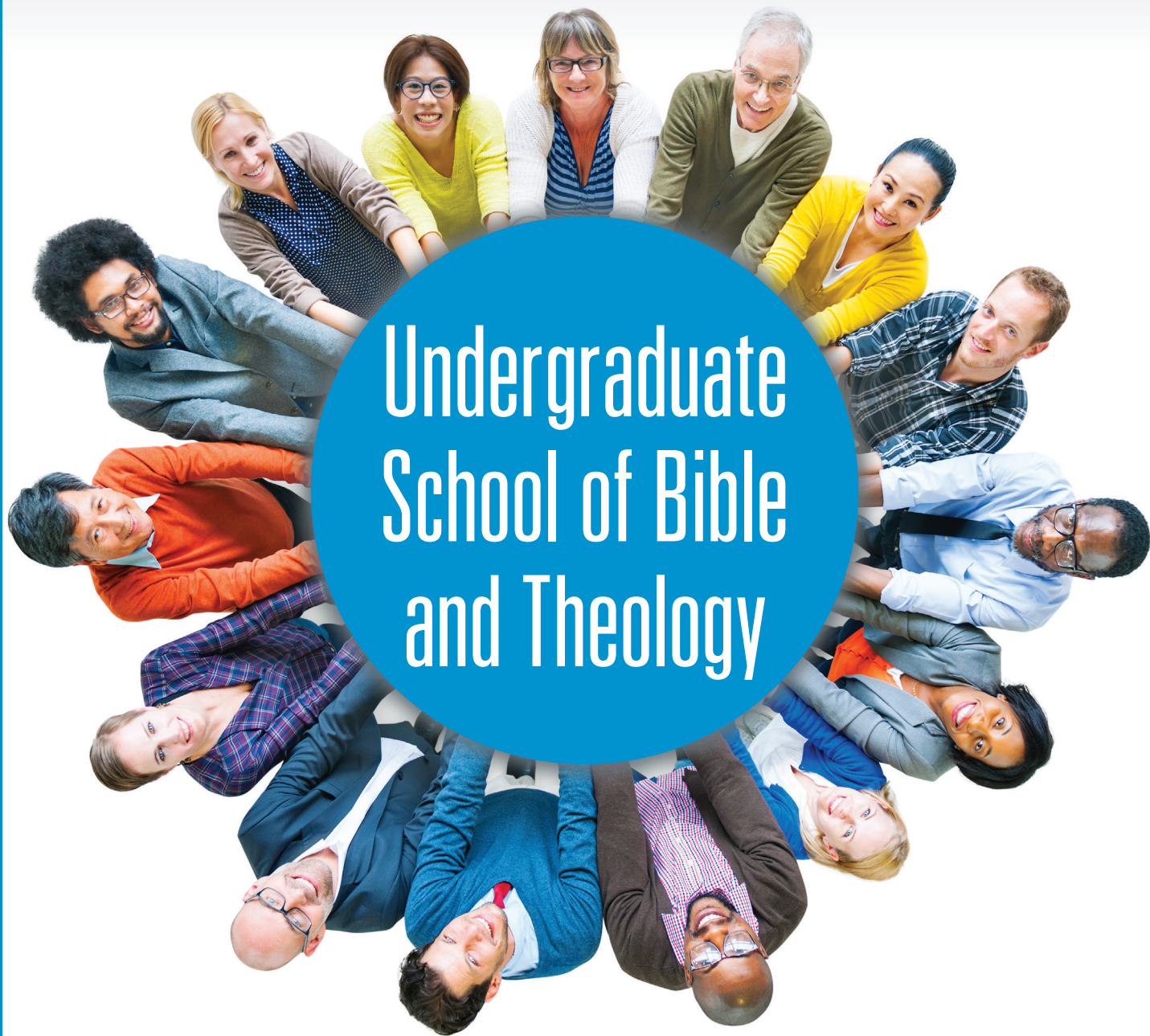




GLOBAL
UNIVERSITY



Undergraduate
School of Bible
and Theology

STUDY GROUP MANUAL

POLICIES EFFECTIVE JANUARY 1, 2018

GLOBALUNIVERSITY.EDU

Global University
Undergraduate School of Bible and Theology

2018 Study Group Manual

Policies Effective January 1, 2018

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Sincere Greetings,

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "David L. DeGarmo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David L. DeGarmo, DMin
Global University Provost

Dear Fellow Laborer in Christ,

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Lynne Kroh". The ink is dark and the signature is fluid, with a large initial 'L' and a stylized 'K'.

Lynne Kroh

Registrar

Getting Started

What Is a Study Group?

An undergraduate study group is an organized group of people studying a Global University undergraduate course together.

Why Have a Study Group?

Study group students receive the following benefits:

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

Study Group Guidelines

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

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

An undergraduate study group may NOT do the following:

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

Understanding Academic Orientation

Administering an undergraduate study group in partnership with Global University requires that study group leaders understand several core academic issues. Because students will invest valuable time and hard-earned funds in their college education, we want to make sure they are fully prepared to succeed. These points are essential for student success:

College Readiness

Global University's undergraduate courses demand the same rigor and academic level as most traditional colleges and universities. Each course is built for approximately forty-five hours of total learning time (including activities and assessments) per credit. Thus, a 2-credit course equals approximately ninety hours of total learning time and a 3-credit course equals approximately 135 hours of total learning time. Of course, the students may take more or less time depending upon their educational background and subject knowledge gained through formal or informal learning experiences.

While GU's undergraduate school has a policy of open enrollment (any student with a high school diploma or equivalent may apply and enroll in courses), study groups should be aware that distance learning can be quite demanding. Global University recommends that study groups confirm the academic ability and readiness of prospective students. Academic ability and readiness include the following:

- Ability to read and comprehend college-level literature in a timely manner
- Ability to maintain a disciplined focus on academic activities
- Language skills that include the ability to write college-level papers, which conform to a prescribed form and style standard, grammar and syntax standards, and the articulation of complex ideas

Instruction and Learning

Global University's undergraduate courses use a specific learning design. The design is based most heavily on Robert Gagné's research and approach, referred to as the Nine Events of Instruction. From the way a lesson is introduced to the activities recommended in the text, each of these nine events is used. A key part of the design is an objective-based approach, emphasizing the inextricable link between objectives, concepts, and assessment items. In addition to general course goals or outcomes, each lesson contains several objectives. The objectives contain course concepts and concept statements. Course concepts comprise course content. Concept statements tell the student what to do with and/or how they might think about course concepts and supporting concepts. Assessment items—both objective and subjective—are developed from course concepts as directed by the course objectives. This development leads to criterion-referenced grading. That is, each assessment question should be traceable to one or more course or lesson objectives.

How does this work practically? Courses should be studied (or facilitated) in a manner that corresponds to the learning design. Beginning with lesson one, students should review the lesson objectives. Next, the students should read through the content, stopping to review the material when prompted through study questions, interactive questions, or other activities. Upon completing the lesson, the students have the opportunity to further review the key course concepts through other activities and/or application. Finally, the students should take the self-test in order to gauge their mastery of the lesson concepts. If any questions were answered incorrectly, the students should review the associated objective and related course concepts and supporting concepts. When the students are confident in their mastery of the material in lesson one, they should proceed to lesson two and repeat the process.

In the case of a study group that will meet formally, the course facilitator should work with and not against GU's specific course design. All classroom activities, including discussions, lectures, and reviews, should conform to the learning design. For example, lectures that reinforce key course concepts as found in the Global text are appropriate and may be helpful to the students as they learn the material and prepare for formal assessments (e.g., the final exam). However, lectures that add outside content or concepts not found in the course may sabotage the learning design of the course and confuse the students. Final exams are designed to test the key course concepts as presented per the course learning design. Any supplemental content introduced by the facilitator or an outside lecturer will not be tested.

For this reason, GU recommends that study groups follow more of a “flipped classroom” model. A flipped classroom works well with our specific course design. Students review the lesson and content on their own before attending a group session. This may or may not involve taking the self-test (facilitators will have to decide if that is a classroom activity or independent activity). At the least, it will involve the facilitator helping the students with weak areas—concepts they may not understand, questions, or weaknesses evidenced by the self-test (e.g., almost everyone missed the same question). In addition, as an example of a classroom activity, the facilitator can use the study questions or interactive questions in a small group format where the students take time to answer certain questions and then share with the group. They may also want to engage the students in higher levels of learning (per Bloom's taxonomy) by attempting to reflect and apply the content to their context, ministry, and lives, even through use of GU's application questions. After completing a unit of material, the facilitator may have the students take the unit progress evaluation (UPE) like a “real test,” giving them a certain amount of time to answer the questions on their own and, subsequently, grading it. That would help prepare the students for the formal examinations and also help reveal weak areas that the facilitator will want to shore up with the students. The facilitator may also choose to set due dates for the writing assignments, per the recommended schedule for each course, depending upon whether the goal is for the group to progress together or individually.

Enrollment and Study Planning

Study groups should plan course selection and enrollment carefully. The students' college readiness and available study time should play an important role in deciding the number of courses attempted in a given time period.

- Students should plan to invest approximately 45 hours per credit to complete a course successfully. Thus, for a 3-credit course, students should plan for approximately 135 hours of time. However, the actual time required will vary according to each student's aptitude and prior learning experiences.
- We strongly encourage study groups to plan nonacademic activities carefully in order to allocate sufficient time for study.
- Study group leaders are encouraged to monitor student progress regularly in order to safeguard students from falling too far behind or enrolling in coursework beyond their abilities.
- The sequence of courses selected for enrollment can be critical to new student success. We strongly recommend all new students begin with the GUO 1011 *Essentials of Learning at Global University* course and then proceed with one lower-level course at a time until course mastery is established. (Note: If students are enrolled in a degree program, recommended sequences are available in the catalog and on the GU website.)

Policies

Application Cancellation and Refund Policy

The undergraduate application fee will be refunded if the student requests a cancellation of enrollment within five business days after midnight of the day on which the application is signed.

Computer Competency Exam

Students who have strong computer skills may take the Computer Competency Exam. Students who score a 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, one that 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 http://www.globaluniversity.edu/undergrad_documents.cfm and view the Computer Competency Exam Request Form.

Withdrawal from a Course

A request to be withdrawn from a course must be initiated by the student. Global University may not withdraw a student from a course at the request of the study group coordinator or facilitator. New Student Orientation and Capstone Requirements

New Student Orientation and Capstone Requirements

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. (Students should not enroll in GUO 1011 *Essentials of Learning at Global University* if they have completed GUO 1002 *Orientation to Global University Learning*. Students enrolling through a Global University national office should enroll in GUO 1001 *Orientation to Global University Learning*.)

All students who complete an undergraduate diploma or degree must also fulfill a capstone requirement before their diploma/degree will be issued. These items should be completed when the student is within 9 credits of completion or at the time the final exam for their last course is submitted. A degree will not be issued until the capstone requirements have been received and evaluated.

The capstone consists of four activities: (1) a Christian Education posttest, (2) a written essay, (3) a verbal communication recording, and (4) the Graduate Follow-Up Survey. All four capstone components are required for students graduating with a full BA or second BA. It is recommended that students begin working on the essay and verbal components of their capstone within six months of graduating. The posttest and Graduate Follow-Up Survey should be completed during their last course. Students should submit all four capstone components before requesting the final exam for their last course. There is no cost for these assessments. (See the capstone requirements for certificate, diploma, and AA programs 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 the course deadline. The time limit for completing an undergraduate course is six months from the date the order is processed by Global University. Where circumstances merit, an extension may be granted upon request. Courses may not be extended more than one year beyond the original enrollment date. Processing fees are required for course extensions and may be paid by MasterCard, Discover, or Visa by calling U.S. Student Services at 1-800-443-1083, option 4, Monday–Friday, from 9:00 a.m. to 6:00 p.m. CST. If the course is not completed within one year of the original enrollment date, full tuition will be required to re-enroll in the course. Purchase of new course materials may also be required.

Regarding “Upgrading” or “Downgrading” a Course

For courses available for both 2 and 3 credits, students may choose to withdraw from one and then enroll in the other. However, the students may not be eligible for a full tuition refund when they withdraw (see Cancellation and Refund Policy, Appendix G).

Course Work Policy

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

Final Exam Policy

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

Retake Policy

- A retake exam may be requested if the course is active, if the final grade for the course is below 73 percent **and** the student scored less than 73 percent on the exam (or earned a combined score of less than 73 percent in a course with a midcourse and end-of-course exam).
- Only one retake exam is permitted per course. The grade received on the retake exam, whether higher or lower than the original grade, is **final**.
- If the retake exam grade is less than 73 percent, the student may not take the exam a third time without re-enrolling in the course by paying the full price of tuition.
- Once the retake fee has been paid, send an e-mail to gradingservices@globaluniversity.edu requesting the retake exam be shipped to an approved exam supervisor.

- Retake fees must be paid before the retake exam will be shipped.
- Retake the final exam **BEFORE** the expiration date; retake exams taken after the expiration date are null and void.
- See “If You Do Not Pass” for information on resubmission of course work.
- 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.

Student Code of Conduct

“Global University is a Christian educational institution aiming to, among other things, equip men and women to fulfill God’s call on their lives. Christian conduct is therefore an expected norm. While Global University reaches many cultures around the world, it is understood that some practices acceptable in one culture may be unacceptable in another.

As Christians we look to the Scripture to guide our conduct. Therefore, students are expected to conduct themselves according to biblical principles of behavior. Examples of such principles are found in Romans 12:9–21; Galatians 5:22–23; and Ephesians 4:1–3, 25–32. The Code of Conduct also applies to verbal and written communication with Global University representatives, faculty, staff, and students. Furthermore, it extends to all electronic communication, including threaded discussions and e-mail with faculty and students.” (Undergraduate Studies Academic Catalog 2018)

Basic Standards of Academic Integrity

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

- **Cheating:** using unauthorized notes, aids, or information when taking an examination; submitting work done by someone else as a student’s own; copying or paraphrasing someone else’s essays, projects, or other work and submitting it as their own.
- **Plagiarism:** submitting someone else’s work and claiming it as their own or neglecting to give appropriate documentation when using any kind of reference materials. Plagiarism, whether done purposefully or unintentionally, includes copying or paraphrasing materials from the study guide, course guide, textbook, someone else’s writing, or any other source (published or unpublished). Any words, thoughts, or ideas taken from any other source must be properly documented according to the *Global University Undergraduate Form and Style Guide*.
- **Fabrication:** falsifying or inventing any information, data, or citation.
- **Obtaining an Unfair Advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the advisor or to the Global University offices at the conclusion of the examination.

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

Contact Global

Mailing

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

Phone

Speak with a Student Service Representative
9:00 a.m. to 6:00 p.m. CST, Monday through Friday
1-800-443-1083 or (417) 862-9533

FAX: U.S. Student Services: (417) 862-0863
(course orders; course extensions; exam request forms; exam supervisor applications; coursework—including projects, CRAs, CWAs, and SLRs; and transcript requests)

E-mail

studentinfo@globaluniversity.edu	general questions
gradingservices@globaluniversity.edu	submit course projects, SLRs, CRA/CWAs; exam request forms; and exam supervisor applications
asktheprof@globaluniversity.edu	ask course-specific questions such as assignment directions or course content
customerservices@globaluniversity.edu	questions regarding returns, orders, or billing
studygroups@globaluniversity.edu	contact study group office
librarian@globaluniversity.edu	questions regarding library resources and research help
transcriptrequest@globaluniversity.edu	request undergraduate transcripts via e-mail
degreeaudit@globaluniversity.edu	questions regarding a student's program of study, change of major, evaluation of transcripts from other schools, or graduation status

Ordering Courses

The first order must be paid in advance with a credit card; all subsequent orders can be billed to accounts in good standing.

- Order through our website (credit card needed): www.globaluniversity.edu
- Call 1-800-443-1083, option 4, or (417) 862-9533 to speak to a Student Services representative (credit card needed)
- Complete and return an Undergraduate Studies Order Form (include payment)

Student E-mail

Student e-mail accounts are accessible at <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 collateral reading assignments/collateral writing assignments, projects, and service learning requirements, including comments by the grading professor
- Notification when an order has been placed/shipped
- Periodic contact letters including policy updates, important notices, etc.

Glossary of Terms

Capstone Requirement

The Capstone Requirement is designed to measure a student's progress at the end of the program. While the Capstone Requirement is not a course and students will not receive a grade, all components of the requirement must be submitted in order for the student to graduate. See page 39 for further explanation of the Capstone Requirement.

Change of Program

Students 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 in Appendix G..

Course Research Guides (CRGs)

Research assistance, subject guides, and useful resources compiled by Global faculty and librarians to **help in writing course projects and CRA papers**. Know what we know—find it in our Course Guides! <http://libguides.globaluniversity.edu/>

Grad Check

The student may request a Grad Check when 18 credits remain to be completed, including courses that are in progress. A final Grad Check may be requested when all credits have been completed. To request a Grad Check, a student may submit a written request by e-mail to degreeaudit@globaluniversity.edu or fax to (417) 862-0863. There is no fee for the first Grad Check or the final Grad Check.

Original Degree Audit

An Original Degree Audit will be completed upon receipt of a student's application and official transcripts. If the student did not attend post-secondary education or chooses not to forward official transcripts, he or she may follow the program requirements outlined in the current Global University catalog. An Original Degree Audit will then be completed after a student has successfully completed 18 credits.

Requested Degree Audit

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

Scholarly Sources

When writing course papers, students are asked to include three to five scholarly sources in their research. Generally, *scholarly* refers to original research found in books, magazines, and journals written by professional and credentialed experts. This is not to say that *popular* sources/authors cannot be used; however, such sources must be evaluated and found to be authoritative. Students may contact course faculty members for source evaluations, and a tutorial explaining the difference between *popular* and *scholarly* resources can be found on the GU Library website. To access the tutorial, go to the Quick Link menu, Undergraduate Students option, and click Course Research Guides on the pop-out menu. Then, click on the course being taken. Under Research & Writing Helps, choose Popular vs. Scholarly Sources.

The Facilitator

The study group facilitator is the person who guides the students through the process of studying and successfully completing their Global University course. A study group coordinator or facilitator functions as the contact person to assist students in their communication with Global University. It is preferred that students contact their study group coordinator or facilitators prior to contacting Global University; however, since all students are individually enrolled, any student may contact the university directly.

Examples of a facilitator could be a church staff member, a volunteer Sunday school teacher, a deacon, or someone who has a desire to help others learn. A person who has strong leadership skills, good organizational skills, and the ability to motivate others will usually prove to be an effective facilitator. It is recommended that the facilitator have a college-level education and some experience in facilitating group discussions (e.g. a Bible study group).

Global University faculty and staff are available to assist study group coordinators and facilitators with questions and to respond to areas of concern.

Qualifications and Responsibilities

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

Facilitating the Course

An effective study group will plan to invest approximately forty-five hours per credit to successfully complete an undergraduate course, or approximately 135 total hours for a 3-credit course. In a traditional college setting, this would include forty-five hours of classroom time (typically three hours per week for fifteen weeks) and approximately ninety hours of study outside the classroom (reading, written assignments, preparing for exams, etc.). However, GU’s self-paced, independent-study courses do not require a minimum amount of “classroom” time. The group time should be organized to best fit the needs of the students and their schedules.

Global University highly recommends the “flipped classroom” model for facilitating our distance learning courses (as described previously, under the section, Instruction and Learning). In this model, students study and review the lesson before coming to the group session (doing the foundational learning on their own). The group session would be dedicated to helping the students go deeper into the lesson material. Study groups have utmost flexibility in organizing group sessions, but here are some general recommendations for a typical 3-credit course:

- Thirty hours of group sessions using the “flipped classroom” model to answer student questions, review/address weak areas (for example, those revealed from taking the self-test), answer and/or discuss interactive questions or study questions in small groups, do application exercises, and take Unit Progress Evaluations (UPEs) (approximately two to three hours per lesson).
- Forty-five hours of independent study for reading and studying each lesson, taking the self-test, preparing for the group session, etc. (Note: actual time required may vary depending upon each student’s aptitude and prior learning).
- Sixty additional hours for preparing for the exam(s), writing the project, completing the SLR, reading the CRA textbook, and writing the CRA assignment (or CWA assignment). (Note: actual time required may vary depending upon the student’s aptitude and prior learning).

Independent Study Time

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

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

Group Sessions

Students will benefit if the facilitator can lead group discussion and/or review sessions. Because of GU’s unique undergraduate course designs, facilitators are not required to create activities or assessments. All of the relevant material is included, though there is flexibility for how to utilize those activities. For example, LIT1213 *Old Testament Literature* includes lesson objectives, guiding questions (a question to lead into every section), the normal lesson content, application questions, and a self-test for each lesson. Applying the idea of a “flipped classroom” model, a study group could organize unit 1 of LIT1213 *Old Testament Literature* like this:

LIT1213 Old Testament Literature (approximately eight hours of group sessions)

Course introduction

- Group session 1 (approximately one hour)
 - Introduce the course.
 - Discuss course requirements.
 - Discuss pacing and deadlines for assignments and assessments (decided by the study group facilitator).

Lesson 1

- Independent study
 - Review Lesson 1 objectives and outline.
 - Carefully read and study Lesson 1.

- Take the self-test like a closed-book quiz (or as an alternative have the students take the self-test during the group session).
- Prepare for group session (decided by facilitator).
- Group session 2 (approximately two hours)
 - Use the guiding questions from Lesson 1 to lead a discussion among the students, or break into small groups to work on questions and share.
 - Discuss some of the application exercises, if applicable. (The goal is to encourage the students to apply the material to their ministry contexts. Lead a discussion, break into small groups, or have the students write individual reflections.)
 - Test the students' grasp of each objective (for example, individually or in small groups, have them write a paragraph to answer each lesson objective).
 - Review self-tests and address weak areas.

Lesson 2

- Independent study:
 - Review Lesson 2 objectives and outline.
 - Carefully read and study Lesson 2.
 - Take the self-test like a closed-book quiz (or as an alternative have the students take the self-test during the group session).
 - Prepare for group session (decided by facilitator).
- Group session 3: (approximately two hours)
 - Use the guiding questions from Lesson 2 to lead a discussion among the students, or break into small groups to work on questions and share.
 - Discuss some of the application exercises, if applicable. (The goal is to encourage the students to apply the material to their ministry contexts. Lead a discussion, break into small groups, or have the students write individual reflections.)
 - Test the students' grasp of each objective (for example, individually or in small groups, have them write a paragraph to answer each lesson objective).
 - Review self-tests and address weak areas.

Lesson 3

- Independent study:
 - Review Lesson 3 objectives and outline.
 - Carefully read and study Lesson 3.
 - Take the self-test like a closed-book quiz (or as an alternative have the students take the self-test during the group session).
 - Prepare for group session (decided by facilitator).
- Group session 4: (approximately two hours)
 - Use the guiding questions from Lesson 3 to lead a discussion among the students, or break into small groups to work on questions and share.

- Discuss some of the application exercises, if applicable. (The goal is to encourage the students to apply the material to their ministry contexts. Lead a discussion, break into small groups, or have the students write individual reflections.)
- Test the students' grasp of each objective (for example, individually or in small groups, have them write a paragraph to answer each lesson objective).
- Review self-tests and address weak areas.

Unit 1 review

- Independent study:
 - Review the first three lessons and prepare for Unit Progress Evaluation (UPE) 1.
- Group session 5: (approximately one hour or more)
 - Administer the Unit Progress Evaluation (UPE) as a “practice test” to see how well the students have mastered the course material in Unit 1.
 - Grade it together and review/address weak areas.

The facilitator would then follow these guidelines for Units 2, 3, and 4. The desired dates for completing the graded course assessments would be worked into the schedule of group sessions and independent study times, following the guidance of GU's suggested course completion schedule. In the case of LIT1213 *Old Testament Literature*, the midcourse exam would be taken after completing Unit 2. The project would be completed after lesson 8 (as it reinforces previous content). Then the SLR would be completed after finishing the final lesson and taking UPE 4, followed by the reading of the CRA text and completion of the CRA assignment. The last graded assessment will be the end-of-course exam.

Encourage Student Participation

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

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

Enrollment Procedures

1. The study group facilitator collects each student's completed undergraduate application form and the application fee.
2. Each student must submit proof of high school completion (diploma, GED certificate, or high school transcript with graduation status listed).
3. Students who wish to transfer credits from another school must have the school mail an official transcript to Global University, Attn: Student Services.
4. The facilitator mails the student applications, proof of high school completion, course order form, and all applicable fees to Global University in one envelope. Note: The Study Group Agreement Form (Appendix A) and the Permission to Release Academic Records Form (Appendix B) should also be mailed at this time if these items have not been previously submitted.
5. Study groups are encouraged to pay for orders at the time they are placed. The first order for the study group must be paid in full by credit card or check; all subsequent orders may then be billed to the account. Study groups may place orders for up to \$1,000 (amounts above \$1,000 require special permission). If the study group chooses to have orders billed to their account, Customer Services must receive full payment within thirty days or the study group will be placed on credit hold. New course enrollments, course extensions, or any requests requiring an additional fee will not be accepted until the study group account has been cleared from credit hold.

Course Materials

Undergraduate courses are comprised of materials that differ from course to course. During 2018 through 2019, curriculum format and presentation will be in a state of transition, while the content remains consistent and reliable in sound teaching methodology.

Each student is required to purchase the specific documents for each course. In most cases, a student can choose between print or PDF versions of course documents. While copies of documents can be shared, it is recommended that each student purchase personal copies for effective study.

Global University undergraduate course materials include the following. Not all courses make will use of the same materials.

Independent-Study Text (IST)

The Independent-Study Text (IST) includes all the lessons and assignments necessary to complete the course, except for the final exam. The IST is divided into units that contain multiple lessons. As students progress through the lessons, they should answer the questions and try suggested activities. A self-test is provided at the end of each lesson, which helps students evaluate how well they have mastered the learning objectives. Answers to the lesson questions and self-tests are provided.

The IST also includes a section called Essential Course Materials (ECM)*, which contains resources and assignments essential to course completion: instruction, study tools, forms, and guidelines for completing required assignments.

When a student completes a unit of study, the corresponding unit progress evaluation (UPE) should be completed. It is recommended that the facilitator administer and score each UPE as a closed-book practice test. The UPEs provide an invaluable study tool as the student prepares for the course examination(s). Answer keys are provided.

Courses taken for 3 credits usually include either a collateral reading (CRA) or collateral writing assignment (CWA). While a written assignment is required for both, the reading assignment requires the purchase and reading of an additional textbook. The writing assignment is based on the content of the IST.

*Some courses include a separate student packet containing these materials, rather than the ECM.

Study Guide and Additional Textbook

Study guides are similar to the ISTs described above. However, they provide content that directs students through the study of an additional textbook(s) for the course, purchased separately. Like the IST, the study guide is divided into units and lessons. The lessons contain instructions and reading assignments that correspond to the assigned textbook(s) (produced either by Global University or an outside publisher). The study guide also contains the self-tests, UPEs, resources, and assignments necessary to complete the course.

Course examination(s) will test concepts presented in both the study guide and the textbook.

Textbook and Course Guide: the E-Learning Environment

Some courses provide study materials in an e-learning format. Eleven courses in this new format are being introduced at the beginning of 2018. This begins the undergraduate transition to the new online learning environment. More courses in this new format will be released as they become available.

The textbook provides the course content and is available online upon enrollment in a course. A physical copy may also be purchased if desired.

The online course guide leads students through the study of the assigned textbook(s) for the course. The course guide outlines the units and lessons of the course. Lessons contain instructions corresponding to the textbooks (produced either by Global University or an outside publisher). The online course guide also contains the resources and assignments necessary to complete the course. Self-tests and UPEs may be taken online for quick assessment of learning.

Course examination(s) will test concepts presented in the textbook. Content from the additional textbook required for the completion of a CRA will not be included on the course examination(s).

Course Assignments

Course Final Grade Report (FGR)

The final course grade will be calculated as follows:

- Projects—25 percent of the course grade
- Collateral reading assignment (CRA) or collateral writing assignment (CWA)—35 percent of the course grade if required for your 3-credit course (see lists of courses requiring these on following pages)
- Final exam—75 percent without CRA/CWA, or 40 percent with CRA/CWA. On the FGR for courses with midcourse and end-of-course exams, this percentage represents a combination of those two exams (for example, 37.5 percent without CRA/CWA and 20 percent with CRA/CWA).
- Service Learning Requirement (SLR)—required for most courses in order to complete the course, evaluated as “satisfactory” or “unsatisfactory,” but worth no actual point value (see list on following pages)

Undergraduate Grading Scale

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

Submitting Completed Course Work

Mail Address the envelope to Global University/Attention: Student Services
(full address under “Contact Global”)

E-mail Submit assignments as Word documents or PDF documents 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 three to five references from the GU Library Website or other academic sources and 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.

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 their 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.

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

Please note that SLRs were added to general education courses in January 2008. With the courses that were previously printed and are still in stock, the SLR is inserted with the course order. If an SLR is not included, or if it was destroyed or lost, this does not excuse a student from completing the SLR assignment. Students will need to contact U.S. Student Services at gradingservices@globaluniversity.edu for a copy of the SLR to be sent by e-mail, fax, or mail.

Also note the following courses require a slightly different SLR assignment that includes three different evangelism encounters:

BIBLE COURSES

BIB1053 Acts
BIB3073 The Book of Acts

GENERAL EDUCATION COURSES

COM3103 Cross-Cultural Communications
REL2012/3 People and Their Beliefs

MINISTRY & MISSIONS COURSES

MIS2012/3 The Bible and Missions
MIS3022/3 Introduction to Islam
MIS4022/3 Approaches to Muslims

For their convenience students may also submit their SLR Report using the online form found at www.globaluniversity.edu. Click Undergraduate School of Bible and Theology on the top, then go to Documents and Forms on the left sidebar and click Service Learning Requirement. Online courses also have SLR Report forms that can be e-mailed or printed.

Courses Requiring a Collateral Reading Assignment (CRA)

Some Global University courses are available for either 2 or 3 credits. When a course available for either 2 or 3 credits is taken for 3 credits, a CRA is added to the course requirements. For courses available for both 2 and 3 credits, students may choose to withdraw from one and then enroll in the other. However, students may not be eligible for a full tuition refund when they withdraw (see Cancellation and Refund Policy, Appendix G). The following is a list of 3-credit courses which require a CRA. Additional CRAs will continue to be developed for existing 2-credit courses.

BIBLE DIVISION

BIB1033 The Life of Christ in the Synoptic Gospels
 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

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

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
 MIS410 Cross-Cultural Counseling

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, and Governance
 HSC2013 Foundations for Health
 HSC2023 The Church's Response to the HIV/AIDS Crisis
 LDR3013 Guidelines for Leadership
 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

Courses Requiring a Collateral Writing Assignment (CWA)

Some Global University courses require a CWA instead of a CRA to earn the 3 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

GENERAL EDUCATION DIVISION

ENG1023 Introductory Writing

EDU3613 Instructional Media

HIS2503 Civilization Past and Present I

HIS2603 Civilization Past and Present II

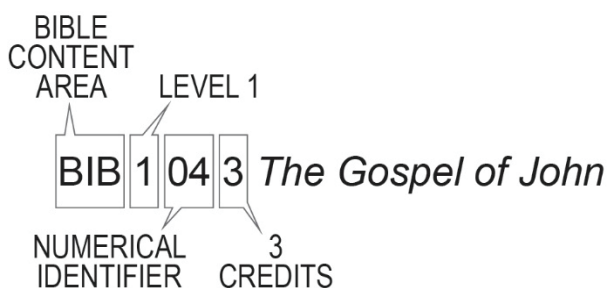
PSY3013 Introduction to Psychology: A Christian
Perspective

Successful Study Habits

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

Undergrad students take courses according to their level. We recommend new students follow the recommended course sequence for their particular degree, as found in the undergraduate catalog. 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 have 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, BIB4143 *Undergraduate Greek I* must be taken before BIB4153 *Undergraduate Greek II*.

The first three letters indicate the academic content area of the course (e.g., BIB for “Bible,” MIN for “Ministry,” etc.). The first digit indicates the level of the course. The second and third digits serve as numerical identifiers. The final digit indicates the credit value. An example is BIB1043 *The Gospel of John* (see below).



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

- **Become familiar with the course design.** Students should become familiar with the course IST/ study guide or course guide/ student packet. They include vital information about the course, objectives, and requirements. Each course students take with Global University will follow the same instructional design.
- **Be realistic.** Students may not have to attend class daily, but they will have to do regular academic work. They will need to spend three to six hours studying each lesson.
- **Set goals and stick to them.** Encourage students to keep a calendar to chart their progress. They can set dates to complete self-tests and unit progress evaluations (UPEs) in order to complete the course within the allotted six-month time frame.
- **Organize goals in a study schedule.** Identify study times when students are fresh and attentive. They may think of these study times as “reserved time.” If they miss too many study times, they should revise their schedules.
- **Know where to study.** Students should find a place free from distractions. They may consider using an office, a public library, or a separate room at home.
- **Prepare for assignments and tests.** Students can take notes to record significant events, dates, ideas, and people. Underline or highlight main phrases and key words. Help them pay particularly close attention to the objectives, since the final exams will be mostly based on these.

- **Use good communication skills.** Pay attention to instructions and be certain students understand what is being asked when submitting assignments. If they have course-specific questions, they should e-mail them to asktheprof@globaluniversity.edu.
- **Time tests wisely.** Before students take the final exam, they should review the self-tests, unit progress evaluations, and course objectives to make sure they fully understand all the concepts presented in their course.

Writing Guidelines and Expectations

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 a Student Services Representative at 1-800-443-1083, option #4, Monday to Friday, 9:00 a.m. to 6:00 p.m. Central Standard Time.

Writing for Academic Quality and Other Conceptual Issues

Encourage students writing undergraduate projects and CRAs/CWAs to do the following:

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

Writing Tools and Templates Available in Our Online Library

(<http://libguides.globaluniversity.edu/librarymain>)

- Templates for English, Spanish, and French 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.

Online Research Tools

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 website (<http://www.globaluniversity.edu/>) by clicking on the “LIBRARY” button or by going 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 used 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 course guides /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, 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 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 to the 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 websites, magazines, news headlines, and more.

Citation Management Options

A citation manager is a tool which helps individuals store, organize, and output citations in a format the student prefers. There are many Citation Management tools on the market today. Go to https://globaluniversity.libapps.com/libguides/admin_c.php?g=130019&p=1577967 for a list of software applications (both free and fee-based) that focus on making research easier, faster, and perhaps entertaining.

Final Exam Procedure

All final exams must be sent directly to an approved exam supervisor whose application is on file. We recommend that the exam be taken no later than one month before the course expires to allow time for a retake if necessary.

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

Study Group Exam Supervisor Application Form

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

Requesting a Final Exam

- To request a final exam using a new exam supervisor, submit both the Study Group Final Exam Request Form (Appendix E) and the Study Group Exam Supervisor Application Form (Appendix F).
- To request a final exam using an approved exam supervisor, submit only the Study Group Final Exam Request Form.
- Indicate on the form whether the student(s) will be taking the exam on paper or, if the exam is available, online (see below).
- The website contains an online version of the individual Online Exam Request Form (<http://www.globaluniversity.edu/onlineexamrequest.cfm>). To request the exam using this form, a valid e-mail address must be entered for the exam supervisor and must match the one we currently have on record.
- Allow at least three weeks from the date you submit the request form for processing (Global requires up to two weeks from the date the form arrives for processing). Rush delivery of exams is available with payment of the expediting fee (see Study Group Final Exam Request Form, Appendix E).

Online Exams

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 Print Exam Supervisor Application and other important documents.

To take an exam using our online examination program,

1. Students must have Internet access while taking the online exam.
2. Students will need a computer running Windows 7 or 8 and using any Internet browser (Microsoft Internet Explorer, Firefox, Chrome) in its latest version.

3. We have determined that ParTest 7.0 SHOULD work on Mac computers.

Internet browsers such as Safari, Opera, Firefox, or Chrome in their latest version should also work.

4. For ParTest 7.0, students 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. No books, study notes, or Bibles are allowed.

Courses with Split Exams

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

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

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

Steps to Graduation

Step 1—Request a Grad Check (defined in “Glossary Terms”)

If students are within 18 credits of completing course requirements for their degree, they may request a Grad Check at no charge. They will receive a degree audit showing what courses need to be completed or confirmation that all course requirements have been met. They may request a Grad Check by e-mailing degreeaudit@globaluniversity.edu. Grad Checks may also be requested via Global University’s website by submitting a degree audit request at https://www.globaluniversity.edu/undergrad_degree_audit.cfm.

Step 2—Submit Capstone Requirement

Once students are within 9 credits of completing their degree or diploma, they may start working on their Capstone Requirement. Students 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 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:

Program	Capstone Requirements
Certificates	Capstone not required
Diplomas and AA	Graduate Follow-Up Survey Posttest
All BA degrees (four-year, three-year, and second BA)	Graduate Follow-Up Survey Posttest Written component* Verbal component*

*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 the students have met all course requirements and completed the Capstone Requirements, they may submit the graduation application with the appropriate fees. Their diploma will be mailed to them, and they will receive commencement ceremony information via mail or e-mail.

Annual Commencement Ceremony—Make Plans to Join Us

Please let us know if you need any details regarding one or more study group students participating in Global University’s annual Commencement ceremony. Our Commencement activities are held in June in Springfield, Missouri.

For more information regarding Commencement, visit http://www.globaluniversity.edu/commencement_index.cfm or e-mail commencement@globaluniversity.edu.

Stay Connected after Graduation!

Students may stay connected to Global University after they receive their degrees by checking out opportunities to use the education they received or continue to the next level of study with Global's master of arts, master of divinity, and doctor of ministry programs. Students may choose to keep in touch with Global by doing one or more of the following:

- Take on a leadership role by starting a study group in their church.
- Join the GU 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 (AG) 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 2018 "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.

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

*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 e-mail degreeaudit@globaluniversity.edu for advisement.

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 1032/3 God and Angels
THE 2033 Eschatology

*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 e-mail degreeaudit@globaluniversity.edu for advisement.

ORDAINED MINISTER

NOTE: Not all ordination courses may be applicable to all BA programs. Please call 800.443.1083, option 4, or e-mail degreeaudit@globaluniversity.edu for advisement.

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
MIN 3052/3 Worship of God
*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 e-mail degreeaudit@globaluniversity.edu for advisement.

2018 Second Bachelor of Arts Programs

Recommended Course Sequence for USA Assemblies of God Credentials

Second BA in Bible and Theology Total Credits—50 (AG credentials require HIS 3123)

Certified			Licensed			Ordained		
GUO 1011	Essentials of Learning at Global University*	1	MIN 1103	Great Commission Strategies	3	BIB 3013	Genesis	3
BIB 1033	The Life of Christ in the Synoptic Gospels	3	LIT 1313	The New Testament as Literature	3	BIB 2033	A Study in the Book of Hebrews	3
THE 1013	Pneumatology	3	THE 1032	God and Angels	2	MIN 1053	The Work of the Pastor	3
BIB 2043	Principles of Biblical Interpretation	3	MIN 3043	Preparing and Preaching Bible Messages	3	THE 2013	The Bible and the Church	3
BIB 3073	The Book of Acts	3	THE 1042	Man and Sin	2	BIB 4053	Corinthians	3
HIS 3123	Assemblies of God History, Missions, and Governance**	3	LIT 1213	Old Testament Literature: His Story	3	THE 4033	Christology: Jesus, Son of God in the Spirit	3
Total: 16			Total: 16			Total: 18		

* GUO 1011 is not required for AG credentials but is required to complete a GU second BA. Students should not enroll in GUO 1011 *Essentials of Learning at Global University* if they have completed GUO 1002 *Orientation to Global University Learning*.

**HIS 3123 is required for AG credentials and substitutes for the three-credit general elective requirement for the second BA in Bible and Theology.

Second BA in Christian Education Total Credits—50 (AG credentials require HIS 3123)

Certified			Licensed			Ordained		
GUO 1011	Essentials of Learning at Global University*	1	LIT 1213	Old Testament Literature: His Story	3	COM 3103	Cross-Cultural Communications	3
MIN 1103	Great Commission Strategies	3	EDU 3103	Principles of Teaching	3	BIB 4053	Corinthians	3
EDU 3113	Competency and Proficiency in Teaching	3	LIT 1313	The New Testament as Literature	3	EDU 4133	Christian Adult Education in Cultural Context	3
HIS 2202	The Church: From Pentecost to the Reformation	2	EDU 3213	Foundations of Educational Psychology	3	MIN 3063	The Church's Educational Task	3
BIB 3073	The Book of Acts	3	THE 3013	Apologetics	3	MIS 2013	The Bible and Missions	3
HIS 3123	Assemblies of God History, Missions, and Governance†	3	HIS 2302	The Church: From the Reformation Through the 20 th Century	2	EDU 3613	Instructional Media	3
Total: 15			Total: 17			Total: 18		

* GUO 1011 is not required for AG credentials but is required to complete a GU second BA. Students should not enroll in GUO 1011 *Essentials of Learning at Global University* if they have completed GUO 1002 *Orientation to Global University Learning*.

†HIS 3123 is required for AG credentials and substitutes for the three-credit general elective requirement for the second BA in Christian Education.

Second BA in Intercultural Studies Total Credits—53 (AG credentials require HIS 3123)

Certified			Licensed			Ordained		
GUO 1011	Essentials of Learning at Global University*	1	BIB 1073	Paul's Salvation Letters: Galatians and Romans	3	REL 2013	People and Their Beliefs	3
BIB 2043	Principles of Biblical Interpretation	3	LIT 1213	Old Testament Literature: His Story	3	THE 4033	Christology: Jesus, Son of God in the Spirit	3
HIS 2202	The Church: From Pentecost to the Reformation	2	MIN 3043	Preparing and Preaching Bible Messages	3	MIS 2013	The Bible and Missions	3
HIS 2302	The Church: From the Reformation Through the 20 th Century	2	LIT 1313	The New Testament as Literature	3	MIS 4053	Philosophy of Missions §	3
BIB 3073	The Book of Acts	3	MIS 1023	Introduction to Missions	3	COM 3103	Cross-Cultural Communications	3
HIS 3123	Assemblies of God History, Missions, and Governance**	3	MIS 4013	Christian Ministry in the Muslim Context	3	EDU 4133	Christian Adult Education in Cultural Context	3
MIS 3023	Introduction to Islam	3	Total: 18			Total: 18		
Total: 17						§ Directed Reading		

* GUO 1011 is not required for AG credentials but is required to complete a GU second BA. Students should not enroll in GUO 1011 *Essentials of Learning at Global University* if they have completed GUO 1002 *Orientation to Global University Learning*.

**HIS 3123 is required for AG credentials and adds three extra credits to the second BA in Intercultural Studies for a total of 53 credits.



Study Group Agreement Form

1211 S. Glenstone, Springfield, MO 65804 (800) 443-1083 Fax: (417)862-0863 Email: studygroups@globaluniversity.edu

SECTION 1: PLEASE CHOOSE ONE OPTION

- ☐ UPDATE AUTHORIZED CONTACTS ONLY: Account Number _____ (Complete sections 3 and 4 only)
- ☐ RENEW OR MODIFY AGREEMENT/UPDATE CONTACT INFORMATION: Account Number _____ (Complete all sections)
- ☐ NEW AGREEMENT: Denominational Affiliation* _____ (Complete all sections)

* Non-Assemblies of God ministries must also fill out the information on the second page of this form.

SECTION 2: GENERAL INFORMATION

Sponsoring Church or Ministry Name: _____

Study Group name (if different than above): _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Shipping Address (if different): _____

- Type of Study Group:
- ☐ School for Evangelism and Discipleship Study Group
 - ☐ Berean School of the Bible Study Group
 - ☐ Undergraduate Study Group

SECTION 3: AUTHORIZED CONTACTS

Coordinator: _____ Record Keeper: _____ Facilitator: _____

Phone: _____ Phone: _____ Facilitator: _____

Email: _____ Email: _____ Facilitator: _____

Please list any additional people authorized to place orders and discuss information, including student records and passwords:

Name:	Role:	Phone:	Email:

SECTION 4: TERMS OF AGREEMENT & SIGNATURE

Global University will:

1. Provide quality study materials.
2. Assist with instructional and administrative guidelines and materials.
3. Allow discounts for course fees and materials as designated in the guidelines for each level of study.
4. Grade each student's work (Berean, Undergraduate) according to appropriate academic regulations and standards.
5. Maintain a permanent record of each enrolled student's academic history.
6. Issue appropriate certificates, diplomas, and degrees as specified in the guidelines for each level.

The local study group will:

1. Provide names, student numbers, and other vital student information as required when enrolling students and placing orders.
2. Protect the identity and integrity of the name of Global University and its various divisions.

3. Protect the copyrights of Global University textbooks and study materials, and protect the security of the examinations.
4. Provide for the selection of quality facilitators and establishment of proper group and enrollment standards.
5. Provide appropriate facilities for study and discussion if holding group meetings.
6. Collect all enrollment fees, tuition (as applicable), and materials fees, and remit the total amount due to Global University—even if there is a change in local leadership or if students withdraw without paying.
7. Administer/Proctor final examinations and send to Global University for grading (Berean, Undergraduate).
8. Bear the costs of distributing promotional materials locally and practical expenses such as postage for course examinations and assignments to Global University.
9. Comply with all regulations stated in the Study Group Manual for the particular level of study being pursued.
10. Carefully monitor the advertising of the courses to conform to the standards set forth in the Study Group Manual.

We will comply with all stated policies in the Study Group Manual. We understand that Global University reserves the right to change the stipulations regarding this agreement and that this agreement may be revoked by Global University for non-compliance. We understand our study group information may be published online or in print.

(Signature of Senior Pastor)

(Printed Name of Senior Pastor)

(Signature of Coordinator)

(Printed Name of Coordinator)

GU Use Only:

I:

D:

A:

For District Approval

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

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

Your church's basic doctrinal viewpoint: _____

Approximate church size: _____

Expected number of students in your Study Group: _____

Will your Study Group be limited to your local church? _____

Note: Your Study Group should not include people from other congregations, unless the local pastor(s) has approved such participation.

Goals for your Study Group:

- | | |
|--|--|
| <input type="checkbox"/> Lay ministry training | <input type="checkbox"/> Personal enrichment |
| <input type="checkbox"/> Sunday school classes | <input type="checkbox"/> Evangelism |
| <input type="checkbox"/> Mid-week service | <input type="checkbox"/> Other |
| | <input type="checkbox"/> New convert training/discipleship |

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

For District Use Only

This Study Group is: ☐ Approved ☐ Not Approved *

*Reason for non-approval:

- ☐ Pastor (or staff pastor) is a dismissed/disciplined Assemblies of God minister.
- ☐ Church leadership/congregation has exhibited hostility or rebellion toward district leadership.
- ☐ Past conflicts related to this church may cause problems for local AG congregations.
- ☐ Church/leaders profess doctrines that directly and openly conflict with AG doctrine.
- ☐ Other—please specify: _____

Signature of District Official
Date



PERMISSION TO RELEASE RECORDS

Please clearly print all information — This form is required for all study group students, Assemblies of God ministerial credential applicants, or those who desire to be represented by other persons. Send signed form to Global University Student Services by mail, fax, or scanned e-mail attachment (studentinfo@globaluniversity.edu)

Student ID #: _____ Date of Birth: _____
(Example: 05-JUL-2013)

Social Security #: _____ Phone #: _____

Student Name:

First

Middle

Last

Student Mailing Address:

P.O. Box or Street Address

City, State, and Zip Code

Country

I authorize Global University to release all academic and financial records to and give authorization for my courses to be ordered by the following (select all that apply):

☐ ***Specified individual (spouse, parent, chaplain, etc.)***

Name of individual(s): _____

☐ ***Global University approved Study Group***

Name of Study Group, Church, or Organization

Study Group Account #

City, State, and Zip Code

☐ ***Assemblies of God District Council***

Name of District: _____

This authorization is in effect until such a time that I contact Global University in Springfield, Missouri and withdraw my authorization in writing. I have read and understand Global University's cancellation and refund policy as it pertains to the specific level of courses (BSB, undergraduate, or graduate) that are being ordered.

Student Signature: _____ Date: _____



Study Group Course Order Log

Course Name: _____ Course Number: _____

Invoice Number: _____

Amount: \$ _____

Purchase Date: ____ / ____ / ____

Materials Arrived: ____ / ____ / ____

Expiration Date: ____ / ____ / ____

	Student Name	Student Number	Course Guide	Textbook	Received
1	EXAMPLE: <i>John Student</i>	030-000-000	✓	✓	<i>JS</i>
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					



Study Course Log

Student Name: _____

Student Number: _____

Course Name: _____

Course Number: _____

Student Amount Owed: _____

Invoice Number: \$ _____

Date Student Paid: ____ / ____ / ____

Student Received Materials: ____ / ____ / ____

Course Enrollment Date: ____ / ____ / ____

Course Expiration Date ____ / ____ / ____

Extension Purchased: ☐ Yes ☐ No

New Expiration Date: ____ / ____ / ____

Documents	Date Sent	Date Returned	Comments
Project			
CRA/CWA			
SLR			

Progress	Date	Study Goals	Lessons Finished	Comments
Project				
CRA/CWA				
SLR				

Tracking the Final Exam

Final Exam (FE) request sent to GU: ____ / ____ / ____

Examination Supervisor received FE: ____ / ____ / ____

Completed FE must arrive back at GU: ____ / ____ / ____

Grade Information

Project Score: _____

CRA/CWA Score: _____

Course FGR: _____

Date FE administered: ____ / ____ / ____ Time: _____

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

Final Exam Shipped via: _____ Tracking Number: _____

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



Study Group Final Exam Request Form

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

Students Will Be Taking Exam: ☐ On paper ☐ Online (if available); Proctor's E-mail Address _____

Student Information: ☐ Additional students listed on back or make additional copies of this form.

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

Course Information: (Provide all requested information)

Course Code: _____ Course Title: _____ EDITION: _____

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

Examination Supervisor Information:

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

Exam supervisor's first and last name (print): _____ Supervisor's ID Number _____

Study group information: City: _____ State: _____ Study Group Account Number _____

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

Shipping Information:

Global University requires seven to ten business days for processing a final exam request from the date the form arrives in our office. Exams are sent certified mail (three to ten business day delivery) at no charge. If you prefer the exam to be shipped rush delivery, please check the appropriate box. Shipping fees must be paid before the exam will be sent. (Rush delivery not available for PO Box or military address.) Rush delivery fees will vary depending on the number of students listed above.

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

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

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

Signature Verification:

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

Study Group Facilitator's Signature _____

Date _____

Office Use Only

Shipping Number: _____

Request Received: _____ Exam Shipped: _____



Study Group Exam Supervisor Application Form

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

Study Group Information:

Study Group Name, City, and State (please print) _____

Study Group Account Number _____

Suggestions for Exam Supervisor:

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

Restrictions include:

- 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 cannot reside at the same address as the student.
- The exam supervisor must be 18 years old or older.
- 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.

Requested Exam Supervisor: (* indicate required fields)

* Exam Supervisor Legal Name (please print) _____

* Job Title/Employer _____

* Daytime Mailing Address (If physical address is different from PO Box, list both.) _____

* Exam Supervisor's Role in Study Group _____

* City, State _____

* Daytime Telephone _____

* Zip Code, Country _____

E-mail _____

Responsibilities of an Exam Supervisor:

- Arrange a time and location with the student to administer the final exam. Schedule up to three hours to ensure the completion of the exam.
- Be prepared to accept and sign for the Global University exam packet when the post office delivers it to your daytime address.
- 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.
- Monitor the student at all times during the examination session and give the student up to three hours to complete the exam.
- 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.
- Return all exam materials within the time limit indicated on the Exam Scantron, or within three days of administering the exam, or by the course expiration date—whichever comes first.
- Exam materials should be returned to Global via a trackable shipping method such as UPS, FedEx, DHL, or certified mail. The student should provide a large envelope and shipping cost for the return of the exam.

Signature Verification:

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

Exam Supervisor's Signature _____

Date _____

Office Use Only

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

Authorized By: _____ If Denied, State Reason: _____