While students are not required to follow the recommended course sequences found in the catalog, the sequences will help to ensure you are taking courses at the appropriate level as you progress through their studies.

- **Familiarize yourself with the course design.** Familiarize yourself with your Study Guide or Independent Study Text (IST) and Student Packet. The guide includes information about the course description, objectives, and requirements. Each course you take with Global University will follow the same instructional design.

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

- **Set goals and stick to them.** Keep a calendar to chart your progress. Set dates to complete the Self-Tests and Unit Progress Evaluations (UPEs) in order to complete your course in the allotted, 6-month time frame.

- **Organize your goals in a study schedule.** Identify study times when you are fresh and attentive. Think of these study times as “reserved time.” If you have to miss too many study times, revise your schedule.

- **Know where to study.** Find a place that is free from distractions. You may consider using your office, a public library, or a separate room in your home.

- **Prepare for assignments and tests.** Take notes on 3- by 5-inch cards or directly into a word processor or computer database to record significant events, dates, ideas, and people. Underline or highlight main phrases and key words in your Study Guide or IST. Pay particularly close attention to the “main objectives” in the Study Guide or IST, since the final exams will be mostly based on these.

- **Use good communication skills.** Pay attention to instructions and be certain you understand what is required when submitting assignments. If you have course-specific questions, you should send an e-mail to asktheprof@globaluniversity.edu.

- **Time your tests wisely.** Before you take the final exam, review all Self-Tests, UPEs, and course objectives to make sure you fully understand all the concepts presented in your course.
COURSE ASSIGNMENTS

COURSE FINAL GRADE REPORT (FGR)

The final course grade will be calculated as follows:

- Projects – 25% of the course grade
- Collateral reading assignment (CRA) or collateral writing assignment (CWA) – 35% of the course grade if required for your 3-credit course (see lists of courses requiring these on page 15)
- Final exam – 75% without CRA/CWA, or 40% with CRA/CWA. On the FGR for courses with midcourse and end-of-course exams, the final exam percentage represents a combination of those two exams.
- Service Learning Requirement (SLR) – required for most courses in order to complete the course, evaluated as “satisfactory” or “unsatisfactory,” but worth no actual point value (see list on page 14)

UNDERGRADUATE GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>Superior</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>Poor</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing</td>
</tr>
</tbody>
</table>

SUBMITTING COMPLETED COURSE WORK

Mail: Address the envelope to Global University/Attention: Student Services (full address on page 4)

E-mail: Submit assignments as a Microsoft Word, OpenOffice / LibreOffice Writer, WordPerfect, Microsoft Works, Rich Text Format or PDF document to gradingservices@globaluniversity.edu

Your final exam will not be mailed to your supervisor until all course work items have been received in our office. Once all course work and the final exam are received it usually takes a minimum of three weeks (longer during holidays) to process your work and mail/e-mail grade information to you. We cannot give grade information over the telephone.

COURSE PROJECTS / COLLATERAL READING ASSIGNMENTS / COLLATERAL WRITING ASSIGNMENTS

Global University requires that projects, CRAs, and CWAs be written with the inclusion of research using 3-5 references from the GU Library Website or other academic sources documented according to the Global University Undergraduate Form and Style Guide. Ten percent of the grade for the project and CRA/CWA will be based on proper style, grammar, spelling and documentation.

How to request a copy of the Global University Undergraduate Form and Style Guide

The manual can be downloaded free from http://globaluniversity.edu/pdf/UG-FormAndStyleGuide.pdf. The manual is also available in print for a fee. For ordering information, please call an Enrollment Representative at 1-800-443-1083, option #4, Monday to Friday, 9:00 a.m. to 6:00 p.m. Central Standard Time.

What to do if you do not pass

Students who receive a score of 60–79 points out of the maximum 100 points on a written assignment can request permission to resubmit and attempt to raise his or her score. (The maximum grade allowed on a resubmission is 80 points.) If a score of 59 or below is received, the student automatically has the option to resubmit the assignment, but is not required to do so. 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. Resubmitted assignments arriving after the course expiration date will not be graded and the original assignment score will stand.

SERVICE LEARNING REQUIREMENTS (SLR)

Students will receive an SLR Faculty Feedback form with each SLR, indicating if the SLR is ‘satisfactory’ or ‘unsatisfactory.’ Please note that although there is no point value, your FGR will not be released until a satisfactory SLR has been submitted. A resubmitted SLR must arrive before the course expiration date.
The Global University Undergraduate Form and Style Guide defines the form, style, and documentation system for completing Global University writing assignments. The manual can be downloaded free from http://globaluniversity.edu/pdf/UG-FormAndStyleGuide.pdf. The manual is also available in print for a fee. For ordering information, please call an Enrollment Representative at 1-800-443-1083, option #4, Monday to Friday, 9:00 a.m. to 6:00 p.m. Central Standard Time.

Writing for Academic Quality and Other Conceptual Issues

When writing undergraduate projects and CRAs / CWAs, students are encouraged to:

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Evaluate the author's position and restate it in your own words, not merely repeat the author's position.
- Both agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate CRAs / CWAs and projects.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Identify clearly CRAs, CWAs, and projects on a title page.
- Include a reference list. See Global University's Form and Style Guide: Fifth Edition for documenting sources correctly.

WRITING TOOLS AND TEMPLATES AVAILABLE IN OUR ONLINE LIBRARY (http://libguides.globaluniversity.edu/librarymain)

- Templates for both English and Spanish undergraduate project and CRA / CWA Writing are available on the Library website. On the Library site homepage go to the Quick Link menu, Undergraduate Students option, and click Project Templates on the pop-out menu.
- Citation Management
- Research Helps and Tutorials
- Writing Helps

COURSE RESEARCH GUIDES

On the Library site homepage go to the Quick Link menu, Undergraduate Students option, and click Course Research Guides on the pop-out menu. Or go directly to http://libguides.globaluniversity.edu/?group_id=395.
GLOBAL UNIVERSITY LIBRARY

The Global University Library provides research tools that facilitate scholarship for students and faculty members. Reference resources, full-text journal articles, book reviews, article abstracts, e-books, and other online resources, relevant to specific graduate and undergraduate courses, are accessible through the Web site (http://www.globaluniversity.edu/) by clicking on the “LIBRARY” button, or go directly to the page using this address: http://library.globaluniversity.edu/.

The Global University Library is a collection of resources supporting the curriculum of the programs offered by the institution. The physical library may be utilized by Global University faculty members or by students who are able to come to Springfield. Distance students are served through the online resources. The physical library consists of more than 25,000 volumes, including books, reference materials, periodicals, theses and dissertations, maps, microfiche, and audio and video materials. In addition to the main collection, there is a Curriculum Resource Room containing textbooks and Study Guides for all GU courses.

Course Research Guides (LibGuides) created and developed by the Global University Librarian and faculty members, offer research assistance for undergraduate course projects and CRAs/CWAs, subject guides, and other useful resources compiled by GU faculty and librarians. The Library staff regularly reviews the Course Research Guides for currency and relevancy of listed resources. Feedback is obtained from student Library users through online surveys and feedback forms.

These Library services are available to students:

Reference Support through online-chat, e-mail, and telephone. Translation services through Google Translate allow Library staff to communicate with non-English speaking students in real time.

Document Delivery of book sections or other articles (most often electronically) within U.S. Copyright Code “fair-use” guidelines.

Library Instruction through web-based interactive tutorials. This includes instruction in citation management. Other services include a writing “lab” with links to numerous writing and research guides and tutorials, and manuscript templates for completing Global University written course components. Discounted proprietary citation management software is also available through the Global University Library.

The Global University Library subscribes to the following proprietary databases:

EBSCO eBook Religion Collection is designed to meet the content needs of Global University students and faculty in their studies and research, this collection features 6,000 titles from over 150 trusted publishers. This unique collection covers a broad range of subjects including biblical studies, pastoral ministry, intercultural studies, philosophy, ethics, history of religions, Christianity, Judaism, Islam, Buddhism, and more.

Academic Search Elite indexes and abstracts over 13,600 publications (over 12,000 peer-reviewed) including scholarly journals in the social sciences, humanities, general science, education and multicultural studies, as well as popular magazines published from 1990-present. Full-text articles are provided for over 2,300 periodical titles (more than 1,800 peer-reviewed).

ATLA Religion Database with ATLASerials Content includes more than 632,100 article citations, over 260,200 essay citations, over 575,400 book review citations, and full-text for more than 442,300 articles and reviews from more than 230 Biblical and theological journals. Coverage begins in 1908, with indexing from some journal titles extending back into the nineteenth century. Although the majority of resources in the EBSCO databases are in English, some are published in Spanish, French, German, Italian, Russian, Hindi, Dutch, Chinese, Arabic, and more. The search interface can also be translated into numerous languages.

CREDO Online Reference Service provides full-text online versions of more than 530 published reference works from over 70 publishers covering every major subject, including general and subject dictionaries and encyclopedias.

Encyclopedia Britannica Academic Edition delivers a range of content from encyclopedia articles, multimedia, related Web sites, magazines, news headlines, and more.

CITATION MANAGEMENT OPTIONS

A citation manager is a tool which helps you to store, organize and output your citations in the format you prefer. There are many Citation Management tools on the market today. Go to http://libguides.globaluniversity.edu/librarymain/citation or contact the Library for a list of software applications (both free and fee-based) that focus on making your research easier, faster, and perhaps entertaining.
All final exams must be sent directly to an approved exam supervisor whose application is on file. We recommend that the exam be taken no later than one month before the course expires to allow time for a retake if necessary.

**NOTE:** all course work must be submitted before the final exam can be sent.

**EXAM SUPERVISOR APPLICATION FORM**

To request an exam supervisor, choose a proctor who meets all the listed criteria, and have them complete and return the Exam Supervisor Application on page 21 of this packet, or from our Web site at [www.globaluniversity.edu/pdf/ExamSupervisorAppl.pdf](http://www.globaluniversity.edu/pdf/ExamSupervisorAppl.pdf). You will be notified whether the requested exam supervisor is approved or denied.

**REQUESTING A FINAL EXAM**

To request a final exam on paper using a new exam supervisor, submit both the Final Exam Request Form (page 19 of this packet) and the Exam Supervisor Application Form. To request a final exam on paper using an approved exam supervisor, submit only the Final Exam Request Form, indicating the exam supervisor's name and assigned ID number. Both forms can also be found on our website; [http://globaluniversity.edu](http://globaluniversity.edu), under the “Schools” tab click “Undergraduate School of Bible and Theology,” and under “Documents and Forms” click “other documents and forms.”

Allow at least three weeks from the date you submit the request form for processing (Global requires up to two weeks from the date the form arrives for processing). Rush delivery of exams is available with payment of the expediting fee (see Final Exam Request Form, page 19).

**ONLINE EXAMS:** We now have online exams available for most courses! See the Online Exam Request Form ([http://globaluniversity.edu/onlineexamrequest.cfm](http://globaluniversity.edu/onlineexamrequest.cfm)) for the full list of available online exams. If the following requirements cannot be met, the final exam must be taken on paper:

- You must have internet access on the computer while taking the online exam.
- You need a computer running Mac or Windows 7 or higher, and using any internet browser (Microsoft Internet Explorer, Safari, Firefox, Chrome, etc.) in its latest version.
- For ParTest 7.0 you DO NOT need to turn off the pop up blocker.

**COURSES WITH SPLIT EXAMS**

The following courses have two 50-question split exams (a mid-course exam and an end-of-course exam) rather than a comprehensive, 100-question final exam.

- CSC1022/3 *Introduction to Computers*
- ENG1023 *Introductory Writing*
- ENG1102/3 *Writing Better English*
- LIT1212/3 *Old Testament Literature: His Story*
- LIT1312/3 *The New Testament as Literature*
- MIN1102/3 *Great Commission Strategies*
- MTH1103 *Business Mathematics* *
- MTH2503 *College Algebra* *
- MTH3303 *Statistical Techniques* *

Be sure to read the introduction to each course for what percentage of the final grade each exam is worth.

* No online exams available for *Business Math, College Algebra* and *Statistical Techniques*; exams must be taken on paper.
Students who have strong computer skills may take the Computer Competency Exam. Students whose scores are 70 percent or higher on the exam may have the requirement for course CSC1023 Introduction to Computers waived. They may then select another general education course of their choice which is not already required in their program of study. Students who score a 69 percent or lower on the exam must choose one of the following options:

- enroll in CSC1023
- submit a Credit for Prior Learning Portfolio
- enroll in a computer course at another college or university and have the credits transferred to Global University

For more information regarding this exam, go to https://www.globaluniversity.edu/ccprocess/computercompetency/ and view the Computer Competency Exam Request Form, or call Grading Services, 1-800-443-1083 option #4, to request a copy of the form.

HOW TO REQUEST A FINAL EXAM

- Fill out the Final Exam Request Form and the Exam Supervisor Application Form (make copies as needed).
- Submit the forms to Global University at least four (4) weeks before the scheduled exam date.
- Mail or e-mail all required course work to Global University with or before requesting the final exam (no exam will be mailed until all course work has been received).
- If requesting an online exam for one of the courses available, go to http://globaluniversity.edu/onlineexamrequest.cfm (see list of available exams on request form). Please note the computer system requirements to take an exam online which are listed on page 10.

WHEN TO SCHEDULE THE FINAL EXAM

- Schedule your test date four (4) weeks after the exam request forms have been sent to Global University.
- Discuss your test date with your exam supervisor to find a time that works for both of you.
- It is recommended that the exam be taken no later than one (1) month before the course expires to allow time for a retake if necessary.

WHAT TO EXPECT ON THE FINAL EXAM

- Most final exams consist of 100 questions (either multiple choice, true/false, or matching).
- The exam does not contain essay questions.
- All answers should be marked on the green Scantron provided in the exam packet.
- Exam time limit is three (3) hours

WHAT TO BRING TO YOUR SCHEDULED FINAL EXAM

- Two pencils
- 9- by 12-inch or larger envelope for the return of the completed final exam
- Shipping cost for the return of the exam (please ship exam by a traceable method, for your protection)
- IST/Study Guide and calculator for College Algebra, Business Math and Statistics

HOW TO TAKE A FINAL EXAM AT GLOBAL UNIVERSITY IN SPRINGFIELD, MISSOURI

Students living in Springfield, Missouri, or the surrounding area, or students visiting the area, may come to the Global University building to take a final exam. Please contact the Grading Services Department at 1-800-443-1083 or e-mail gradingservices@globaluniversity.edu to schedule a time.

WHAT TO DO IF YOUR EXAM SUPERVISOR CANNOT ADMINISTER THE FINAL EXAM

If your exam supervisor is unable to administer the test to you, contact Global University immediately. Do not allow another person to administer the test unless permission has been granted by Global University.

HOW TO RETURN THE COMPLETED FINAL EXAM

The exam supervisor should ship the exam using the envelope and shipping fees provided by the student. Only the exam supervisor can ship the completed final exam. The final exam should not be folded and should be shipped using one of the following traceable shipping methods within three (3) days of administration: FedEx, UPS, Airborne Express, or Certified USPS. We recommend you make copies of both sides of the answer sheet in the rare event that it is lost in the mail. This will guarantee you will not have to retake the exam, should it be lost or damaged.
APPLICATION CANCELLATION AND REFUND POLICY
The undergraduate application fee will be refunded if the student requests a cancellation of enrollment within five (5) business days after midnight of the day on which the application is signed.

GUO1011 ESSENTIALS OF LEARNING AT GU AND CAPSTONE REQUIREMENT
GUO1011 Essentials of Learning at Global University should be a student's first course enrollment. Students may enroll in additional courses concurrently with GUO1011; however, final exams for any other courses will not be issued until GUO1011 is completed.

All students studying in English or Spanish must complete a capstone as part of their graduation requirements. Please consult the catalog to see what capstone components are required for your program of study.

COURSE ENROLLMENT POLICY
Students may not enroll in more than 18 credits concurrently or during any six month period, and may not enroll in more than 36 credits in a calendar year, without the Academic Dean's approval.

TIME LIMIT FOR COMPLETING A COURSE
When ordering a course please note your course deadline. The time limit for completing an undergraduate course is six (6) months from the date the order is processed by GU. If the course is not completed within six months of the original enrollment date, full tuition will be required to re-enroll in the course. Purchase of new course materials may also be required.

“UPGRADING” OR “DOWNGRADING” A COURSE
For courses available for both two and three credits, students may choose to withdraw from one and then enroll in the other. However, the student may not be eligible for a full tuition refund when they withdraw (see Cancellation & Refund Policy page 5).

COURSE WORK POLICY
Students should submit the course project, CRA/CWA (if applicable), and SLR (if applicable) with or before the Final Exam Request form. The final exam will not be shipped to the exam supervisor until all course work has been submitted to Global University.

FINAL EXAM POLICY
All exam materials must be returned to Global University within 30 days of shipment from Global and no more than three (3) days after the exam is taken. If the exam materials have not been received in our office on or before the 30-day deadline, the student will automatically be charged a non-refundable late fee, per exam. The due date will be printed on the final exam Scantron form. Also, if the exam booklet itself is not returned with the Scantron form, the student will automatically be billed a fee. This helps to ensure the proper exam was administered. The completed exam must be taken on or before the exam due date or the course expiration date - whichever comes first. Final exams taken after the course expiration date are null and void. Exams taken after the time limit listed on the exam Scantron are null and void.

FINAL EXAM RETAKE POLICY
- A retake exam may be requested if the course is active, if the final grade for the course is below 73 percent and the student scored less than 73 percent on the final exam (or combined score of less than 73 percent on course with a midcourse and end-of-course exam).
- Math courses (MTH1103, MTH2503, MTH3303) have a midcourse and end-of-course exam. However, exam retakes are not offered for the math courses since the study guide can be used during the exams.
- Only one retake exam is permitted per course. The grade received on the retake exam, whether higher or lower than the original grade, is final.
- The student may not take the exam a third time without the proper exam was administered. The completed exam must be taken on or before the exam due date or the course expiration date - whichever comes first. Final exams taken after the course expiration date are null and void.
- The student may not take the exam a third time without re-enrolling in the course by paying the full price of tuition.
- Once the retake fee has been paid, contact Grading Services (gradingservices@globaluniversity.edu or 1-800-443-1083, option 4) requesting the retake exam be shipped to an approved exam supervisor.
- Retake fees must be paid before the retake exam will be shipped.
- Retake the final exam BEFORE the expiration date; retake exams taken after the expiration date are null and void.
- For information on resubmission of course work, see page 7.
CAPSTONE REQUIREMENT
The Capstone Requirement is designed to measure your educational growth at the end of the program. While the Capstone Requirement is not a course and you will not receive a grade, all components of the requirement must be submitted before you graduate. Please refer to page 16 for additional information.

CHANGE OF PROGRAM
You may change programs by submitting a written request along with the appropriate payment via fax (417) 862-0863 or e-mail degreeaudit@globaluniversity.edu. Requests may also be sent via Global University's website by submitting a degree audit request - https://www.globaluniversity.edu/undergrad_degree_audit.cfm. The fee for a Change of Program is listed in the Undergraduate Tuition and Fees Schedule on page 5.

COURSE RESEARCH GUIDES (CRGs)
Research assistance, subject guides, and useful resources have been compiled by your friendly faculty and librarians to help in writing your course project and CRA papers. Know what we know - find it in our Course Guides! http://libguides.globaluniversity.edu/

GRAD CHECK
When you are within 18 credits of graduating you may request a Grad Check. A Grad Check will show the remaining courses you need to complete or it will confirm that all course requirements have been met. To request a Grad Check please fax (417) 862-0863 or e-mail degreeaudit@globaluniversity.edu. Grad Checks may also be requested via Global University’s website by submitting a degree audit request - https://www.globaluniversity.edu/undergrad_degree_audit.cfm.

ORIGINAL DEGREE AUDIT
An Original Degree Audit will be completed once all official college/university transcripts have been received. If no transfer of credit is applicable or if you do not submit any transcripts, you may follow the program requirements listed for your program in the current catalog. If you have questions, please email degreeaudit@globaluniversity.edu.

REQUESTED DEGREE AUDIT
After an Original Degree Audit has been completed you may request updated degree audits at any time. To request an updated degree audit please fax (417) 862-0863 or e-mail degreeaudit@globaluniversity.edu. You may also request a degree audit via Global University’s website at https://www.globaluniversity.edu/undergrad_degree_audit.cfm. The fee for a Requested Degree Audit is listed in the Undergraduate Tuition and Fees Schedule on page 5.

SCHOLARLY RESOURCES
When writing course papers, you are required to include 3–5 scholarly sources in your research. Generally, scholarly refers to original research found in books, magazines, and journals written by professional and credentialed experts. This is not to say that “popular” sources/authors cannot be used; however, such sources must be evaluated and found to be authoritative. You may contact course faculty members for source evaluations, and a tutorial explaining the difference between “popular” and “scholarly” resources can be found on the GU Library Web site. To access the tutorial, go to Research Tools and click on Course Research Guides. Then, click on the course you are taking. Next, click on Information Skills. Finally, choose Popular vs. Scholarly Sources.
All Global University undergraduate exams are available to take in printed format. Many of our undergraduate course exams are also available to take online. Please see the Online Exam Request Form (http://globaluniversity.edu/onlineexamrequest.cfm) for current availability. To access the Online Final Exam Request Form go to www.globaluniversity.edu, select the SCHOOLS drop down menu and click on “Undergraduate School of Bible and Theology.” Then click the “Documents and Forms” link in the undergraduate menu. You will then see a list of undergraduate forms and documents including the Online Final Exam Request Form as well as the Exam Supervisor Application and other important documents.

- You must have internet access on the computer while taking the online exam.
- You need a computer running Mac or Windows 7 or higher, and using any internet browser (Microsoft Internet Explorer, Safari, Firefox, Chrome, etc.) in its latest version.
- For ParTest 7.0 you DO NOT need to turn off the pop up blocker.

PLEASE NOTE: If these requirements cannot be met, the exam will have to be taken on paper. Both the paper and online exams are closed-book exams, with the exception of the College Algebra, Business Math and Statistics, for which students may use the IST/Study Guide and a calculator. For all other exams, no books, study notes or Bibles are allowed.

**SERVICE LEARNING REQUIREMENT (SLR)**

All undergraduate courses except BIB4123 New Testament Greek II, BIB4034/4044 Hebrew I & II, BIB4143/4153 Undergraduate Greek I & II, and GSC1121 Experiments in Physical Science require a Service Learning Requirement (SLR). An SLR is an applied learning assignment designed to give you opportunity to take what you have learned in your course and use it in a real-world setting. The objective is to further help you gain mastery of the subject as you move from the course to the community. Ministry skills and practical skills are additional outcomes that will benefit you in reaching your educational goals and equipping you for what the Lord has placed in your heart to do.

If you cannot locate the SLR instructions, please contact U.S. Student Services at gradingservices@globaluniversity.edu for a copy of the SLR to be sent to you by e-mail, fax, or mail.

Also note the following courses require a slightly different SLR assignment:

**BIBLE COURSES:**
- BIB1032/3 The Life of Christ in the Synoptic Gospels
- BIB1053 Acts
- BIB3073 The Book of Acts

**GENERAL EDUCATION COURSES:**
- COM3103 Cross Cultural Communications
- GUO1011 Essentials of Learning at Global University
- REL2012/3 People and Their Beliefs

**MINISTRY & MISSIONS COURSES:**
- MIN1102/3 Great Commission Strategies
- MIS1022/3 Introduction to Missions
- MIS2012/3 The Bible and Missions
- MIS3022/3 Introduction to Islam *
- MIS4022/3 Approaches to Muslims *

**THEOLOGY COURSE:**
- THE3013 Apologetics

* An alternate ministry activity may be approved for these two courses to satisfy the SLR requirements, provided you explain why the suggested options aren’t feasible.

For your convenience you may also submit your SLR Report using the online form found at www.globaluniversity.edu. Click Undergraduate School of Bible and Theology on the left sidebar, then click Service Learning Requirement on the left sidebar. Online courses also have SLR Report forms that can be e-mailed or printed.
Some Global University courses are available for either two or three credits. When a course available for either two or three credits is taken for three credits, a CRA is added to the course requirements. For courses available for both two and three credits, students may choose to withdraw from one and then enroll in the other. However, the student may not be eligible for a full tuition refund when they withdraw (see Cancellation & Refund Policy page 5). The following is a list of three-credit courses which require a CRA. Additional CRAs will continue to be developed for existing two-credit courses.

**BIBLE DIVISION**
- BIB1033 Life of Christ
- BIB1043 The Gospel of John
- BIB1073 Paul's Salvation Letters: Galatians and Romans
- BIB2033 A Study in the Book of Hebrews
- BIB2043 Principles of Biblical Interpretation
- BIB2063 The Corinthian Letters
- BIB2103 Prison Epistles
- BIB3013 Genesis
- BIB3023 Pentateuch
- BIB3053 Themes from the Major Prophets
- BIB3063 Themes from the Minor Prophets
- BIB4133 Wisdom Literature

**THEOLOGY DIVISION**
- THE1013 Pneumatology
- THE1033 God and Angels
- THE1043 Man and Sin
- THE2013 The Bible and the Church
- THE2023 Soteriology
- THE2033 Eschatology

**INTERCULTURAL STUDIES DIVISION**
- MIS1013 Introduction to Assemblies of God Missions
- MIS1023 Introduction to Missions
- MIS2013 The Bible and Missions
- MIS2063 Marriage Counseling: A Cross-Cultural Approach
- MIS3023 Introduction to Islam
- MIS3043 Women in Islam
- MIS4013 Christian Ministry in a Muslim Context
- MIS4023 Approaches to Muslims
- MIS4103 Cross-Cultural Counseling

**MINISTRY DIVISION**
- MIN1053 The Work of the Pastor
- MIN1093 Introduction to Pastoral Counseling
- MIN1103 Great Commission Strategies
- MIN2013 Human Relations
- MIN2023 Christian Counseling
- MIN2033 Expository Preaching
- MIN2053 The Biblical Role of Women
- MIN3013 Introduction to Church Music
- MIN3043 Preparing and Preaching Bible Messages
- MIN3053 Worship of God
- MIN3063 The Church's Educational Task

**GENERAL EDUCATION DIVISION**
- COM1023 Public Speaking: The Art of Meaningful Communication
- CSC1023 Introduction to Computers
- EDU3103 Principles of Teaching
- EDU3113 Competency and Proficiency in Teaching
- EDU3213 Foundations of Educational Psychology
- EDU4133 Christian Adult Education in Cultural Context
- ENG1103 Writing Better English
- HIS2203 The Church: From Pentecost to the Reformation
- HIS2303 The Church: From The Reformation through the 20th Century
- HIS3123 Assemblies of God History, Missions & Governance
- HSC2013 Foundations for Health
- HSC2023 The Church's Response to the HIV/AIDS Crises
- LDR4103 Managing Conflict
- LIT1023 Introduction to World Literature
- LIT1213 Old Testament Literature: His Story
- LIT1313 The New Testament as Literature
- REL2013 People and Their Beliefs
- SOC2013 Introduction to Sociology

Some Global University courses require a CWA instead of a CRA in order to earn the three credits for the course. The questions for the CWA are based on the Independent Study Textbook (IST) for the course, whereas a Collateral Reading Assignment (CRA) is based on a collateral reading textbook that accompanies the IST. The following is a list of courses that require a CWA.

**BIBLE DIVISION**
- BIB3073 The Book of Acts

**MINISTRY DIVISION**
- MIN1063 Ministerial Ethics
- MIN3073 Communicating Christian Faith in a Pluralistic Society

**THEOLOGY DIVISION**
- THE4033 Christology: Jesus, Son of God in the Spirit

**GENERAL EDUCATION DIVISION**
- EDU3613 Instructional Media
- ENG1023 Introductory Writing
- HIS2503 Civilization Past and Present I
- HIS2603 Civilization Past and Present II
- PSY3013 Introduction to Psychology: A Christian Perspective
STEPS TO GRADUATION

Step 1 Request a Grad Check (defined on page 13): If you are within 18 credits of completing course requirements for your degree you may request a Grad Check at no charge. You will receive a degree audit showing what courses need to be completed or confirmation that all course requirements have been met. You may request a Grad Check by e-mailing degreeaudit@globaluniversity.edu. Grad Checks may also be requested via Global University’s website by submitting a degree audit request at https://www.globaluniversity.edu/undergrad_degree_audit.cfm.

Step 2 Submit Capstone Requirement: Once you are within nine (9) credits of completing your degree or diploma, you may start working on your Capstone Requirement. You must complete the Capstone Requirement before graduating.

The Capstone Requirement is designed to measure a student’s progress at the end of the program. It is not a course and students will not receive a grade. However, all required components must be submitted in order for the student to graduate. Please review the chart below to see what is required for students enrolled in a certificate, diploma, Associate of Arts, or Bachelor of Arts degree:

<table>
<thead>
<tr>
<th>Program</th>
<th>Capstone Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates</td>
<td>Capstone not required</td>
</tr>
<tr>
<td>Diplomas, AA</td>
<td>Graduate Follow-Up Survey</td>
</tr>
<tr>
<td></td>
<td>Posttest</td>
</tr>
<tr>
<td>All BA degrees (four-year, three-year, and second BA)</td>
<td>Graduate Follow-Up Survey</td>
</tr>
<tr>
<td></td>
<td>Posttest</td>
</tr>
<tr>
<td></td>
<td>Written component*</td>
</tr>
<tr>
<td></td>
<td>Verbal component*</td>
</tr>
</tbody>
</table>

*The written and verbal components are required for students studying in English. They are not required for students studying in Spanish at this time.

Step 3 Submit graduation application: Once you have met all course requirements and have completed the Capstone Requirement, you may submit the graduation application with the appropriate fees. Your diploma will be mailed to you and you will receive commencement ceremony information via mail or e-mail.

COMMENCEMENT CEREMONY - Make Plans to join us.

Global University’s next Commencement Ceremony will be scheduled for Fall 2020. In addition to those students who graduate in 2019, graduates from previous years who have not participated in a prior ceremony will be eligible to participate in the 2020 Commencement Ceremony. For more information regarding Commencement, visit http://www.globaluniversity.edu/commencement_index.cfm or email commencement@globaluniversity.edu.

STAY CONNECTED AFTER GRADUATION!

Stay connected to Global University after you receive your degree by checking out opportunities to use the education you received or continue to the next level of study with our Master of Arts, Master of Divinity, and Doctor of Ministry programs.

- Take on a leadership role by starting a study group in your church
- Join our Alumni Association to keep current with all that is new with Global University
- Support Global University missions projects – https://www.globaluniversity.edu/ccprocess/missions/index.cfm
COURSES MEETING ASSEMBLIES OF GOD (USA) 
GENERAL PRESBYTERY REQUIREMENTS (USA ONLY)

Students pursuing ministerial credentials with the Assemblies of God (after 2005):

Since Global University is a school endorsed by the Alliance for Assemblies of God Higher Education (AAGHE), any bachelor of arts or higher degree from Global University will meet the education requirements for ministerial credentials with the AG. If a student’s primary goal is to receive ministerial credentials and then receive a degree, the student may take the courses listed below and then apply to his or her local AG District. Global University does not issue ministerial credentials; students must contact their local AG District for further instructions on the credentialing process.

NOTE: Students enrolled in a second BA program should refer to the “Second Bachelor of Arts Programs: Recommended Course Sequence for USA Assemblies of God Credentials” document on the next page or posted on Global University’s website at https://www.globaluniversity.edu/pdf/CredentialingSequence.pdf.

CERTIFIED MINISTER

BIB 1033   The Life of Christ in the Synoptic Gospels
BIB 2102/3  Prison Epistles
BIB 2043   Principles of Biblical Interpretation
BIB 3073   The Book of Acts
HIS 3123   Assemblies of God History, Missions, and Governance
MIN 1102/3   Great Commission Strategies
MIN 1063   Ministerial Ethics
*MIN Elective Course
THE 1013   Pneumatology

LICENSED MINISTER

BIB 1073   Paul’s Salvation Letters: Galatians and Romans
LDR 3012/3  Guidelines for Leadership
LIT 1213   Old Testament Literature: His Story
LIT 1313   The New Testament as Literature
LDR 4102/3  Managing Conflict
MIN 3042/3  Preparing and Preaching Bible Messages
MIS 1012/3  Introduction to Assemblies of God Missions
*MIN Elective Course
THE 2012/3  The Bible and the Church
THE 2033   Eschatology

ORDAINED MINISTER

BIB 3013   Genesis
BIB 4053   Corinthians
BIB 4133   Wisdom Literature
BUS 2102   Church Business
COM 3103   Cross-Cultural Communications
MIN 1052   The Work of the Pastor
Theology Elective Course
*MIN Elective Course

* Students may choose any two- or three-credit Ministry course. Please refer to your program of study to choose a course that fits into your program or email degreeaudit@globaluniversity.edu for advisement.

NOTE: Not all ordination courses may be applicable to all BA programs. Please call 800.443.1083, option 4, or email degreeaudit@globaluniversity.edu for advisement.
### Second Bachelor of Arts Programs Recommended Sequence for USA Assemblies of God Credentials

#### Second BA in Bible and Theology
Total Credits—55 (AG credentials require HIS 3123)

<table>
<thead>
<tr>
<th>Certified</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUO 1011 Essentials of Learning at Global University</td>
<td>THE 1033 THE Elective</td>
<td>God and Angels Recommended Elective: Genesis</td>
</tr>
<tr>
<td>THE 1013 Pneumatology</td>
<td>MIN 3043 Preparing and Preaching Bible Messages</td>
<td>3 BIB 3013 BIB 4133</td>
</tr>
<tr>
<td>BIB 1033 The Life of Christ in the Synoptic Gospels</td>
<td>3 THE 1043 Man and Sin</td>
<td>Wisdom Literature 3</td>
</tr>
<tr>
<td>MIN 1103 Great Commission Strategies</td>
<td>BIB Elective</td>
<td>3 THE 2013 The Bible and the Church</td>
</tr>
<tr>
<td>BIB 3073 The Book of Acts</td>
<td>3 LIT 1313 The New Testament as Literature</td>
<td>Christology: Jesus, Son of God in the Spirit 3</td>
</tr>
<tr>
<td>HIS 3123* Assemblies of God History, Missions, and Governance</td>
<td>3 Total: 18</td>
<td>3 BIB Elective Recommended Elective: BIB 4053 Corinthians</td>
</tr>
</tbody>
</table>

**Total: 19**

#### Second BA in Christian Education
Total Credits—55 (AG credentials require HIS 3123)

<table>
<thead>
<tr>
<th>Certified</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUO 1011 Essentials of Learning at Global University</td>
<td>LIT 1213 Old Testament Literature: History</td>
<td>COM 3103 Cross-Cultural Communications</td>
</tr>
<tr>
<td>MIN 1103 Great Commission Strategies</td>
<td>3 LIT 1313 The New Testament as Literature</td>
<td>3 Guidelines for Leadership</td>
</tr>
<tr>
<td>EDU 3113 Competency and Proficiency in Teaching</td>
<td>EDU 3103 Principles of Teaching</td>
<td>3 Human Relations</td>
</tr>
<tr>
<td>BIB 2043 Principles of Biblical Interpretation</td>
<td>EDU 3213 Foundations of Educational Psychology</td>
<td>3 The Church’s Educational Task</td>
</tr>
<tr>
<td>BIB 3073 The Book of Acts</td>
<td>THE 1013 Pneumatology</td>
<td>3 Instructional Media</td>
</tr>
<tr>
<td>HIS 3123** Assemblies of God History, Missions, and Governance</td>
<td>MIN 3043 Preparing and Preaching Bible Messages</td>
<td>3 Christian Adult Education in Cultural Context</td>
</tr>
</tbody>
</table>

**Theology Elective Course**

**Total: 18**

#### Second BA in Bible and Theology
Total Credits—55 (AG credentials require HIS 3123)

<table>
<thead>
<tr>
<th>Certified</th>
<th>Licensed</th>
<th>Ordained</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUO 1011 Essentials of Learning at Global University</td>
<td>MIN 1103 Great Commission Strategies</td>
<td>REL 2013 People and Their Beliefs</td>
</tr>
<tr>
<td>BIB 2043 Principles of Biblical Interpretation</td>
<td>MIN 3043 Preparing and Preaching Bible Messages</td>
<td>3 MIN 3073 Communicating Christian</td>
</tr>
<tr>
<td>BIB 3073 The Book of Acts</td>
<td>LIT 1213 Old Testament Literature: History</td>
<td>3 Faith in a Pluralistic Society</td>
</tr>
<tr>
<td>THE 1013 Pneumatology</td>
<td>3 MIS 3013 Philosophy of Missions</td>
<td></td>
</tr>
<tr>
<td>HIS 3123† Assemblies of God History, Missions, and Governance</td>
<td>LIT 1313 The New Testament as Literature</td>
<td>3 COM 3103 Cross-Cultural Communications</td>
</tr>
<tr>
<td>MIS 3023 Introduction to Islam</td>
<td>MIS 1023 Introduction to Missions</td>
<td>3 EDU 4133 Christian Adult Education in Cultural Context</td>
</tr>
<tr>
<td>Theology Elective Course</td>
<td>MIS 4013 Christian Ministry in the Muslim Context</td>
<td><strong>Total: 18</strong></td>
</tr>
</tbody>
</table>

**Total: 19**

* HIS 3123 should be taken in place of COM 3103 Cross-Cultural Communications (which is normally required in the Church Ministries division).
*† HIS 3123 can count as a 3 credit Ministry elective in this program.
*‡ HIS 3123 can count as a 3 credit Missions elective in this program.
*§ Directed reading
FINAL EXAM REQUEST FORM (USA OFFICE CODE)

Please Note: If you wish to take your final exam online, please use the Online Exam Request Form at: https://www.globaluniversity.edu/onlineexamrequest.cfm

This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course. All Global University undergraduate exams are closed-book. IMPORTANT: all required course work must be submitted before the exam can be sent.

Mail: Global University / Attn: U.S. Student Services, FAX: (417) 862-0863, or E-mail: gradingservices@globaluniversity.edu

Student Information:

Student Name (please print) ___________________________ Student ID# ___________________________ Office Code

☐ Check here if your contact information has changed. Enter the new information in the space below.

☐ Check here if your exam supervisor’s contact information has changed. Enter the new information in the space below.

Date

Name ___________________________ New Contact Information (updated address, telephone, e-mail, etc.)

Course Information: (Provide all requested information)

Course Code: _______ Course Title: ___________________________ Edition: ___________________________

Examination Supervisor Information:

To ensure the integrity of final exams, Global University maintains documentation regarding all exam supervisors. Student Services is unable to send an exam until the Exam Supervisor Application Form included with your course materials has been processed and your exam supervisor approved. An Exam Supervisor Application Form must be submitted for each of your exam supervisors. The exam supervisor indicated on this form must administer the final exam for the course listed above. Please check the appropriate box:

☐ Approved exam supervisor’s first and last name (print): ___________________________ Supervisor’s ID# ___________________________

☐ Exam Supervisor Application Form enclosed for approval purposes. First and last name (print): ___________________________

Credit Card Information For Expedited Shipping Or Retake Exam ONLY:

Global University requires 7-10 business days for processing a final exam request from the date the form arrives in our office. Exams are sent Certified Mail (3-10 business day delivery) at no charge. If you prefer the exam to be sent rush delivery, please provide your MasterCard, Discover or Visa debit or credit card number in the space below. Expedited shipping fees cannot be billed to a student’s Global University account; they must be paid before the exam will be sent. Rush delivery not available to a PO Box # or military address; check with exam supervisor before requesting this option. Only provide a card number if you are requesting a retake exam or expedited shipping for your exams. If you prefer to receive the exam by Certified Mail at no charge, please leave this space blank.

Credit Card #: ___________________________ Expiration date: ___________________________ or Check enclosed: # _______

☐ Expedite Shipping $35 charge for five or less exams requested at the same time. Exams will be shipped in the same envelope. (Additional fee of $5 for six or more exams requested at the same time). USA only; Contact Student Services regarding international fees

Note: Expedited shipping will ensure that Global processes the request within 1-2 business days, but Global University cannot guarantee that the courier will deliver the exam within 24 hours.

☐ Retake Exam Fee $35

Policy Information:

Final Exam Policy: A $10 late fee per exam is automatically billed to the student if an exam package is not returned within the time limit indicated on the Exam Scantron or if the exam booklet is not returned in the exam packet. A final grade for the course will not be issued until the $10 fee has been paid. A completed exam is expected to be returned by the exam supervisor within 3 days of administering the exam.

Course Work Policy: The time limit for completing an undergraduate course is six months from the date the order is processed by Global University. If a course is not completed within six months, you will need to pay the full tuition to re-enroll in the course, and may be required to purchase new materials. The final exam can only be shipped once all course work arrives at the Global University office.

Signature Verification:

I verify that I have read and understand the information and policies herein. I agree it is my responsibility to provide GU with documentation of my choice for an Exam Supervisor and that my final exam request will not be processed without this information. I understand that it is my responsibility to provide the Exam Supervisor with an envelope to return the final exam and to pay for shipment of the exam to GU. I understand that the Exam Supervisor listed on this form is the only person authorized to administer the final exam for the course requested on this form. I understand that all coursework must be submitted to GU before the final exam will be shipped. I understand that the final exam is closed-book unless otherwise noted in the exam instructions.

Student’s Signature ___________________________ Date ___________________________

Office Use Only

Shipping #: ___________________________

Request Received: ___________________________ Exam Shipped: ___________________________
This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course. Mail: Global University / Attn: U.S. Student Services, Fax: (417) 862-0863, or Scan and E-mail: gradingservices@globaluniversity.edu.

**Student Information:**

Directly Enrolled / U.S. Student Name (please print) ____________________________ Student ID ____________________________ Office Code ____________________________

**Suggestions for exam supervisor:**

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

**Restrictions include:**

- The exam supervisor must be 18 years old or older
- The exam supervisor cannot be a relative of the student
- The exam supervisor cannot be an active student at Global University or any other college/university
- The exam supervisor must be able to monitor the student during the administration of the final exam
- Global University reserves the right to disapprove any applicant
- The exam supervisor cannot reside at the same address as the student

**Requested Exam Supervisor:** (* indicate required fields)

- Exam Supervisor Legal Name (please print)
- Job Title / Employer
- Daytime Mailing Address (If physical address is different from PO Box, list both)
- Exam Supervisor’s Relationship to Student
- City, State
- Daytime Telephone
- Zip Code, Country
- E-mail

☐ Please check if the above is a church or business address.

**Responsibilities of an exam supervisor:**

1. Arrange a time and location with the student to administer the final exam. Schedule up to 3 hours to ensure the completion of the exam.
2. Be prepared to accept and sign for the Global University exam packet when the post office delivers it to your daytime address.
3. Keep the confidential exam materials in a secure location and ensure the student does not have access to the exam until time to administer it.
4. Monitor the student at all times during the examination session to ensure the exam is taken closed-book (unless otherwise indicated in the instructions) and that the 3-hour time limit to take the exam is kept.
5. Sign and date the Exam Supervisor Only box on each Scantron form. This verifies that all exam procedures were followed and the student did not use inappropriate aids. **Note: The completed exam cannot be processed without this signature and date.**
6. Return all exam materials within the time limit indicated on the Exam Scantron, or within 3 days of administering the exam, or by the course expiration date—whichever comes first.
7. Exam materials should be returned to Global University via a traceable shipping method such as UPS, FedEx, DHL, or certified mail. The student should provide a large envelope and shipping cost for the return of the exam.

**Signature Verification:**

I accept the responsibilities of the exam supervisor for the above-mentioned student. I commit to preserve the integrity of the course evaluation process prescribed by Global University and will ensure that the final examination for each course be taken in my presence and in compliance with university standards. If for any reason I cannot administer the test, I will inform the student and return the exam packet to Global University. I will not give the exam packet to another individual to administer the test to the student unless I have been granted permission by Global University.

☐ I certify that I am not an active student at any college or university, not a relative of the student or live at the same address.

Exam Supervisor’s Signature ____________________________ Date ____________________________

**Office Use Only**

Please return this completed application form to the student

Date Application Received: ____________________________ Exam Supervisor ID: ____________________________ Approved: ☐ Yes ☐ No

Authorized By: ____________________________ If Denied, State Reason: ____________________________