

2020

Global University Undergraduate Supplemental Procedures Manual

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INTRODUCTION

This manual serves as a student reference guide to answer your questions and contains essential information to help you successfully complete your Global University undergraduate courses, including the following:

- Updates and policy revisions.
- Contact information.
- Online research tools.

- Which courses require Collateral Reading Assignments (CRAs), Collateral Writing Assignments (CWAs), and Service Learning Requirements (SLRs).
- Final Exam Request Form.
- Exam Supervisor Application.

By carefully reviewing and following the instructions contained within this packet, you will receive prompt and efficient student service.

UPDATES

New Undergraduate Courses

We are proud to introduce the following new undergraduate courses:

LSC2013 Studies in Human Biology

This course includes an introduction to general biology and the nature of living things. The course considers organic processes important to the origin of life, with reference to a variety of faith-based and secular theories. It emphasizes Christian faith and learning as applied to human biology. The student who successfully completes the course will have an overview of human anatomy and physiology, including the structure and function of cells, tissues, membranes, and the organ systems of the human body. The course highlights age-related differences and changes within males and females during progressive stages of the life cycle. In addition, it considers preventive strategies and therapeutic rehabilitation methods for various inherited and acquired disorders and refers to the bioethical dilemmas resulting from contemporary discoveries in molecular biology. No prerequisites are required, but a background in basic mathematics and science is helpful.

MIS2042/3 Introduction to Buddhism

This course examines the history, core beliefs and practices, and worldview of Buddhism. The course also considers how many of those beliefs and practices have become a part of mainstream culture, not only in Eastern countries but in Western countries as well. An appropriate Christian perspective and response to Buddhist ideas and influence is considered, along with suggested methods of sharing the gospel and church planting in a Buddhist context.

MTH1013 Mathematics for Liberal Arts

This course is designed to cover a variety of mathematical topics that are pertinent to helping pastoral and missionary students in their ministry. The goal of this course is for

students to walk away with basic algebraic skills along with real-life problem-solving skills to be used in their ministry. The student will learn basic algebra, probability, and statistics skills. He or she will learn personal finance and apply mathematical principles to real-life scenarios. This course will provide real-life examples of situations that pastors and missionaries face in their respective ministries.

Keeping “Active” Student Status

The requirements to maintain an active status have been simplified. Undergraduate and graduate students must enroll in at least one course per calendar year (January–December) to maintain active status. It is recommended that you enroll in at least one course per six months. It is our hope that this enrollment schedule will help you better pace your studies and provide encouragement to stay the course in reaching your educational goals.

Change in Course Extension Policy

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

Change in Course Fees

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

Important Information

Your Independent-Study Textbook (IST)/Study Guide may include instructions for your service-learning requirement (SLR) report that direct you to submit it with your project and CRA, if required. Your SLR must be submitted before you take your final or end-of-course examination, but it may be submitted separately from your other graded assignments.

CONTACTING GLOBAL UNIVERSITY

Mailing Address

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

If submitting course components by mail, all US students should send to this address.

Phone Inquiries

Telephone: 1-800-443-1083 option 4 or (417) 862-9533

Student Services representatives are available via phone from 9:00 a.m. to 6:00 p.m., central standard time (CST). Global University's International Office will be closed for the following holidays unless otherwise noted:

January 1, 2020	New Year's Day (observed)
January 20, 2020	Martin Luther King Jr. Day
April 10, 2020	Good Friday
May 25, 2020	Memorial Day (observed)
July 3, 2020	Independence Day (observed)
September 7, 2020	Labor Day
November 26–27, 2020	Thanksgiving (observed)
December 21–25, 2020	Christmas (observed)

Fax

US Student Services Fax: (417) 862-0863

The following documents are accepted via fax:

- Course orders.
- [Final Exam Request Forms](#).
- [Exam Supervisor Applications](#).
- Coursework (including projects, CRAs, CWAs, and SLRs).
- Transcript requests.

Ordering Courses

- Log on to my.globaluniversity.edu and order your courses through our website (credit card required).
- Call us at 1-800-443-1083 option 4 or (417) 862-9533 to speak to a Student Services representative (credit card required).
- Complete and return an Undergraduate Studies Order Form by mail (include your payment).

Email Inquiries

General questions:

studentinfo@globaluniversity.edu

Submit coursework (including projects, CRAs, CWAs, and SLRs), Exam Request Forms, and Exam Supervisor Applications:

gradingservices@globaluniversity.edu

Course-specific questions regarding assignment instructions or course content:

asktheprof@globaluniversity.edu

Request undergraduate transcripts:

transcripts@globaluniversity.edu

Questions regarding returns, orders, or billing:

customerservices@globaluniversity.edu

Questions regarding library resources and research help:

librarian@globaluniversity.edu

Questions regarding a program of study, change of major, evaluating transcripts from other schools, or your graduation status:

degreeaudit@globaluniversity.edu

TUITION, FEES, AND ENROLLMENT POLICIES

Tuition and Fee Schedule

This fee schedule is applicable to all undergraduate students directly enrolled with Global University. Students enrolled through a regional or national office (outside of the USA) should contact their regional coordinator or national representative for applicable fees and tuition. Prices are subject to change.

Undergraduate Application Fee	\$50.00
(This one-time fee must accompany a signed application form)	
BSB to Undergrad Application Fee	\$25.00
(For former Berean School of the Bible students)	
Undergraduate Application Reactivation Fee	\$25.00
(To activate records after 18 months of inactivity)	
Undergraduate Tuition (per credit)	\$147.00
Ministerial Candidate Tuition (20% discount)	\$117.60
(Requires official documentation to qualify)	
Books / Materials (per course)	
• Independent-Study Textbook (IST) format.	\$45.00
• Study Guide format	
» Required digital GU textbook.	\$30.00
» Additional printed GU textbook	\$19.00
» Outside textbooks (prices vary).	up to \$145.00
Evaluation of Prior Learning	equal to one credit of current tuition
Tuition for Prior Learning Credit	half of current tuition for credits approved
Course Re-enrollment	full tuition
(Re-enroll if course is not completed within six months)	
Undergraduate Audit Fee	half of current tuition
(No graded coursework or credit awarded)	
Exam Late/Replacement Fee	\$10.00
(Final exam materials lost or returned after due date)	
Change of Program of Study	\$25.00
(Includes the cost of a new degree audit)	
Graduation Application Fee	\$40.00
Unofficial Degree Audit	\$25.00
Undergraduate Exam Retake Fee	\$35.00
(Failed first exam attempt)	
Expediting Fee	\$35.00
(Per course, rush delivery of final exams or rush processing of transcripts, course grading, etc.)	
Next-Day Shipping Fee	\$50.00
(In addition to order total and normal shipping)	

2nd Day Shipping Fee \$35.00
(In addition to order total and normal shipping)

Support Services Fee \$50.00
(Per course, previously “Library/Technology Fee”)

Transcript Fee \$5.00
(Official or unofficial)

Cancellation and Refund Policy

The undergraduate application fee will only be refunded if you request a cancellation of enrollment within five (5) business days after the date on which the order was placed.

For courses offered for both two and three credits, you may choose to withdraw from one and enroll in the other. However, you may not be eligible for a full tuition refund when you withdraw.

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

First Course Enrollment

GUO1011 *Essentials of Learning at Global University* should be your first course enrollment. You may enroll in additional courses concurrently with GUO1011; however, final exams for those courses will not be issued until GUO1011 is completed.

Concurrent Course Enrollments

You 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 dean’s approval.

Course Audits

If you audit a course, you may not upgrade to a full-tuition course in order to receive course credit and a grade. You may not submit completed assignments for grading.

Capstone Requirement

If studying in English or Spanish, you must complete a capstone as part of your graduation requirements. The capstone requirement is designed to measure your educational growth at the end of the program. It is not a course and you will not receive a grade, but all components of the requirement must be submitted before you graduate. The catalog lists the capstone requirements for each program of study. Refer to [page 14](#) for additional information.

Time Limit for Completing a Course

When ordering a course, note your course deadline. The time limit for completing an undergraduate course is six (6) months from the date the order is processed by GU. If the course is not completed within that time, full tuition will be required to

re-enroll in the course. You may also be required to purchase new course materials.

Degree Audits

A degree audit lists any previous credits completed and shows the courses you must complete for your program of study. To request any degree audit, fax a written request to (417) 862-0863, email degreeaudit@globaluniversity.edu, or request online at https://globaluniversity.edu/wp-content/uploads/2020/04/DegreeAudit_request.pdf.

Original Degree Audit

An original degree audit is performed when you submit a completed application and select a program of study (major), once all official transcripts from institutions that you have previously attended have been received in our office. If you have no college-level transcripts to submit for transfer credit, submit a copy of your high school transcript or GED. If no transfer of credit is applicable or if you do not submit any transcripts, you may follow the program requirements listed for

your program in the current catalog. This audit will show you the courses you must complete in order to meet your degree requirements. Your application fee covers the cost of this audit.

Requested Degree Audit

After an original degree audit has been completed, you may request updated degree audits at any time for a \$25 fee.

Grad Check

When you are within 18 credits of graduating, you may request a grad check. A grad check shows the remaining courses you need to complete or confirms that all course requirements for your degree program have been met. Your graduation fee covers the cost of the grad check.

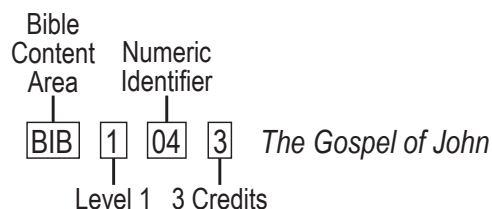
Change of Program

To request a change of program, fax a written request to (417) 862-0863, email degreeaudit@globaluniversity.edu, or request online at https://globaluniversity.edu/wp-content/uploads/2020/04/DegreeAudit_request.pdf.

SUCCESSFUL STUDY HABITS

Developing successful study habits promotes an atmosphere for learning and growth. These habits will be a great asset in your course completion and academic excellence.

- **Take courses according to level.** We recommend following the course sequence for your degree program as listed in the undergraduate catalog. Lower-level courses are designed to be taken without regard to any particular sequence, but upper-level courses may have either a prerequisite or recommended previous study and require a higher level of academic rigor (if this is the case, a notation is made in the course description). For example, BIB4113 *Greek I* must be taken before BIB4123 *Greek II*. The first three letters in a course code indicate the academic content area of the course (for example, BIB for “Bible”). The first digit indicates the level of the course. The second and third digits serve as numeric identifiers. The final digit indicates the credit value. See the example below.



While you are not required to follow the recommended course sequences, doing so will ensure you take courses at the appropriate level as you progress through your studies.

- **Familiarize yourself with the course design of your Study Guide or IST and Student Packet.** The guide and packet include information about the course, including

objectives and requirements. Each course you take with Global University will follow the same instructional design.

- **Be realistic.** You will not have to attend class, but you will have to do regular academic work. You should spend three to six hours each week studying your course.
- **Set goals and stick to them.** Keep a calendar to chart your progress. Set dates to complete the self-tests and unit progress evaluations (UPEs) in order to complete your course in the allotted six-month time frame.
- **Organize your goals in a study schedule.** Identify study times when you are fresh and attentive. Think of these as “reserved time.” If you have to miss too many study times, revise your schedule.
- **Find a good study place that is free from distractions.** You may consider using your office, a public library, or a separate room in your home.
- **Prepare for assignments and tests.** Take notes to record significant events, dates, ideas, and people. Underline or highlight main phrases and key words in your Study Guide or IST. Pay particularly close attention to the course objectives since the final or end-of-course exam will be mostly based on these.
- **Pay attention to instructions.** Be certain you understand what is required when submitting assignments. If you have course-specific questions, email them to asktheprof@globaluniversity.edu.
- **Time your exams wisely.** Before taking exams, review all self-tests, UPEs, and course objectives to make sure you fully understand all the concepts presented in your course.

COMPLETING COURSE ASSIGNMENTS AND GRADING

Course Final Grade Report (FGR)

The final course grade will be calculated as follows:

- **Project:** 25 percent of the course grade.
- **Collateral reading assignment (CRA) or collateral writing assignment (CWA):** 35 percent of the course grade for 3-credit courses, if required (see [pages 10–11](#)).
- **Final exam:** 75 percent for courses without a CRA/CWA, or 40 percent for courses with a CRA/CWA. On the FGR for courses with midcourse and end-of-course exams, the final exam percentage represents a combination of those two exams.
- **Service Learning Requirement (SLR):** Required for most courses in order to complete the course, evaluated as “satisfactory” or “unsatisfactory,” but worth no actual point value (see [page 11](#)).

Grading Scale

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

Writing Assignment Guidelines and Expectations

Scholarly Resources

Global University requires that projects, CRAs, and CWAs be written with the inclusion of research using three to five scholarly sources. Generally, *scholarly* refers to original research found in books, magazines, and journals written by professional and credentialed experts. “Popular” sources/authors may be used; however, such sources must be evaluated and found to be authoritative. You may contact course faculty members for source evaluations. A tutorial explaining the difference between popular and scholarly resources and providing guidance on searching library catalogs, databases, and the web for scholarly sources can be found on the GU Library website. To access the tutorial, go to “How To” and select “Develop Research Skills.”

These sources must be 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.

Global University Undergraduate Form and Style Guide

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 https://globaluniversity.edu/wp-content/uploads/2020/10/UG-Form-and-Style-Guide-Online_03.20.01.pdf and is also available in print for a fee. For ordering information, [call an enrollment representative](#).

Writing for Academic Quality and Other Conceptual Issues

When writing your assignments, you are encouraged 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 your own words. Do not merely repeat the author’s position.
- Agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate assignments.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Clearly identify your assignment on a title page.
- Include a reference list. See the *Global University Undergraduate Form and Style Guide* for how to document sources correctly.

Research Tools

Global University Library

The Global University Library is a collection of resources supporting the curriculum of the programs offered. These research tools help to facilitate scholarship for students and faculty members. The physical library may be utilized by students in or near Springfield, MO. It consists of more than 25,000 volumes, including books, reference materials, periodicals, theses and dissertations, maps, microfiche, and audio and video materials. There is also a Curriculum

Resource Room containing textbooks and Study Guides for all GU courses.

Distance students are served through online resources. Reference resources, full-text journal articles, book reviews, article abstracts, e-books, and other resources relevant to specific courses are accessible through the website (<http://www.globaluniversity.edu/>) under “Students” and “Library,” or go directly to the page: <https://libguides.globaluniversity.edu/librarymain>.

Course Research Guides

Course Research Guides (LibGuides) offer research assistance for undergraduate course assignments, subject guides, and other useful resources compiled by GU faculty and librarians. Library staff regularly review the [Course Research Guides](#) for currency and relevancy. We obtain feedback from student Library users through online surveys and feedback forms. For access, visit the Library site homepage and select “Quick Link,” “Undergraduate Students,” and “Course Research Guides.” Or go directly to http://libguides.globaluniversity.edu/?group_id=395.

Written Assignment Templates

Templates for both English and Spanish undergraduate assignments are available on the Library website (<http://libguides.globaluniversity.edu/librarymain>) under “Quick Link,” “Undergraduate Students,” and “Project Templates.”

Other tools include the following:

- Citation management
- Research helps and tutorials
- Writing helps

Library Services

The following Library services are available:

- *Reference Support* through online chat, email, 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 US copyright code “fair use” guidelines.
- *Library Instruction* through web-based interactive tutorials. This includes instruction in citation management.
- *Writing “lab”* with links to writing and research guides and tutorials and manuscript templates for completing written assignments.
- Discounted proprietary *citation management software*.

The Global University Library subscribes to the following proprietary databases:

- *EBSCO eBook Religion Collection* titles range from introductory texts for undergraduate coursework to more complex and detailed works for graduate students and

scholars. This collection features nearly 9,000 titles from over 150 publishers covering a broad range of subjects.

- *Academic Search Elite* indexes and abstracts 1,163 full-text non-open access (cannot be found on the open web) scholarly journals and magazines from 1990–present, 960 of which are peer-reviewed.
- *American Theological Library Association (ATLA) Database with ATLASerials* includes 2,375 indexed biblical and theological journals, with full-text content from more than 360 of those journals and more than 2.9 million records. The database also includes more than 279,000 essay records, more than 980,000 review records, and more than 430,000 book records. Coverage begins in 1908, with indexing from some journal titles as far back as the nineteenth century. Although the majority of resources in the database are in English, some are published in several other languages, and the search interface can also be translated into numerous languages.
- *CREDO Online Reference Service* includes 3 million entries from notable subject encyclopedias, handbooks, guides, companions, and readers covering over 80 major subject disciplines and more than 6 million research concepts. In addition to full-text content, the Academic Core Collection provides access to more than 1,000 videos and animations, as well as 500,000 contextual visual aids, images, photographs, and maps.

Citation Management Options

A citation manager is a tool that helps you store, organize, and output your citations in the format you prefer. There are many such tools on the market today. Go to <http://libguides.globaluniversity.edu/librarymain/citation> or contact the Library for a list of both free and fee-based software applications.

If You Do Not Receive a Passing Grade

If you receive a score of 60–79 points out of the maximum 100 points on a written assignment, you may request permission to resubmit and attempt to raise your score. (The maximum grade allowed on a resubmission is 80 points.) If your score is 59 or below, you automatically have the option to resubmit the assignment but are not required to do so. Only one resubmission is permitted per assignment.

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 score will stand.

Submitting Completed Coursework

Mail

Address the envelope to Global University / Attention: Student Services (see [mailing address](#) in the “Contacting Global University” section).

Email

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

You must submit all your course assignments (project, CRA/CWA, SLR) with or before the Final Exam Request

Form. Your final exam will not be mailed to your supervisor until our office has received all coursework. Once all coursework and the final exam are received, a minimum of three weeks is required to process your work and mail/email grade information to you. We cannot give grade information over the telephone.

COURSES REQUIRING A COLLATERAL READING ASSIGNMENT

Some Global University courses are available for either two or three credits. Courses taken for three credits may require a CRA. For these courses, students may choose to withdraw from one and then enroll in the other. However, the student may not be eligible for a full tuition refund when he or she withdraws (see "Cancellation and Refund Policy" [page 6](#)). The following list of three-credit courses require a CRA.

Bible Division

BIB 1033	The Life of Christ in the Synoptic Gospels
BIB 1043	The Gospel of John
BIB 1073	Paul's Salvation Letters: Galatians and Romans
BIB 2033	A Study in the Book of Hebrews
BIB 2043	Principles of Biblical Interpretation
BIB 2063	The Corinthian Letters
BIB 2103	Prison Epistles
BIB 3013	Genesis
BIB 3023	Pentateuch
BIB 3053	Themes from the Major Prophets
BIB 3063	Themes from the Minor Prophets
BIB 4133	Wisdom Literature
LIT 1213	Old Testament Literature: His Story
LIT 1313	The New Testament as Literature

Theology Division

THE 1013	Pneumatology
THE 1033	God and Angels
THE 1043	Man and Sin
THE 2013	The Bible and the Church
THE 2023	Soteriology
THE 2033	Eschatology

Intercultural Studies Division

MIS 1013	Introduction to Assemblies of God Missions
MIS 1023	Introduction to Missions
MIS 2013	The Bible and Missions
MIS 2043	Introduction to Buddhism
MIS 2063	Marriage Counseling: A Cross-Cultural Approach

MIS 3023	Introduction to Islam
MIS 3043	Women in Islam
MIS 4013	Christian Ministry in a Muslim Context
MIS 4023	Approaches to Muslims
MIS 4103	Cross-Cultural Counseling

Church Ministries Division

MIN 1053	The Work of the Pastor
MIN 1093	Introduction to Pastoral Counseling
MIN 1103	Great Commission Strategies
MIN 2013	Human Relations
MIN 2023	Christian Counseling
MIN 2033	Expository Preaching
MIN 2053	The Biblical Role of Women
MIN 3013	Introduction to Church Music
MIN 3043	Preparing and Preaching Bible Messages
MIN 3053	Worship of God
MIN 3063	The Church's Educational Task

General Education Division

COM 1023	Public Speaking: The Art of Meaningful Communication
CSC 1023	Introduction to Computers
EDU 3103	Principles of Teaching
EDU 3113	Competency and Proficiency in Teaching
EDU 3213	Foundations of Educational Psychology
EDU 4133	Christian Adult Education in Cultural Context
ENG 1103	Writing Better English
HIS 2203	The Church: From Pentecost to the Reformation
HIS 2303	The Church: From The Reformation through the 20th Century
HSC 2013	Foundations for Health
HSC 2023	The Church's Response to the HIV/AIDS Crisis
LDR 3013	Guidelines for Leadership
LDR 4103	Managing Conflict
LIT 1023	Introduction to World Literature
REL 2013	People and Their Beliefs
SOC 2013	Introduction to Sociology

COURSES REQUIRING A COLLATERAL WRITING ASSIGNMENT

Some Global University courses are available for either two or three credits. Courses taken for three credits may require a CWA. The following list of three-credit courses require a CWA.

Bible Division

BIB 3073 The Book of Acts

Theology Division

THE 4033 Christology: Jesus, Son of God in the Spirit

Church Ministries Division

MIN 1063 Ministerial Ethics

MIN 3073 Communicating Christian Faith in a Pluralistic Society

General Education Division

EDU 3613 Instructional Media

ENG 1023 Introductory Writing

HIS 2503 Civilization Past and Present I

HIS 2603 Civilization Past and Present II

PSY 3013 Introduction to Psychology: A Christian Perspective

SERVICE LEARNING REQUIREMENT (SLR)

All undergraduate courses except BIB4123 *New Testament Greek II* and BIB4143/4153 *Undergraduate Greek I and II* require a Service Learning Requirement (SLR). An SLR is a learning assignment designed to help you apply what you have learned in a real-world setting. The objective is to further your mastery of the subject as you move from the course to the community. Ministry skills and practical skills are outcomes that will benefit you in reaching your educational goals and becoming equipped for what the Lord has placed in your heart to do.

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

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

Bible Courses

BIB 1032/3 The Life of Christ in the Synoptic Gospels

BIB 1053 Acts

BIB 3073 The Book of Acts

General Education Courses

COM 3103 Cross-Cultural Communications

GUO 1011 Essentials of Learning at Global University

REL 2012/3 People and Their Beliefs

Ministry and Missions Courses

MIN 1102/3 Great Commission Strategies

MIS 1022/3 Introduction to Missions

MIS 2012/3 The Bible and Missions

MIS 3022/3 Introduction to Islam*

MIS 4022/3 Approaches to Muslims*

Theology Course

THE3013 Apologetics

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

For your convenience you may also submit your SLR Report using the online form found at <https://globaluniversity.edu/undergraduate-service-learning-requirement/>. Online courses also have SLR Report forms that can be emailed or printed.

You will receive an SLR Faculty Feedback form with each SLR, indicating if the SLR is “satisfactory” or “unsatisfactory.” 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.

FINAL EXAMS

How to Request a Final Exam

All final exams must be sent directly to an approved exam supervisor. To request a new exam supervisor, choose someone who meets all the listed criteria and have them complete and return the Exam Supervisor Application on [page 19](#) or from our website: <https://globaluniversity.edu/wp-content/uploads/2020/04/ExamSupervisorAppl.pdf>. You will be notified whether the requested exam supervisor is approved or denied.

Online Exams

- If requesting an exam with a new exam supervisor, submit both the [Online Final Exam Request Form](#) and the [Exam Supervisor Application](#), completed as stated above. See the [Online Final Exam Request Form](#) for the full list of available online exams.
- If requesting an exam with a previously approved exam supervisor, submit only the Final Exam Request Form, indicating the exam supervisor's name and assigned ID number.
- Mail or email all required coursework to Global University with or before requesting the final exam. All coursework must be submitted before the final exam can be sent.
- You must have internet access on the computer while taking the online exam. You need a computer running Mac or Windows 7 or higher and using the Google Chrome web browser in its latest version. If these computer requirements cannot be met, the final exam must be taken on paper.

Exams in Print Format

- If your exam is not available to take online, or you are unable to take the exam online for any reason, submit the Request for [Final Exam in Printed Format](#) form and the [Exam Supervisor Application](#) if the exam supervisor has not been previously approved.
- Unless you indicate otherwise when you submit your exam request, your exam in print format and answer marking sheet will be emailed to your exam supervisor in PDF format for your exam supervisor to print off and administer to you.
- Submit the forms to Global University at least four (4) weeks before the scheduled exam date.
- Mail or email all required coursework to Global University with or before requesting the final exam. **All coursework must be submitted before the final exam can be sent.**
- Allow at least three weeks from the date you submit the request form for the exam to arrive to your exam supervisor. Rush delivery of exams is available upon payment of the expediting fee (see the Final Exam Request Form).

When to Schedule the Final Exam

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

What to Expect on the Final Exam

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

What to Bring to Your Scheduled Final Exam

- A calculator and your IST / Study Guide if you are taking the exam for *Mathematics for Liberal Arts*, *College Algebra*, *Business Mathematics*, or *Statistical Techniques*
- Two pencils if taking your exam in written format.
- Answer sheets can be emailed by your exam supervisor back to gradingservices@globaluniversity.edu. However, if the answer sheet needs to be mailed back, please be sure to bring the following items:
 - A 9- by 12-inch or larger envelope for the return of the completed final exam.
 - Shipping cost for the return of the exam (please ship the exam by a traceable method, for your protection).

How to Take a Final Exam at Global University in Springfield, Missouri

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

What to Do if Your Exam Supervisor Cannot Administer the Final Exam

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

How to Return the Completed Final Exam

If you are taking your exam in printed format, your completed answer sheet can be returned via email attachment. If you choose your answers on the answer sheet on your

computer screen, be sure to save the changes to the PDF document and then attach it to an email to gradingservices@globaluniversity.edu.

If you printed the answer sheet off and marked your answers in pencil or pen, the best method to return the answer sheet is for your exam supervisor to scan it and attach it to an email. However, if a scanner is not available, your exam supervisor may use his or her mobile phone to capture the answer sheet. There are many accurate, free document scanner apps for smartphones. Clear Scanner, Adobe Scan, CamScanner, and Tiny Scanner are just a few suggested apps. A scanner app is preferred over simply taking a photo of the answer sheet with a phone as it captures a better image of the document. Please avoid taking photos. However, if you can only take a photo instead of a scan, please be sure that all four corners of the sheet of paper are captured in the photo. Also, be sure that there are no shadows across the paper when the photo is being taken.

If the answer sheet cannot be returned via one of the above methods, your exam supervisor should ship the exam using the envelope and shipping fees the student has provided. Only the exam supervisor can ship the completed final exam. The final exam should not be folded and must be shipped using one of the following traceable shipping methods within three (3) days of administration: FedEx, UPS, Airborne Express, or Certified USPS. Make copies of both sides of the answer sheet in the rare event it is lost in the mail. This will guarantee you will not have to retake the exam should it be lost or damaged.

Final Exam Policy

All exam materials must be returned to Global University within 30 days of shipment from Global and no more than three (3) days after the exam is taken. If the exam materials have not been received in our office on or before the 30-day

deadline, the student will automatically be charged a non-refundable late fee, per exam. The due date will be printed on the final exam answer marking sheet. The exam must be taken on or before the exam due date or the course expiration date—whichever comes first. Final exams taken after the course expiration date are null and void. Exams taken after the time limit listed on the answer marking sheet are null and void.

Final Exam Retake Policy

- A retake exam may be requested if the course is active, the final grade for the course is below 73 percent, and the student scored less than 73 percent on the final exam (or received a combined score of less than 73 percent on a course with a midcourse and end-of-course exam).
- Math courses (MTH1013, MTH1103, MTH2503, MTH3303) have a midcourse and end-of-course exam. However, exam retakes are not offered for the math courses since the Study Guide can be used during the exams.
- Only one retake exam is permitted per course. The grade received on the retake exam, whether higher or lower than the original grade, is final.
- The student may not take the exam a third time without re-enrolling in the course by paying the full price of tuition.
- Once the retake fee has been paid, contact Grading Services (gradingservices@globaluniversity.edu or 1-800-443-1083, option 4) to request the retake exam be shipped to an approved exam supervisor.
- Retake fees must be paid before the retake exam will be shipped.
- Retake the final exam before the expiration date; retake exams taken after the expiration date are null and void.
- For information on resubmission of coursework, see [page 9](#).

COURSES WITH SPLIT EXAMS

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

CSC 1022/3 Introduction to Computers
ENG 1023 Introductory Writing
ENG 1102/3 Writing Better English
LIT 1212/3 Old Testament Literature: His Story
LIT 1312/3 The New Testament as Literature
LSC 2013 Studies in Human Biology
MIN 1102/3 Great Commission Strategies

MTH 1013 Mathematics for Liberal Arts*
MTH 1103 Business Mathematics*
MTH 2503 College Algebra*
MTH 3303 Statistical Techniques*

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

*No online exams are available for *Mathematics for Liberal Arts*, *Business Mathematics*, *College Algebra*, and *Statistical Techniques*. Exams must be taken on paper, or a PDF copy of the exam and answer sheet can be emailed to a pre-approved exam supervisor.

COMPUTER COMPETENCY EXAM

Students who have strong computer skills may take the Computer Competency Exam. Students whose scores are 70 percent or higher on the exam may have the requirement for CSC1023 *Introduction to Computers* waived. They may then select another general education course of their choice which is not already required in their program of study. Students who score a 69 percent or lower on the exam must choose one of the following options:

- Enroll in CSC1023.
- Submit a Credit for Prior Learning portfolio.
- Enroll in a computer course at another college or university and have the credits transferred to Global University.

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

ARE YOU READY TO GRADUATE?

Steps to Graduation

Step 1: Request a Grad Check

If you are within 18 credits of completing course requirements for your degree, you may request a grad check (defined on [page 7](#)) at no charge. You will receive a degree audit showing what courses need to be completed or confirmation that all course requirements have been met. You may request a grad check by emailing degreeaudit@globaluniversity.edu or via the website at https://globaluniversity.edu/wp-content/uploads/2020/04/DegreeAudit_request.pdf.

Step 2: Submit Capstone Requirement

Once you are within nine (9) credits of completing your degree or diploma, you may start working on your capstone requirement. The capstone is not a course, and you will not receive a grade. However, all required components must be submitted in order to graduate. Please review the chart below to see what is required for students enrolled in a certificate, diploma, associate of arts degree, or bachelor of arts degree:

Program	Capstone Requirements
Certificates	Capstone not required
Diplomas, 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 you have met all course requirements and have completed the capstone requirement, you may submit the graduation application with the appropriate fees. Your diploma will be mailed to you, and you will receive commencement ceremony information via mail or email.

Commencement Ceremony

For information regarding commencement, visit <https://globaluniversity.edu/commencement-graduation/> or email commencement@globaluniversity.edu.

Stay Connected after Graduation

Stay connected to Global University after you receive your degree by checking out opportunities to use the education you received or continue to the next level of study with our master of arts, master of divinity, and doctor of ministry programs.

- Take on a leadership role by starting a study group in your church.
- Join our Alumni Association to keep current with all that is new with Global University.
- Support Global University missions projects: <https://globaluniversity.edu/about/missions/>.

2020 COURSES MEETING ASSEMBLIES OF GOD GENERAL PRESBYTERY REQUIREMENTS (USA ONLY)

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

Since Global University is an endorsed school by the Alliance for Assemblies of God Higher Education (AAGHE), any bachelor of arts or higher degree from Global University will qualify a student for credentials. However, 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.

NOTE: Students enrolled in a second BA program should refer to the Courses Meeting AG General Presbytery Requirements (second BA applicants) document posted at <https://globaluniversity.edu/wp-content/uploads/2020/04/CredentialingSequence.pdf> (also included here on [page 16](#)).

Please call 1-800-443-1083 or email degreeaudit@globaluniversity.edu for advisement.

Certified Minister

BIB 1033	Life of Christ in the Synoptic Gospels
BIB 2043	Principles of Biblical Interpretation
HIS 3123	Assemblies of God History, Missions, and Governance
LIT 1213	Old Testament Literature: His Story
LIT 1313	The New Testament as Literature
MIN 1063	Ministerial Ethics
*MIN elective course	
THE 1013	Pneumatology
THE 2012/3	The Bible and the Church

Licensed Minister

BIB 1073	Paul's Salvation Letters: Galatians and Romans
BIB 2102/3	Prison Epistles
BIB 3073	The Book of Acts
LDR 3012/3	Guidelines for Leadership
LDR 4102/3	Managing Conflict
MIN 1102/3	Great Commission Strategies
MIN 3042/3	Preparing and Preaching Bible Messages
MIS 1012/3	Introduction to Assemblies of God Missions
*MIN elective course	
THE 2032/3	Eschatology

Ordained Minister

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

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

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

2020 SECOND BACHELOR OF ARTS PROGRAMS RECOMMENDED SEQUENCE FOR USA ASSEMBLIES OF GOD CREDENTIALS

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

Certified		Licensed		Ordained				
GUO 1011	Essentials of Learning at Global University	1	MIN1103	Great Commission Strategies	3	BIB 3013	Genesis	3
BIB 1033	The Life of Christ in the Synoptic Gospels	3	THE 1033	God and Angels	3	BIB 4133	Wisdom Literature	3
THE 1013	Pneumatology	3	THE Elective	Recommended Elective: THE 1043 Man and Sin	3	THE 2013	The Bible and the Church	3
BIB 2043	Principles of Biblical Interpretation	3	MIN 3043	Preparing and Preaching Bible Messages	3	THE 3013	Apologetics	3
LIT 1213	Old Testament Literature: His Story	3	BIB Elective	Recommended Elective: BIB 1073 Paul's Salvation		THE 4033	Christology: Jesus, Son of God in the Spirit	3
LIT 1313	The New Testament as Literature	3	BIB 3073	The Book of Acts	3	BIB Elective	Recommended Elective: BIB 4053 Corinthians	3
HIS 3123*	Assemblies of God History, Missions, and Governance	3						
	Total:	19			Total:	18		18

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

Certified		Licensed		Ordained				
GUO 1011	Essentials of Learning at Global University	1	MIN 1103	Great Commission Strategies	3	COM 3103	Cross-Cultural Communications	3
EDU 3113	Competency and Proficiency in Teaching	3	EDU 3103	Principles of Teaching	3	LDR 3013	Guidelines for Leadership	3
BIB 2043	Principles of Biblical Interpretation	3	EDU 3213	Foundations of Educational Psychology	3	MIN 2013	Human Relations	3
LIT 1213	Old Testament Literature: His Story	3	THE 1013	Pneumatology	3	MIN 3063	The Church's Educational Task	3
LIT 1313	The New Testament as Literature	3	MIN 3043	Preparing and Preaching Bible Messages	3	EDU 3613	Instructional Media	3
			BIB 3073	The Book of Acts	3	EDU 4133	Christian Adult Education in Cultural Context	3
HIS 3123**	Assemblies of God History, Missions, and Governance	3						
Theology Elective Course		3						
	Total:	19			Total:	18		Total:

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

Certified		Licensed		Ordained				
GUO 1011	Essentials of Learning at Global University	1	MIN 1103	Great Commission Strategies	3	REL 2013	People and Their Beliefs	3
BIB 2043	Principles of Biblical Interpretation	3	BIB 3073	The Book of Acts	3	MIN 3073	Communicating Christian Faith in a Pluralistic Society	3
THE 1013	Pneumatology	3	MIN 3043	Preparing and Preaching Bible Messages	3	MIS 2013	The Bible and Missions	3
HIS 3123†	Assemblies of God History, Missions, and Governance	3	MIS 1023	Introduction to Missions	3	MIS 4053‡	Philosophy of Missions	3
LIT 1213	Old Testament Literature: His Story	3	MIS 3023	Introduction to Islam	3	COM 3103	Cross-Cultural Communications	3
LIT 1313	The New Testament as Literature	3	MIS 4013	Christian Ministry in a Muslim Context	3	EDU 4133	Christian Adult Education in Cultural Context	3
Theology Elective Course		3						
	Total:	19			Total:	18		Total:

* HIS3123 should be taken in place of COM3103 Cross-Cultural Communications (which is normally required in the Church Ministries division).

** HIS3123 can count as a three-credit Ministry elective in this program.

† HIS3123 can count as a three-credit Missions elective in this program.

‡ Directed reading



SCHOOL OF BIBLE AND THEOLOGY
Final Exam Request Form (USA Office Code)

If you wish to take your final exam online, please use the Online Exam Request Form at <https://globaluniversity.edu/online-exam-request-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. All Global University undergraduate exams are closed-book. **All required course work must be submitted before the exam can be sent.**

Mail: Global University / Attn: U.S. Student Services, **FAX:** 417-862-0863, or **Email:** gradingservices@globaluniversity.edu

Student Information:

Student Name (please print) _____ Student ID# _____ Office Code _____ USA

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

Name _____ New Contact Information (updated address, telephone, email, etc.) _____

Course Information: (Provide all requested information.)

Course Code: _____ Course Title: _____ Edition: _____

Examination Supervisor Information:

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

- Approved exam supervisor's first and last name (print): _____ Supervisor's ID#: _____
- Exam Supervisor Application Form enclosed for approval purposes. First and last name (print): _____

Credit Card Information (for Expedited Shipping or Retake Exam ONLY):

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

Credit Card #: _____ Expiration Date: _____ or Check Enclosed #: _____

- Expedited Shipping: \$35 charge for five or less exams requested at the same time. Exams will be shipped in the same envelope. There will be an additional fee of \$5 for six or more exams requested at the same time. (USA only; contact Student Services regarding international fees.)
Note: Expedited shipping will ensure that Global processes the request within 1–2 business days, but Global University cannot guarantee that the courier will deliver the exam within 24 hours.
- Retake Exam Fee: \$35

Policy Information:

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

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

Signature Verification:

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

Student's Signature _____ Date _____

Office Use Only

Shipping #: _____

Request Received: _____ Exam Shipped: _____



SCHOOL OF BIBLE AND THEOLOGY
Exam Supervisor Application Form (USA Office)

This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course.

Mail: Global University / Attn: U.S. Student Services, **FAX:** 417-862-0863, or **Email:** gradingservices@globaluniversity.edu

Student Information:

Directly Enrolled / US Student Name *(please print)*

Student ID

Office Code

Suggestions for Exam Supervisor:

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

Restrictions:

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

Requested Exam Supervisor: (*indicates required fields)

*Exam Supervisor Legal Name *(please print)*

*Job Title / Employer

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

*Exam Supervisor's Relationship to Student

*City, State

*Daytime Telephone

*Zip Code, Country

Email

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

Name of Church or Business

Responsibilities of an Exam Supervisor:

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

Signature Verification:

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

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

Exam Supervisor's Signature

Date

Please return this completed application form to the student.

Office Use Only

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

Authorized By: _____ If Denied, State Reason: _____

