



# GREAT COMMISSION UNIVERSITY

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G R A D U A T E  
A C A D E M I C C A T A L O G

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2022-2023

# Graduate Academic Catalog

2022-2023

*September 01, 2022 through August 31, 2023*



Great Commission University  
[www.greatcommissionuniversity.org](http://www.greatcommissionuniversity.org)

# Table of Contents

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Disclaimer

## CHAPTER 1: GENERAL INFORMATION

Obtaining a Catalog

Statement of Student Responsibility

Statement of Non-Discrimination

Academic Calendar 2021-2022

Administrative Holidays 2021-2022

Vision, Mission, Goals, Values

    Mission Statement

    Vision

    Mission Strategy

    Great Commission University History

    Values

    Institutional Goals of Great Commission University

    GCU's Core Learning Outcomes

    Faith-First Educational Philosophy

    Statement of Faith

    Great Commission University's Commitment to Students

    Great Commission University Board Governance

    University Seal

## CHAPTER 2: APPLYING TO GCU

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Admissions Policy

    Graduate

    English Language Proficiency Requirements for Graduate Programs and Courses

Student Identity Verification

    Policy for Student Identity Verification in Distance Learning

    Implemented Practices for Compliance

        a. Secured Electronic Identification System

        b. Proctoring

            i) Onsite Proctoring

            ii) Online Proctoring

Costs of Attendance, Tuition and Fee

    Graduate Tuition\*

    Other Fees (Non-Refundable)\*

Tuition Payment Policy

    Payment Options

    Installment Payment Plan

    Delinquent Accounts

Cancellation and Refund Policy

Student's Right to Cancel

Refund Policy:

Fall, Winter and Spring quarter:

Summer quarter:

Loans

Bankruptcy

Sample Student Refund Calculation

General Transfer Student Admissions Policy

UNDERGRADUATE

GRADUATE

Instances of Fraud

CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE

Application Process and Forms

Deadlines

International Student Services

What to do first: A Checklist

Missionary Scholarship

General Scholarship

Contact Information

CHAPTER 4: ACADEMIC REGULATIONS

Credit Hour

CHAPTER 5: FIRST PROFESSIONAL DEGREE PROGRAMS

Master of Divinity

Program Goals

Graduation Requirements

Time Limit

Curriculum

Marketplace Ministry Concentration

Concentration Goals

Curriculum

Curriculum

Concentration Goals

Curriculum

Mission & Church Concentration

Concentration Goals

Curriculum

Prayer and Spirituality Concentration

Concentration Goals

Curriculum

Children's Ministry Concentration

Concentration Goals

Curriculum

Ministry Practice Program Description

Mission & Church Track (40 quarter units)  
Christian Media Track (40 quarter units)  
Business as Mission Track (40 quarter units)  
Children's Ministry Track (40 quarter units)  
Prayer and Spirituality Track (40 quarter units)

Master of Divinity (Advanced Standing)

Course Waivers

Graduation and Employment Rates

Course Descriptions

Faculty

#### CHAPTER 6: CAREER SERVICES

Career Advisory

Detailed Instructional and Occupation Classification for Graduate Programs

#### CHAPTER 7: COURSE SELECTION AND SCHEDULING

Adding and Dropping Courses

Withdrawal Policies

College Withdrawal (Complete Withdrawal) Policy

Refunds for Withdrawals

Repeating Courses

Quarter System

Online/Hybrid Learning

Class Schedules

Class Attendance

Fulltime Enrollment

#### CHAPTER 8: GRADE NOTATION AND POLICIES

Grading Policies

Graduate Grading System

Grade Appeal

Class Work

#### CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

Academic Good Standing

Academic Disciplinary Status Overview

Academic Progress of Students

Statement of Academic Rigor

#### CHAPTER 10: GRADUATION

General Requirements

Additional Requirements

Graduation process

#### CHAPTER 11: GREAT COMMISSION UNIVERSITY POLICIES

Student Records

Confidentiality and Privacy Policies

Complaint and Grievance Policy

General Code of Conduct

Sanctions

Harassment

Academic Honesty  
    Student Responsibilities  
    Definitions

**CHAPTER 12: STUDENT LIFE AND STUDENT SERVICES**

Enrollment Requirements & Procedures  
Digital “Orientation”  
Student ID Cards  
University-Wide Literary Style  
Examinations  
Leave of Absence / Time Limit Policy  
Academic Advising  
    Academic Advising Center  
    Petitions  
Changes in Personal Information  
Transcripts  
Counseling  
Tutoring  
Netiquette Guide  
    Security  
    General Guidelines  
    Email Netiquette  
    Message Board Netiquette and Guidelines  
International Student Services  
    What to do first: A Checklist  
Immigration Information for F-1 Students  
    Visa and Document Overview for Students in F-1 Status

**CHAPTER 13: LIBRARY SERVICES**

Library Cards  
Library Hours  
Circulation Policy  
Reference Services  
Copying/Photocopy Services  
Computers and Internet

**CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES**

University Offices  
Technology Requirements

## Disclaimer

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This handbook and the policies and procedures contained herein are in effect from September 1, 2021, through August 31, 2022. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Great Commission University makes every reasonable effort to provide accurate information in the contents of this handbook, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees, and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

## CHAPTER 1: GENERAL INFORMATION

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### Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by email [admissions@greatcommissionuniversity.org](mailto:admissions@greatcommissionuniversity.org), at (260) 217-4712, or send a written request to the address below:

Great Commission University  
Attn: Admissions  
PO Box 190  
5755 IN-9  
Howe, IN 46746

There is a \$15.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.https://greatcommissionuniversity.org](http://www.https://greatcommissionuniversity.org)

*\*Prices are subject to change*

### Statement of Student Responsibility

This Catalog has been made available to all students of Great Commission University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### Statement of Non-Discrimination

Great Commission University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### Academic Calendar 2021-2022

Please visit <https://greatcommissionuniversity.org/academics-calendar/> to see our latest academic calendar.

### Administrative Holidays 2021-2022

To reach Great Commission University's Campus, please call +1 (260) 217-4712, Monday to Friday between 9:00 am – 5:00 pm PST. Great Commission University offices will be closed on the following holidays.

<b>Administrative Holidays</b>
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<b>Fall Term:</b>  Global Christian Education Summit Veterans Day Thanksgiving Break Christmas Holiday New Year's Day	Oct 26 – Nov 1, 2021 Nov 11, 2021 Nov 25-26, 2021 Dec 24-25, 2021 Jan 1, 2022
<b>Winter Term:</b>  Martin Luther King Day Presidents' Day	Jan 17, 2022 Feb 21, 2022
<b>Spring Term:</b>  Good Friday Memorial Day	April 15, 2022 May 30, 2022
<b>Summer Term:</b>  Independence Day (observed) Labor Day	July 4, 2022 Sep 5, 2022

## Vision, Mission, Goals, Values

### Mission Statement

*Great Commission University serves the global church by educating mission leaders to fulfill the Great Commission of Jesus Christ.*

The mission statement of Great Commission University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Great Commission University's founders, key administrators, faculty, and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Great Commission University mission statement.

Our mission is founded in the understanding of Missio Dei as God's mission and God's sending. The Trinitarian God is missionary in nature, and so is the church that was called and sent by Jesus Christ to be the instrument of His saving and healing work for all creation. At Great Commission University, we have dedicated ourselves to be the instruments of God's saving mission to the world.

### Vision

Our dream is a world where the gospel of Jesus Christ is known to everyone, and his grace and truth deeply embedded in each person's heart.

“For this is the covenant that I will make with the house of Israel after those days, declares the Lord: I will put my law within them, and I will write it on their hearts. And I will be their God, and they shall be my people.” (Jeremiah 31:33)

We work in Christlike unity with churches and missionary organizations, we gather today’s disciples of Christ, provide education, training, and spiritual refreshment, and send them out again to the world in need of the saving truth of the gospel.

## **Mission Strategy**

Great Commission University accomplishes this mission through a comprehensive program of Biblical, general, and professional studies; applied scholarship in ministry environments affiliated with the University; and Christ-centered service and support. The five cross-cutting themes derived from our mission describe this quality education.

## **Great Commission University History**

Great Commission University was formally established on May 20, 2020, with the vision of establishing a Biblical institution for higher education in Indiana aimed at training current and future ministers to carry out the Great Commission of Jesus Christ (Mt. 28:18-20; Mk. 16:15) through multiple fields of study, including theology.

Great Commission University is currently operating as an academic division of Olivet University via a partnership until independent accreditation has been achieved.

## **Values**

### ***Jesus Christ***

“I am the way, the truth and the life.” (John 14:6) GCU acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.” (Matthew 6:33)

### ***Access***

GCU believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### ***Global Community***

GCU creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### ***Service***

GCU expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### ***Quality***

GCU provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Great Commission University**

*As an **institution of Biblical higher education** that values excellence in academics and professional ministry preparation within the context of a personal relationship with Jesus Christ, Great Commission University will*

- Honor our Bible-based identity and heritage (BIBLICAL TRADITION & PRIDE)
- Attain recognition as a world-class institution of Biblical higher education (ACADEMIC EXCELLENCE)

*As a University committed to the evangelism and discipleship of all people through Christian mission, Great Commission University will*

- Engage in programs, partnerships, and services that benefit mission and ministry (ENGAGEMENT)

*As a University pursuing the expression of these values throughout the world – especially among the **Network Generation**, Great Commission University will*

- Optimize network and technology in the delivery of services and instruction (ACCESS & TECHNOLOGY)

*As a Christian, **Gospel-centered** community, Great Commission University will*

- Foster a leadership environment that encourages serving others while achieving results (SERVICE)

*As an **effective** University that seeks to **revolutionize the world through Christian mission**, Great Commission University will*

- Enhance planning, performance, assessment, and accountability aligned with GCU values (INSTITUTIONAL QUALITY & EFFECTIVENESS)

## **GCU’s Core Learning Outcomes**

GCU’s core learning outcomes are learning outcomes expected of every GCU graduate regardless of program area. They describe core skills and abilities our graduates need to succeed in the professional world, and in a world that demands continuous learning--skills like critical thinking, problem solving, writing, speaking, and the ability to do information research and use technology. GCU’s curriculums are intentionally developed to foster achievement of these outcomes in all of our students. Each program at GCU, including GCU’s graduate and doctoral programs, describe what graduates of their particular programs or program areas will be able to do as a result of learning experiences within their programs. They intentionally flow, and often overlap with core (university-wide) outcomes to some extent. When that is the case, program-specific outcomes typically require the student to demonstrate higher levels of competency in a particular outcome, or performance of the outcome in a context unique to that discipline. The following is a description of GCU’s core learning outcomes expected of every GCU graduate regardless of program area.

### **Spiritual & Evangelistic Growth (se)**

Since Great Comission University is a Biblical institution centered on the Gospel of Jesus Christ, our educational outcomes include Spiritual outcomes. Therefore, GCU will enable students to:

se1:	Develop habits of personal and corporate worship.
se2:	Learn the importance and power of personal and corporate prayer.
se3:	Examine the history of evangelism and the Church and its traditions.

se4:	Understand the power of a personal testimony.
se5:	Learn Scriptures that will help verbally articulate the Christian faith.
se6:	Communicate the Christian message in word and deed.

**Biblical Competence (bc)**

Since Great Commission University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, GCU will enable students to demonstrate:

bc1:	A basic understanding of Biblical facts and principles.
bc2:	An ability to inductively and methodically study Scripture.
bc3:	An understanding of the culture(s) in which the scriptures were written and the importance of context to proper understanding.
bc4:	An overt understanding of the Christian worldview and its juxtaposition to other worldviews.
bc5:	The ability to relate Biblical principles to life situations.

**Academic Excellence (ae)**

Since Great Commission University is an institution of higher education training scholars and leaders, our educational outcomes include Academic outcomes. Therefore, GCU will enable students to:

ae1:	Acquire basic knowledge in a broad base of subjects.
ae2:	Conduct in depth study in areas of special interest or giftedness.
ae3:	Establish patterns of clear and logical thought that recognize the effect of unexamined prepositions.
ae4:	Learn to effectively communicate thoughts and ideas.
ae5:	Develop methods of study and research that lead to lifelong learning.

**Emotional-Social Development (es)**

Since Great Commission University is a Christian community with a world mission focus, our educational outcomes include Emotional-Social outcomes. Therefore, GCU will enable students to:

es1:	Learn to recognize and apply one's unique academic, social, and spiritual gifts.
es2:	Gain an understanding and appreciation of the differences of others.
es3:	Learn to lovingly and effectively communicate with those of differing world views.

es4:	Recognize the importance of self-discipline and service.
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**Ministry Impact (mi)**

Since Great Commission University is committed to training ministry-bound men and women for Christian mission, especially in the network generation our educational outcomes include Ministry outcomes. Therefore, GCU will enable students to:

mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Faith-First Educational Philosophy**

Great Commission University ascribes to the educational philosophy known as ‘faith first,’ which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

**Statement of Faith**

Great Commission University affirms the statement of faith of the World Olivet Assembly (WOA):

**We believe in:**

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## Great Commission University's Commitment to Students

As a Christ-centered institution, GCU is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

### **GCU is committed to:**

#### **Spiritual Wellness**

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

#### **Intellectual Wellness**

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

#### **Emotional Wellness**

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

#### **Physical Wellness**

- Providing clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

#### **Social Wellness**

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contributes positively to communities and the larger society.

## Great Commission University Board Governance

Great Commission University is led by an independent Board of Trustees vested with the authority to govern and guide the direction and development of the University. The Great Commission Board of Trustees is made up of five elected Trustees, each serving 3 year terms, and one employee member, the President, accounting for six members in total.

**Paul Foerster** (President)

Paul Foerster is currently serving as the President of Great Commission University.

**Nicolas Haman** (Chairman of the Board of Trustees)

Nicolas is currently serving as a Director on the Olivet Assembly USA Board of Trustees, as Board Chair of New Hope Community Church in Warren, OH & Antioch Evangelical Church in Boise, ID.

**Danielle White** ( Secretary Officer & Trustee )

Danielle is currently serving as the General Secretary of Youth Evangelical Fellowship International.

**Seri Kwon** ( Treasurer Officer & Trustee )

Seri is currently serving as the General Secretary of World Olivet Fellowships.

**Michael J. Ford** ( Trustee )

Michael is currently serving as Director of Global Missions for Apostolos Missions International (AM) and Assistant Pastor at Immanuel Community Church in Trenton, NJ.

**Amanda Garcia** ( Trustee )

Amanda is currently serving as the General Secretary of Olivet Teen Mission.

**University Seal**



Great Commission University adopted its coat of arms in May of 2020. The design includes the name of the school, Great Commission University, around the inner circumference of a circle, and the phrase “DOMINUS NOSTER LUX” at the top & center, which translates to “Lord our Light”, both make up the text of the logo. At the center is a shield containing an eagle, bible, cross, and flame. The shield is enwreathed with a corona symbolizing triumph.



## CHAPTER 2: APPLYING TO GCU

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### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Great Commission University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Great Commission University to determine if your credits, degree, or certificate will transfer.

GCU does not offer credits for prior experiential learning. Prospective students should take note of it prior to the application of the credit transfer.

Prospective students interested in applying to Great Commission University should complete an application, available upon request from Great Commission University's Office of Admissions or on the Internet at <https://greatcommissionuniversity.org/apply/>

All applicants to Great Commission University should evince strong Christian character, potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

Admissions personnel will review applicants' information and inform them whether or not they have been accepted for admission. Prospective students are encouraged to discuss plans, goals, and questions with the Office of Admissions ([admissions@greatcommissionuniversity.org](mailto:admissions@greatcommissionuniversity.org)) during this application process.

### Admissions Policy

Great Commission University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and Goals of the school. Great Commission University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs.

Applicants will be officially notified by email of their admission acceptance or denial, including the basis for any denial of admission.

Each prospective student should also demonstrate evidence of personal faith in Jesus Christ with a consistent testimony and character.

The privilege of attending Great Commission University is contingent upon a student's full cooperation and agreement with the policies and principles of the school. The school reserves the right to request the withdrawal of any student who does not fit in with the spirit of the institution regardless of whether or not he or she conforms to all specific rules and regulations of the school. Any student who willfully violates the principles of the school or whose attitude and conduct is found not to be in the best interest of the community will be asked to withdraw.

## Graduate

1. Application Form. Prospective students interested in applying to Great Commission University must submit the application form from <https://greatcommissionuniversity.org/apply> Great Commission University does not accept the Common Application.

2. Admission Essay. Applicants must submit a written admission essay. Admission essay Part I should be approximately 700-1000 words in length describing their personal faith in Jesus Christ. Admission essay Part II should be no less than 1000 words, describing their reason for applying to the University and their study plan. All applicants to Great Commission University should evince a strong Christian character, the potential for effectiveness in Christian ministry, and the scholastic ability and emotional maturity to handle a higher education experience.

3. A bachelor's degree from a CHEA or USDE-accredited U.S. institution. Note: Applicants with a baccalaureate degree from a state-approved or non-accredited institution are encouraged to apply and ask for a transcript evaluation to determine whether conditional admission is possible.

Applicants are responsible for making sure this information is mailed directly from the issuing educational institution to Great Commission University:

Great Commission University  
Attn: Admissions  
PO Box 190  
5755 IN-9 Howe  
IN 46746

4. A minimum 3.0 grade point average on a 4.0 scale, or the equivalent according to the institution's grading norms, for all course work during the last two years of undergraduate study. Applicants with an undergraduate GPA of less than 3.0 may be admitted on probation under the following provisions:

- The applicant must complete sixteen hours of graduate courses with a cumulative graduate GPA of 3.0 or higher.
- Successful completion of these requirements will lift the student's probationary status and allow him or her to continue in the degree program.
- An undergraduate background supported by undergraduate achievement, which would indicate the ability to engage successfully in graduate theological studies.

5. Proficiency in Bible knowledge. A student seeking to enter Great Commission University graduate degree program must take a written comprehensive examination in the area of Bible knowledge. The Bible knowledge examination tests a student's comprehension of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin.

6. Test Scores – Applicants must submit GRE/GMAT test scores, with exceptions.\*

If an applicant submits multiple score reports, the highest score earned in every single subscore of the examination is used.

\*NOTE: GRE/GMAT test scores are not required to establish the admission eligibility of applicants with bachelor's degree program grade point averages of 3.00 or above on a 4.0 scale. While applicants are not required to submit test scores to GCU if they earn at

least a 3.00 average, it is recommended that they submit standardized admission tests, which can be helpful for advising and placement in appropriate courses.

## 7. Program Language Proficiency

A. Great Commission University requires the submission of evidence for proficiency in the language of instruction. Instructions offered are only in the language(s) of the specific degree program enrolled/applied for. See the section on "Program Language Proficiency Requirements" below. Great Commission University offers the following types of programs.

- i. Degree programs in English. This is the regular type of degree program offered at Great Commission University and as long as not noted otherwise in the enrollment agreement, all instructions at Great Commission University are offered in English.
- ii. Degree programs fully in Chinese. These degree programs exclusively require evidence for minimum Chinese language proficiency. All instructions at these programs are offered in Chinese only.
- iii. Degree programs fully in Korean. These degree programs exclusively require evidence for minimum Korean language proficiency. All instructions at these programs are offered in Korean only.
- iv. Degree programs with additional language proficiency requirements beyond the ones relating to the language of instruction. These language requirements normally relate to the original languages required for research and are separately listed in those program descriptions.

Note: Students enrolled in any of the programs described may demonstrate proficiency in additional languages of instruction throughout the course of study. Even though this allows registration of additional courses as they are available, more than half (50%) of the program must be completed in the original program language, or a change of program must be applied for.

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript.

In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

8. Recommendations. Applicants must submit at least three recommendation letters. One letter must be a reference from a World Olivet Assembly (WOA) church pastor who is familiar with the applicant's current church involvement. The other two recommendations should come from church members who can comment on your personal faith in Jesus Christ. This could be two committed members of your church. Recommendations may not be from a member of your immediate family or your spouse.

Additional recommendation - If applicants serve in another ministry besides their church, they can submit a reference from one of its leadership team members.

9. Statement of Faith – Applicants must sign Great Commission University's Statement of Faith.

10. Application Fee – Applicants must submit a \$75.00 non-refundable application fee.

## English Language Proficiency Requirements for Graduate Programs and Courses

All instructions at Great Commission University's English programs are offered in English. The majority of instructions at Great Commission University's programs listed as offered "partially in (language)" are offered in English. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71

on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

2. First Professional Degree or Professional Doctoral Degree: A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.
3. A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
6. A transcript indicating completion of at least 30 semester credit hours (45 quarter credit hours) with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English.
7. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
8. A diploma of completion of the Certificate in English as a Second Language program from Great Commission University or passing the Language Studies Proficiency Test (LSPT) in English with scores at or above: total score 75, writing score 7, speaking score 18. (Some majors only accept this test score when achieved during enrollment in the in-residence Certificate in English as a Second Language program. (For example M.A. in Journalism.) Check the respective curriculum chapters in the Graduate Academic Catalog.)

Any program-specific English language requirements exceeding those noted here are listed in the degree program description, if applicable.

## Student Identity Verification

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### Policy for Student Identity Verification in Distance Learning

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Great Commission University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Great Commission University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## Implemented Practices for Compliance

### **a. Secured Electronic Identification System**

Great Commission University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Great Commission University's online learning management system Populi. Populi integrates with Great Commission University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expenses and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

### **b. Proctoring**

All for-credit distance education courses at Great Commission University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Great Commission University allows two forms of proctoring:

#### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Great Commission University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should verify the identity of the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

#### ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize ProctorU, an online proctoring service that uses a webcam and microphone. The examination would be set up in the ProctorU system by the instructor/faculty accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring:

- Valid U.S. passport book or passport card
- Valid U.S. military photo ID card for active duty, reserve, or retired personnel
- Valid foreign passport
- Valid state-issued Driver License or photo ID

The Information Technology Support Center at Great Commission University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

## Costs of Attendance, Tuition and Fee

<b>Annual Cost of Attendance (Graduate Degree Programs)</b>	
Books and Supplies (estimated)	\$1000<
Fees specific to certain classes for example in the performing and fine arts might increase this estimate significantly for some majors.	
Room & Board	Approx. \$4,635 – \$22,500 (Varies with instruction site and choice of housing; based on 9 months academic year.)
Other Expenses	\$150
Tuition (Full-time Students)	\$6,552 – \$13,104 (Based on 8-16 units per quarter)
Tuition (Part-time Students)	\$3,276 - \$5,733 (Based on 4-7 units per quarter)
<b>Typical Total Annual Cost:</b>	<b>\$15,613</b>
<b>Typical Total Quarterly Cost:</b>	<b>\$5,204</b>

## Graduate Tuition\*

<b>General Graduate Degree Programs</b>	\$278 per unit
<b>M.A. IT Degree Program</b>	\$378 per unit
<b>M.B.A. and Ph.D. Degree Programs</b>	\$500 per unit
<b>Basic Certificate Programs (ESL)</b>	\$173 per unit
<b>Auditing Courses</b>	See <i>Registration Fees</i> below

## Other Fees (Non-Refundable)\*

**Admissions Fees**

Application for Admission	\$75
Application for Re-Admission	\$75
<b>General Fees</b>	
Applied Music Fee	\$25 per course
GCSAD Student Fee	\$25 per fine arts class
Transcript Issuance	\$15 per copy
Enrollment Verification	\$15 per copy
Third Party Forms with specialized information	\$15 per copy
The Registrar's Office will complete and certify third-party forms that require information different from the current enrollment verification form.	
Customized Verification Documents	\$50 per copy
The Registrar's Office will create a customized document other than the school's standard documents.	
Diploma Replacement Fee	\$30 per copy
Expedite Service Fee (Rush Processing)	\$25
Transcript Evaluation Fee	\$50
Student ID Card Fee	\$15
Advanced Standing Examinations	\$20 per exam
Comprehensive Exams	\$50 per exam
<b>Registration Fees</b>	
Course Audit Fee	\$50 per unit
Late Registration Fee	\$50
Course Add/Drop Fee	\$15 per course
Advanced Deposit for Leave of Absence	\$150 per quarter
Advanced Deposit for Leave of Absence: Students who request a one quarter leave of absence are required to pay a non-refundable \$150 Advanced Deposit for Leave of Absence. The fee will reserve their space for guaranteed enrollment and will be applied directly toward the students' tuition account.	
Continued Leave of Absence Request Fee	\$100 per quarter
Transfer Credit Fee	\$80
<b>Payment Fees</b>	
Late Payment Fee	\$75
Installment Late Payment Fee	\$25 per occurrence



Installment Payment Sign-up Fee (3 months)	\$25
Installment Payment Sign-up Fee (4 months or more)	\$50
<strong>&gt;Graduation Fees</strong>	
Graduation Fee	\$100
Graduation Fee: A non-refundable Graduation Fee is assessed to all students at the University each time a student applies to graduate. It is used to defray the cost of processing candidates for graduation, printing diplomas, and conducting the commencement ceremonies. The Graduation Fee does not cover the cap and gown fees.	

*\*Great Commission University reserves the right to change tuition and fees at any time.*

**On-Campus Housing**

Great Commission University is pleased to offer you the opportunity to live on campus at its Howe, Indiana location. On-campus housing will allow you to interact with students, staff and faculty while contributing to your overall development as a University student. By participating in a living and learning environment, the combination will complement your on-site educational experience.

The Great Commission University dormitory provides a living environment that is safe, comfortable, and respectful for all students. To preserve a positive living and learning community, students are expected to respect their environment with responsibility and courteousness. The dormitory policies and code of orderly conduct are presented to serve as a guide to living and learning at Great Commission University.

The Great Commission University Residence Halls consists of 200+ beds located throughout 14 buildings; A, B, C, D, E. There are three types of units including a one-bedroom studio with private bathroom, family-type housing with private bathroom, and larger single dormitory rooms for four residents.

Each unit is equipped with wireless Internet and furnished with: Bed Room Furnishings Stackable bunk beds with mattress (approximately 36"x80") Wardrobe closet Work desk and chair (upon request) Bedside drawers Students Provide Their Own Bedroom Supplies: Linens, Towels, Hangers, Toiletries Cleaning Supplies: Vacuum Cleaner, Mop, Broom, Sponges

Advantages of living in the Great Commission University Dormitories are close proximity to classes and facilities Leadership Opportunities Supportive living and study environment Living with fellow students and staff to assist residents On-site amenities such as laundry facilities, parking, and meal plans Housing Payment Options

Additional Key:

- Non WOA: \$20 per person /month
- WOA: \$10 per person /month

Unreturned Replacement Key: \$20

On-site housing is available however if a student chooses to live off-site, Great Commission University is not responsible to provide housing services.

For more information, see the On-Campus Student Housing Handbook.

## Tuition Payment Policy

### Payment Options

Students can make a payment on Populi. Payment may be made using cash, checks, debit or credit cards. Cash is accepted at the cashier on the first floor of the campus. Checks are accepted either in person at the cashier or by mailing the payment to Attn: Student Finance Office, Great Commission University, PO Box 190 5755 IN-9 Howe, IN 46746

All checks need to be in US currency and should be made payable to *Great Commission University*. Please include the student's name and ID on the check. Debit/Credit card payment can be made online at the student account on Populi (convenience fee applies). The payment for the tuition is due at the beginning of each quarter by the date announced by the school. Students have an option to pay in full or apply for an installment payment plan.

### Installment Payment Plan

GCU wants to help students budget for the cost of their education cost by offering them an equal and interest-free installment payment option. Payment plans available are a three-month plan (for fall, winter, and spring) or a two-month plan (for summer). A \$25 fee will be charged during sign-up for an installment payment plan. If a student fails to pay the first installment, he or she will be terminated from the installment plan and the remaining balance will be due immediately.

### Delinquent Accounts

All financial obligations are to be paid on or before the due date and an account is considered delinquent the day after the financial obligation is due. It is the student's responsibility to keep his/her account current. If accounts are delinquent, the following fees or restrictions will be applied:

- A late payment fee of \$75 charged.
- Restricted from registering for the subsequent quarter.
- Grade will not be released.
- Transcript and other official school documents will not be issued
- Degree will not be awarded.

## Cancellation and Refund Policy

### Student's Right to Cancel

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student shall receive 100 percent of the amount paid for institutional charges, less the application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. All requests for cancellation by the Student must be in writing, verified email, or hand delivered to the Registrar, Great Commission University,

PO Box 190 5755 IN-9 Howe, IN 46746. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy:**

Students officially withdrawing or leaving from Great Commission University may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

Every time a student withdraws, It will be necessary to fill out and maintain a refund form in the student file, even if no refund is issued.

### **Fall, Winter and Spring quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

### **Summer quarter:**

1. 100 percent Refund – Withdrawal or granted the leave of absence before the 1st week
2. Partial Refund\* - Withdrawal or granted the leave of absence after the 1st week of the quarter and prior to the course completion of 60 percent
3. No Refund - Withdrawal or granted the leave of absence after the course completion of 60 percent

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  
$$\text{tuition} / \text{total program hours} \times \text{course completed hours in term} = \text{tuition earned by the school.}$$
For the purpose of this calculation, the total program hours equals the number of hours scheduled for the entire program.

### **Loans**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **Bankruptcy**

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Great Commission University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### **Sample Student Refund Calculation**

*Student completed 2 weeks of the 10-week term or 20% of the term. Student due a refund for 80% of the remainder of the tuition bill less the drop fee of \$15 per course calculated as follows:*

80% x \$2,184 (total tuition paid) = \$1,747

Drop fee of \$15 per course x 2 courses = (\$30)

Total refund due to student = \$1,717

## **General Transfer Student Admissions Policy**

A **transfer student** is defined as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning college-level academic credit at the undergraduate/graduate level.

Students applying for transfer to Great Commission University must follow the admission procedures. Official college transcripts from all schools attended must be sent directly from the previously attended college(s) to:

Great Commission University

Attn: Admissions

PO Box 190

5755 IN-9

Howe, IN 46746

Coursework transferred or accepted for credit toward any GCU degree must be relevant to the degree program, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in this university's own degree programs. In assessing and documenting equivalent learning and qualified faculty, GCU personnel consult official institutional catalogs and employ recognized guides which aid in the evaluation for credit.

Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the National Association of Foreign Student Affairs, or such services as are provided by AACRAO or the World Education Services (WES).

GCU accepts transfer credit from other accredited educational institutions subject to the following general criteria:

### **UNDERGRADUATE**

- A minimum grade of "C"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "C" (2.0) or above;
- Credit is applicable to the GCU program of study in which the student intends to enroll.

### **GRADUATE**

- A minimum grade of "B"(or equivalent); courses graded "pass/fail" are not transferred unless it is stipulated on the transcript that a "pass" required a grade of "B" (3.0) or above;
- Credit is applicable to the GCU program of study in which the student intends to enroll.

In order to assist students with curricular planning, the transfer evaluation process must be completed as soon as possible. After enrollment at the university, courses taken at another institution are evaluated for transfer by the Registrar's Office.

Transfer courses are evaluated in the Office of Admissions for acceptance of core curriculum requirements and general elective credit. Transfer credits applied toward major requirements are determined in consultation with the appropriate academic divisions.

### **Transfer Grades**

- A student's grade point average at Great Commission University is based only on courses completed at this institution. The Great Commission University grade point average is used to determine academic standing and graduation.
- Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a "C" or higher was earned. Grades of "F" are included in the calculation of the transfer grade point average.
- Transfer grades and grade point averages are assigned on the basis of the Great Commission University grading policy. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used.
- Courses taken at institutions that use a grading system not comparable to the Great Commission University grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.
- When fractions are accumulated and awarded as general electives, grade points are accumulated in similar fashion. For example, a student who took one four quarter hour course with an "A" and two four quarter hour courses with a "B" would receive general elective credit (to compensate for fractions) for two credit hours and six grade points.

### **Credit Hour Equivalencies**

- The credit hour minimums are based on courses from quarter calendar institutions. If a course at another institution is offered for fewer credit hours than an equivalent course at Great Commission University, the student will be given transfer credit for the equivalent course at Great Commission University but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.
- When semester credit is converted to quarter hour equivalents, a conversion factor of two-thirds is used. When conversions result in fractions, credit granted per course is reduced to the nearest whole number. Fractions are accumulated and reduced to the nearest whole number, and general elective credit is awarded for that total.

### **Instances of Fraud**

Anyone found to have been admitted to Great Commission University on the basis of false information will be immediately dismissed and will forfeit all financial payments made and academic credits accumulated during all periods of enrollment following that admission.

## **CHAPTER 3: SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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Financial aid at Great Commission University begins with the commitment of the affiliated ministries to quality education. Gifts from the affiliated ministries and faithful individuals provide major funding for financial assistance. The University Financial Aid serves as a tool to meet the enrollment goals of the University and attract students who would contribute to His Kingdom and the diverse student population. The goal of financial aid is to remove financial barriers in order to maintain access for qualified students.

If a student has received federal or state student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. The University does not offer Federal or State Financial Aid Programs including Title IV at this time. However, various assistance programs are offered by the University and its affiliated ministries. All aid granted is based on the availability of funds.

### **Application Process and Forms**

The scholarship application forms are available on Populi. Updated financial aid information and application forms are made available at least 60 days prior to the deadline. Specific instructions and eligibility information are included on the page of the financial aid program on Populi. Please contact any application questions to the Financial Aid Office by calling at (260) 217-4712 or [finaid@greatcommissionuniversity.org](mailto:finaid@greatcommissionuniversity.org). Please contact the Financial Aid Office immediately upon any decision to cancel an application after it has been submitted.

Financial aid recipients are notified by email regarding award status at least 21 days prior to the payment deadline. All aid recipients are required to draft a personal "Thank You" letter addressed to the affiliated ministries or fund donors. Students and donors alike have greatly benefited from the fellowship and joy generated through this unique element of the Financial Aid Program.

Financial Aid Program recipients who register as full-time students and then withdraw to part-time hours, or withdraw from active enrollment, must relinquish all scholarship funds and bear responsibility for full payment of all tuition charges.

### **Deadlines**

Students may apply for the scholarship by submitting the Financial Aid Application form by the deadline. Form should be submitted by September 16, 2021 for the fall quarter, January 1, 2022 for the winter quarter and April 1, 2022 for spring quarter.

### **International Student Services**

#### **What to do first: A Checklist**

Upon arriving at GCU, there are a number of things that you need to do. We offer a checklist to help you to get started.

##### **1. Check-in at the GCU International Student Office**

Within ten days of arriving at GCU, new F-1 students must check in at the International Student Office. Bring your passport, I-94, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a “transfer pending” I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

## **2. Open a Bank Account**

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

## **3. Update Your Address**

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

## **4. Register and Start Classes**

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

## **5. Attend a Mandatory F-1 Immigration Information Session**

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

### **Mandatory F-1 Visa Orientation**

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status.

You are responsible for knowing all the information presented in these sessions.

Consequences of not abiding by immigration regulations can be severe.

## **Missionary Scholarship**

This fund was established for Great Commission University students, with preference towards those students with lifelong missionary service. Students with exceptional full-time missionary service backgrounds in WOA churches are eligible to apply for Missionary Scholarship, the maximum allowance which covers tuition for each academic year. Scholarship recipients must evidence commitment to the WOA churches and maintain good academic standing and a GPA of 3.0 or higher throughout their course of study in order to maintain their award each quarter.

## **Award**

Financial aid for international students is distributed in the form of tuition scholarships and maximum allowance covers 100 percent tuition. Award does not cover fees. It is renewable each quarter for the duration of the program.

### **Conditions for Eligibility**

- Scholarship recipients must enroll in a B.A. Theology, M.Div. or Th.M. degree program.
- Scholarship recipients must be committed to full-time enrollment
- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

### **Conditions for Renewal**

- Scholarship recipients must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, B.A.: 16 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must abide by all the rules and policies set by the University
- Scholarship recipients must maintain a satisfactory reputation on campus
- Students must be active missionaries serving full-time on an assignment with a WOA member body or ministry.

## **General Scholarship**

General scholarships are available to students who do not meet the criteria for the above scholarships. This scholarship is awarded on a quarterly basis.

## **Award**

Financial aid for international students is distributed in the form of tuition scholarships. Award does not cover fees. It is renewable each quarter for the duration of the program.

### **Conditions for Eligibility**

- Students must be accepted into an GCU's degree program according to admissions requirements except the M.B.A. program.
- Student must be committed to full time study.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

### **Conditions for Renewal**

- Student must register a full time load during regular terms: Fall, Winter, Spring quarter. (M.Div and all joint degrees:12 units, M.A./M.B.A./Th.M.: 8 units, B.A./B.S.: 16 units, Certificate: 18 units)
- Scholarship recipients must maintain at least a 3.0 GPA to qualify for continued receipt of scholarship
- Scholarship recipients must not have a NP grade in either Chapel or Christian Service courses in the previous term.
- Scholarship recipients must abide by all the rules and policies set by the University.
- Scholarship recipients must maintain a satisfactory reputation on campus.
- Students must be active members of a WOA church or ministry.
- Students must demonstrate financial need.

## **State or Federal Aid**

GCU does not participate in any State-funded financial assistance programs.



GCU does not participate in any Federally-funded financial assistance programs.

**Contact Information**

All inquiries regarding financial assistance should be made through the Financial Aid Office.

Office hours : 9:00am - 5:00pm, Mon-Fri

Phone: (260) 217-4712

Email: [finaid@greatcommissionuniversity.org](mailto:finaid@greatcommissionuniversity.org)

## CHAPTER 4: ACADEMIC REGULATIONS

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### Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

This definition, which defines the credit hour numerically, is to be used as a baseline for decisions about various types of programs by faculty, who remain responsible for setting course requirements that are compliant in this area.

## CHAPTER 5: FIRST PROFESSIONAL DEGREE PROGRAMS

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### Master of Divinity

The Master of Divinity is Great Commission Theological College & Seminary's flagship four-year program designed to prepare future ministers for real-world church planting and specialized ministry in twenty-first-century Christian missions. This program provides students with core biblical and theological instruction, leadership training, as well as a range of the skills necessary to perform ministerial duties in church and various ministries in a global context.

Being the entrance qualification for ordained pastoral ministry, the Master of Divinity degree seeks to prepare and equip its students for a fruitful life in ministry. Distinguishing it from other programs GCU's M.Div. program has created a format to integrate theological, biblical and, mission-critical practical work experiences. In order to train the future pastors and ministers in face of the dynamic world with specific ministry internship experience, GCU's M.Div. student can also choose their concentrations.

### Program Goals

In the context of GCU's mission, completion of the Master of Divinity program will enable students to:

- Grow in likeness to Christ.
- Develop biblically and theologically sound expository sermons within a historical context.
- Evaluate contemporary moral and social issues by applying Biblical and theological principles.
- Develop professional competencies, particularly in missions and church ministry.

### Graduation Requirements

In order to graduate with a Master of Divinity degree from GCU, the student must:

1. Pass a total of 136 quarter credits: 96 quarter credits Master of Divinity Core, 40 quarter credits in the chosen Concentration;
2. Maintain a GPA of 3.0 (B average) or above in course work applicable to degree;
3. Receive a passing mark for all Christian Service and Chapel requirements;
4. Complete all degree requirements within the time limit, unless extenuating circumstances exist;
5. Satisfy all financial responsibilities of the university.

Students are subject to the Master of Divinity degree requirements of the catalog of the year in which they entered unless a change to a more recent catalog year has been approved.

### Time Limit

The Master of Divinity degree is normally fulfilled in four (4) years of study. Except under extenuating circumstances, all requirements for the degree must be completed within six (6) years of the date of enrollment. Students who have not completed the requirements within the six-year period must apply to the Registrar's Office for an enrollment extension every term, up to a maximum of seven (7) years from the date of enrollment.

## Curriculum

The Masters of Divinity degree is offered in collaboration with a number of affiliate ministries and mission-minded companies co-located or in close proximity to the university campus locations.

Its design requires half-time or full-time employment from all students throughout this graduate program. The program is offered in an evening/weekend format to maximize the integration of essential curricular studies and theory with practical application and professional reflection.

### 1. Biblical & Biblical Languages Studies Requirement (32 units)

Students are required to take the following six Biblical studies courses and four biblical language courses:

1. BIBL501 Old Testament I - Pentateuch (4 units)
2. BIBL502 Old Testament II - Historical Books & Canonical Prophets (Isaiah-Malachi) (4 units)
3. BIBL503 Old Testament III - Psalms and Wisdom Books (4 units)
4. BIBL511 New Testament I - Gospels (4 units)
5. BIBL512 New Testament II - Acts & Pauline Epistles (4 units)
6. BIBL513 New Testament III - Hebrews to Revelations (4 units)
7. BIBL550 Hebrew for Biblical Interpretation I\* (2 units)
8. BIBL551 Hebrew for Biblical Interpretation II\* (2 units)
9. BIBL560 Greek for Biblical Interpretation I\* (2 units)
10. BIBL561 Greek for Biblical Interpretation II\* (2 units)

\*Note: These courses may be waived if the student takes proficiency exams and demonstrates competency in the Biblical Hebrew or Biblical Greek.

### 2. Theological & Historical Studies Requirement (40 Units)

Students are required to take the following four historical studies courses and six theological studies courses:

1. HIST501 History of Christianity I: 100-1500 (4 units)
2. HIST502 History of Christianity II: 1500-1900 (4 units)
3. HIST503 History of Christianity III: 1900-Present (4 units)
4. HIST510 Historical Theology I (4 units)
5. THEO500 Theological Prolegomena\*\* (4 units)
6. THEO501 Systematic Theology I: Doctrine of God, Anthropology\*\* (4 units)
7. THEO502 Systematic Theology II: Christology, Soteriology\*\* (4 units)
8. THEO503 Systematic Theology III: Ecclesiology, Eschatology (4 units)
9. THEO600 Christian Apologetics (4 units)
10. THEO610 Christian Ethics (4 units)

### 3. Ministry Studies Requirement (16 Units)

All students are required to take the following four ministry studies courses:

1. MINS600 Evangelism & Discipleship (4 units)
2. MINS700 Homiletic (4 units)
3. MINS710 Pastoral Counseling (4 units)
4. MINS760 Pastoral Ministry (4 units)

#### **4. Electives Requirement (8 Units)**

Students are required to take additional elective courses of their choice in any area of GCU's graduate program.

#### **5. Ministry Studies Distribution Requirement (40 Units)**

Students have to declare a concentration (major field of study) in order to graduate from the Master of Divinity program.

##### *Concentrations*

Concentrations are intended for students desiring more flexibility in completing their required coursework and related internships. M.Div. students who choose to fulfill their Ministry Studies Distribution Requirements with a concentration are required to select a concentration in one of the five specialty areas listed below. The curriculum of each concentration consists of four to seven courses and twelve 1-quarter unit internship/curricular practical experience courses. The internship courses are taken each quarter of fulltime enrollment and require employment for 20-40 hours per week in a professional service role in the field. Detailed information about these concentration courses are provided below. A declared concentration can only be changed within the first half of the degree program.

- Marketplace Ministry Concentration (40 Units)
- Christian Media Concentration (40 Units)
- Mission & Church Concentration (40 Units)
- Children's Ministry Concentration (40 Units)
- Prayer and Spirituality Concentration (40 Units)

#### **6. General Ministry Skills (0 Unit)**

Master of Divinity students are required to pass 4 quarters of PRAC020 Graduate Christian Service and PRAC021 Graduate Chapel every term that they are enrolled. Please refer to the Christian Service Program Handbook for more detailed information.

### **Marketplace Ministry Concentration**

Great Commission University's Master of Divinity Marketplace Ministry Track trains future ministers in foundational competencies necessary to engage in founding small to medium scale support businesses for church plants. Additionally graduates will have gained valuable practical experience in the marketplace to minister to working professionals much more effectively than would be possible in a traditional seminary degree.

#### **Concentration Goals**

In the context of GCU's mission and the Master of Divinity degree program goals, completion of the Marketplace Ministry concentration will enable students to:

- Understand the core concepts of business including financial, legal, management, and be able to apply these concepts in a business context.
- Develop the ability to create new business ventures utilizing various available resources within the context of a “Business as Mission” mindset.
- Articulate and defend the relationship between business skills and techniques with the Christian faith.

#### **Great Commission Core Learning Outcomes Addressed**

The Marketplace Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

The Masters of Divinity Marketplace Ministry concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a small business or start-up company.

### 1. GCU Business Core (16 units)

- LEAD700 Leadership (4 units)
- MGMT600 Entrepreneurship (4 units)
- MGMT610 Operations Management (4 units)
- MKTG600 Marketing Management (4 units)

### 2. Internship Requirement (12 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

### 3. Business Electives (12 Units)

Electives can be chosen freely from course offerings in Great Commission University as available at the location of your studies. It is recommended to choose courses going deeper into your topics of interest in this field.

## Curriculum

The Masters of Divinity Christian Media concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a journalistic or communications position.

### 1. Journalism and Communication Core (16 units)

- JOUR500 News Writing and Reporting (4 units)
- JOUR510 Editing and News Judgment (4 units)
- JOUR530 Media and Society (4 units)
- JOUR606 Social Media and Audience Development (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**3. Journalism and Communication Electives (12 Units)**

Electives can be chosen freely from course offerings in Great Commission University's as available at the location of your studies. It is recommended to choose courses going deeper into your topics of interest in this field.

**Concentration Goals**

In the context of GCU's mission and the Master of Divinity degree program goals, completion of the Christian Media concentration will enable students to:

- Develop basic writing and reporting skills to enter the field of professional journalism.
- Reflect critically on the relationship between mass media and Christian mission.
- Assess the role and impact of mass media in society.
- Benefit ministry areas with messages that seek to improve the lives of the audiences they reach by applying Gospel values.

**GCU's Core Learning Outcomes Addressed**

The Media Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Christian Media concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a journalistic or communications position.

**1. Journalism and Communication Core (16 units)**

- JOUR500 News Writing and Reporting (4 units)
- JOUR510 Editing and News Judgment (4 units)
- JOUR530 Media and Society (4 units)
- JOUR606 Social Media and Audience Development (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**3. Journalism and Communication Electives (12 Units)**

Electives can be chosen freely from course offerings in Great Commission University as available at the location of your studies. It is recommended to choose a course going deeper into your topics of interest in this field.

**Mission & Church Concentration**

The Great Commission University Master of Divinity Mission & Church Concentration trains future ministers in advanced competencies in preaching, contextualization and utilization of social media in mission equipping them for the changing landscape of 21st century ministry to the network generation. Additionally graduates will have gained valuable practical experience in the field of front line missions to apply learned knowledge immediately and feedback questions and challenges arising in the field to the classrooms.

**Concentration Goals**

In the context of GCU's mission and the Master of Divinity degree program goals, completion of the Mission & Church concentration will enable students to:

- Apply church planting and growth principles in diverse and cross-cultural situations for the purpose of planting a new church / fellowship chapter or reviving a struggling one.
- Support an intended church plant with visible evidence of ministry, evangelism, and discipleship that would enhance the proposed plant.
- Gain practical experience through various opportunities supporting a church planting project.

**GCU's Core Learning Outcomes Addressed**

The Mission & Church concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

**Curriculum**

The Masters of Divinity Mission & Church Ministry concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a church or mission ministry with strong outreach.



**1. Church Planting Core (16 units)**

- MINS603 Social Media in Ministry (4 units)
- MINS702-703 Homiletics Workshop I-II (2 units each)
- MINS610 Intercultural Studies (4 units)
- MINS720 Church Planting & Growth (4 units)

**2. Internship Requirement (12 Units)**

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

**3. Practical Theology Electives (12 Units)**

Electives can be chosen freely from practical theology courses beginning with the course code MINS at Great Commission University as available at the location of your studies. It is recommended to choose courses going deeper into your topics of interest in this field.

**Prayer and Spirituality Concentration**

Preparing ministers and pastors for ministry with an emphasis on prayer, spirituality and the exercise of spiritual gifts is the goal of this concentration in the Master of Divinity program. A firm understanding of biblical and historical roots of prayer and spirituality in Christianity is the goal in this concentration. It is complemented by an extensive practical ministry internship program equipping with the experience essential to prayer ministry.

**Concentration Goals**

In the context of GCU's mission and the Master of Divinity degree program goals, completion of the Prayer and Spirituality concentration will enable students to:

- Demonstrate a historical redemptive interpretation of his or her ministry within the context of the history of spirituality.
- Lead individual and small to large group prayer meetings.
- Further other's spiritual development through prayer.
- Embody the role of the Biblical prophet individually and within the church community.

**GCU's Core Learning Outcomes Addressed**

The Prayer and Spirituality concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

The Masters of Divinity Prayer and Spirituality concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in a prayer/mission ministry.

### 1. Prayer and Spirituality Core (16 units)

- MINS501 Christian Spirituality (4 units)
- MINS629 Principles and Practice of Prayer (4 units)
- BIBL621 Spiritual Gifts I (4 units)
- BIBL622 Spiritual Gifts II (4 units)

### 2. Internship Requirement (12 Units)

Students are required to enroll the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

### 3. Practical Theology Electives (12 Units)

Electives can be chosen freely from practical theology courses beginning with the course code MINS at Great Commission University as available at the location of your studies. It is recommended to choose courses going deeper into your topics of interest in this field.

## Children's Ministry Concentration

The Children's Ministry concentration trains future ministers in foundational competencies of children's ministry as frequently required in Sunday and church schools. Basic courses in growth and development, educational theory, curriculum design, and parents and community relations equip students with the tools needed to succeed in the concurrent children's ministry internships, which are an integral part of the program.

### Concentration Goals

In the context of GCU's mission and the Master of Divinity degree program goals, completion of the Children's Ministry concentration will enable students to:

- Grow in likeness to Christ as teacher.
- Develop advanced knowledge of curriculum, child development, and instruction.
- Interpret contemporary educational issues by applying educational theories and principles consistent with a faith-based philosophy.
- Develop professional competencies to serve children and families as effective and innovative teachers committed to the highest standards of professional practice.

### GCU's Core Learning Outcomes Addressed

The Children's Ministry concentration additionally addresses the following core outcomes:

es4:	Recognize the importance of self-discipline and service.
mi1:	Apply Biblical principles to real life problems.
mi2:	Explore and develop areas of giftedness through Christian Service.
mi3:	Apply the knowledge gained to life ministry through targeted internships.

## Curriculum

The Masters of Divinity Children's Ministry concentration consists of a core of four courses and twelve internship courses to be taken each quarter of full-time enrollment. The internship requires employment for at least 20-40 hours per week in an elementary school, childcare center, Sunday school or related ministry setting.

### 1. Education Ministry Core (19 units)

- ECCE 500 Applying Theories of Child Development and Learning, Birth through Grade 6 (5 units)
- ECCE 501 Theoretical Foundations of Educational Approaches (4 units)
- ECCE 502 Designing Curriculum and the Learning Environment, Pk through Grade 6 (5 units)
- ECCE 532 Partnering with Families and Communities, Birth through Grade 6 (5 units)

### 2. Internship Requirement (12 Units)

Students are required to enroll in the internship course below each quarter throughout the course of study. It is the student's responsibility to ensure timely, relevant employment and to comply with all applicable regulatory and reporting requirements.:

- PRAC501-803 Curricular Practical Experience 1-12\* (1 unit each)

\* Students taking a higher quarterly course load than required by the Master of Divinity program will need to register this course during the summer session(s) as well to ensure completing 12 quarters of internship by the time of graduation.

### 3. Electives (9 Units)

Electives can be chosen freely from Children's Education courses at Great Commission University as available at the location of your studies. It is recommended to choose courses going deeper into your topics of interest in this field.

## Ministry Practice Program Description

### Mission & Church Track (40 quarter units)

The Mission & Church track is designed to prepare future ministers for real-world church planting and specialized ministry in 21st-century Christian missions. This program provides students with core Biblical and theological instruction, leadership training, as well as a range of the skills necessary to perform ministerial duties in the local church.

### Christian Media Track (40 quarter units)

The Christian Media track is a special opportunity for Christians who are called to serve in the media and communications field. Its goal is to equip students with professional journalism skills and strong theological background in order to communicate the message

of God effectively with the world. It offers diverse career paths for graduates to serve within the church in a pastoral role or in Christian media organizations as journalism professionals.

### **Business as Mission Track (40 quarter units)**

The Business as Mission track is to train students as professional leaders in the field of business with a solid biblical foundation. The program provides students with the academic and practical training necessary for them to become competent and influential individuals in the field of business.

### **Children's Ministry Track (40 quarter units)**

The Children's Ministry track trains future ministers in foundational competencies of children's ministry as frequently required in Sunday and church schools. Basic courses in growth and development, educational theory, curriculum design, and parents and community relations equip students with the tools needed to succeed in the concurrent children's ministry internships, which are an integral part of the program.

### **Prayer and Spirituality Track (40 quarter units)**

The Prayer and Spirituality track prepares ministers and pastors for ministry with an emphasis on prayer, spirituality and the exercise of spiritual gifts is the goal of this concentration in the Master of Divinity program. A firm understanding of biblical and historical roots of prayer and spirituality in Christianity is the goal of the course in this concentration. It is complemented by an extensive practical ministry internship program equipping with the experience essential to prayer ministry.

## **Master of Divinity (Advanced Standing)**

The Master of Divinity program, Advanced Standing Curriculum, provides GCU's University B.A. graduates (or equivalent Bible College graduates) with the opportunity to complete the Master of Divinity degree program without duplicating undergraduate course work.

## **Course Waivers**

The following courses from the Master of Divinity 2021 catalog curriculum will be waived for graduates from an undergraduate program including the Great Commission University Bible core curriculum. Graduates from comparable Bible college degrees may evaluate their transcripts for equivalency following the transfer credit procedures of the University. Note Curricula may vary from year to year.

### **1. Bible Core Courses (28 units)**

1. BIBL501 Old Testament I (4 units) equivalent to BIBL100 Old Testament Survey
2. BIBL511 New Testament I (4 units) equivalent to BIBL110 New Testament Survey
3. BIBL520 Studies in Romans I (4 units) equivalent to BIBL240 Romans I
4. MINS624 Teaching the Transforming Word I (4 units) equivalent to THEO200 God's Plan of Creation and Redemption I
5. MINS625 Teaching the Transforming Word II (4 units) equivalent to THEO211 God's Plan of Creation and Redemption II
6. THEO600 Christian Apologetics (4 units) equivalent to BIBL310 Biblical Apologetics
7. THEO610 Christian Ethics (4 units) equivalent to THEO220 Introduction to Christian Ethics

## **Graduation and Employment Rates**

The graduation rate for Master of Divinity is based on first year student who graduate within four years of starting their studies. The current graduate rate for the M.Div. program is 100%. The current employment rate for the Master of Divinity program is 0%. The

data reflects only cases for which data and documentation compliant with BPPE minimum requirements could be collected by Great Commission University.

## Course Descriptions

*Biblical Studies & Languages (required)*

### **BIBL501 Old Testament I - Pentateuch (4 units)**

Background and content of the first five books. Special attention to foundational matters and Israel's setting in the ancient near east.  
*Advanced Standing Option: BIBL330*

### **BIBL502 Old Testament II - Historical Books & Cononical Prophets (Isaiah-Malachi)(4 units)**

A survey course based on the Historical Books (Joshua-2 Chronicles) with special emphasis on how Israel's canonical prophets (Isaiah- Malachi) provided divine commentary on Israel's life and worship from the 15th to the 5th centuries B.C. (and beyond).

### **BIBL503 Old Testament III - Psalms & Wisdom Books (4 units)**

Background and content of the OT Book of Psalms and the OT Wisdom Books.

### **BIBL511 New Testament I - Gospels (4 units)**

Studying the earthly life of our Lord Jesus Christ, along with the special emphasis of each gospel' s portrayal. This course is broken into two major sections. During the first half of the class, we will read the gospels in series, focusing on each author's unique portrayal of Jesus. During the second half of the class, we will read the gospels in parallel, allowing us to see more clearly the similarities and differences of the gospels. While seeking deep understanding of each gospel, we will also study historical, religious, social and cultural background during the ancient Israelite history, which help students laying the foundations to the context of Jesus's day. The essence of the preaching of Jesus Christ on "Kingdom of God" will be emphasized in historical and contemporary perspectives.

*Advanced Standing Option: BIBL120*

### **BIBL512 New Testament II - Acts & Pauline Epistles (4 units)**

The beginnings of Christianity and the challenges it faced. Special emphasis on Paul's positive message in his letters, and his response to alternatives and difficulties.

### **BIBL513 New Testament III - Hebrews to Revelations (4 units)**

The letters to Hebrews and by James, John, Peter and Jude show that Paul was not the only early theologian. The Revelation to John, properly handled, gives a uniquely valuable, though challenging perspective.

### **BIBL550 Hebrew for Biblical Interpretation I (2 units)**

This course is divided into two parts, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

### **BIBL551 Hebrew for Biblical Interpretation II (2 units)**

This course is divided into two parts, through an inductive method, working with the Old Testament Hebrew text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

*Prerequisite BIBL521: BIBL550*

### **BIBL560 Greek for Biblical Interpretation II (2 units)**

This course is divided into two parts, through an inductive method, working with the New Testament Greek text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

### **BIBL561 Greek for Biblical Interpretation II (2 units)**

This course is divided into two parts, through an inductive method, working with the New Testament Greek text with a focus on how to use the digital and print scholarly tools and understand its meaning beyond mere morphology.

**Prerequisite BIBL521: BIBL560**

*Biblical Studies & Languages (elective)*

**BIBL520 Studies in Romans I (4 units)**

This course is an expository study of the most doctrinal and practical book of the New Testament. BIBL520 is part one of a sequence with BIBL521, four credit hours each, designed to provide students with an in-depth look at the book (the gospel according to Paul) as well as some of the important doctrinal passages that will be discussed. BIBL520 covers chapters 1 to 8 while BIBL521 deals with chapters 9 to 16.

**BIBL521 Studies in Romans II (4 units)**

Elective continuation of Part I BIBL521 deals with chapters 9 to 16.

**Prerequisite BIBL521: BIBL520**

**BIBL522 Biblical Hospitality (2 units)**

Let's take a journey through Scripture as we paint a word portrait of biblical hospitality.

**BIBL601 History of Israel (4 units)**

The goal of this class is to provide an overall framework of Old Testament history from Abraham, Isaac, and Jacob to Ezra, Nehemiah, and Malachi and to illustrate how the different books of the Old Testament fit into this timeline.

**BIBL602 Background to the Gospels (4 units)**

This course will introduce the student to the geographical, historical, religious, cultural, and social environment surrounding the Gospels (late Second Temple period), in order to gain a better foundation for understanding and interpreting the New Testament. Primary attention will be given to the primary sources and archaeology that form the sources for contextual studies.

**BIBL611 The Book of Genesis (4 units)**

Bible exposition class. Knowledge of Hebrews is not required can be helpful though. In this class the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the Book of Genesis.

**BIBL621-622 Spiritual Gifts I-II (4 units each)**

This course series aims at developing spiritual gift ministries in ministry settings. It will explore and examine key biblical passages and principles on spiritual gifts and the body of Christ. Developing strategies to empower the minister and all members of the church. Topics include the consideration of biblical images/models, theological foundations, structural and systematic barriers that mobilize the transformation of a faith community and an assessment of our identity and calling.

**Prerequisite of BIBL622: BIBL621**

**BIBL655 The Letter to the Romans (4 units)**

Bible exposition class. Knowledge of Greek is not required can be helpful though. In this class the students will have to engage independently and under guidance into wrestling with the understanding and interpretation of the letter to the Romans.

**BIBL700 Hebrew II (4 units)**

An intermediate study of the elements of Hebrew grammar, with an emphasis on vocabulary building and reading different genre in Hebrew Old Testament.

**Prerequisite: Hebrew I**

**BIBL710 Greek II (4 units)**

This course is a continuation of Greek I. Special emphasis will be given to the function of case, form, tense, voice, and mood. Some word studies will be done.

**Prerequisites:** *Greek I*

*Historical Studies (required)*

**HIST501-503 History of Christianity I-III (4 units each)**

A three part sequence that examines the history of the Christian movement from its beginnings as a small sect within Judaism to its modern picture as we see in 21st century.

**HIST510 Historical Theology I (4 units each)**

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course will examine the historical developments of Christian thought from its beginnings, through the formation of Trinitarian Doctrine, Medieval Church, and finally the Protestant Reformation. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. Historical theology studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

*Historical Studies (elective)*

**HIST511 Historical Theology II (4 units each)**

Historical Theology is an approach to studying Christian doctrine, theology, and ideas through a historical perspective. This course is designed to study the historical developments of Christian thought from post-Reformation, Enlightenment, the 19th Century Romanticism, 20th Century Liberal and Evangelical Theology, and up until the present day. This includes the historical context that influenced Christian theologians and their ideas, statements, and systems during this period. It also includes theological and philosophical movements inside and outside of the Church that had a major impact on the developments of Christian thought during this period. Historical theology studied in this course will reference Scripture as the basis and present theology within an evangelical Kingdom-Biblical worldview.

**HIST650 A Comparative Study of Luther and Calvin (4 units)**

In the Christian history, Martin Luther and the Calvinist are the common features of religious reform. In 1517, the German people Martin Luther will oppose the Roman Catholic church of "Luther's 95 Theses". It was opened at the prelude of the religious reform, 15 years after the French Calvin issued the "Christian principle of religious reform will cause further carry forward. And later, Calvin compared the reform, the reform of the Martin Luther more focused on down to the old world, and Calvin's reform more focused on building a new one.

*Ministry Studies (required)*

**MINS600 Evangelism and Discipleship (4 units)**

This capstone course focuses on integrating key aspects of seminary education with Christian ministry to prepare graduating students for vocational ministry. The Master of Divinity candidate consolidates and synthesizes important learning gleaned from coursework, experience and assignments, thereby demonstrating proficiency in applying this knowledge toward practical mission work. Reflection, self-assessment, sharing of ideas and critical analysis are all vital components designed to fulfill academic, spiritual and professional formation.

**MINS600b Evangelism and Discipleship (cont.) (0 units)**

Continuation of MINS600 Mission & Discipleship, the capstone course of the Master of Divinity program.

**MINS624-625 Teaching the Transforming Word I-II (4 units each)**

Survey of the biblical story in its progressive unfolding of the history of redemption against the backdrop of creation and sin. Emphasis is placed on the unity of Scripture, God's grand plan and interaction with humanity. Attention is given to the intent of this master narrative and to its eternal significance and present-day relevance.

MINS624 is part one of a sequence with MINS625, four credit hours each. MINS624 focuses on creation and sin while MINS625 on redemption and restoration, designed to acquaint students with the narrative of the Bible, to enhance the students' appreciation of this story as both formative and normative of life, and to eventually help the student to teach the Scripture for life change. The course aims to lay and expand foundations in biblical doctrine preparing their application in various ministry situations. Practical exercises with instructor feedback on the student's teaching style are part of the course.

*Prerequisite of MINS625: MINS624*

*Advanced Standing Option: THEO200 for MINS624, THEO211 for MINS625*

**MINS700 Homiletics (4 units)**

Biblical preaching is a divinely ordained way of calling people to repentance and for edifying the people of God. It is communicating God's Word to His people—standing between the world of Scripture and the world of people and speaking the truth of God. This course is designed to expose students to understand homiletics and methods of it. This will be done by studying the writings of different authors and by listening to sermons preached by those who advocate a given perspective.

**MINS710 Pastoral Counseling (4 units)**

A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

*Ministry Studies (elective)*

**MINS500 Pastoral Formation (4 units)**

This course integrates biblical and theological study with practical exercises in order to provide the students with both knowledge and experiences to foster Christian maturity. This course will focus on understanding Christlikeness, nurturing personal spiritual formation, and discerning gifts and callings which will promote the maturity of the community of faith.

**MINS501 Christian Spirituality (4 units)**

Christian Spirituality explores the goals and processes of spiritual formation in the life of a Christian. It provides biblical and theological understanding of spirituality and spiritual formation, and examines characteristics of spirituality of the Beatitudes, which is considered as the quintessence of Christian spirituality for the Kingdom of God, and equips students with the classic spiritual disciplines that can contribute to forming such spirituality.

**MINS511 Teen Ministry 101 (4 units)**

This course explores the biblical, educational, theological, and philosophical foundations of youth ministry. Students assess their personal gifts and personalities in relation to ministry.

**MINS512 Teaching Bible to Teens (4 units)**

Hands on teaching workshop for youth ministers.

**MINS601 Educational Ministry of the Church (4 units)**

Serves as an introduction to understanding the nature and mission of how the Church best nurtures faith in its adherents. Educational



theory and philosophy is applied to the theological task of educating God's people.

**MINS602 Individual and Family Development (4 units)**

The course will provide students with an understanding of individual and family development over the life span. In particular, the course will focus on the developing individual within the context of the family system and the changes that occur in family systems over time.

**MINS603 Social Media in Ministry (4 units)**

This course explores the use of social media as a platform for mission and ministry, engaging students in practical assignments and peer review for effective outreach.

**MINS610 Intercultural Studies (4 units)**

This course examines biblical principles and applications that facilitate the planting of churches and church-planting movements, while taking different cultural realities into account. We will spotlight missions of the Jewish community, of Christ, and the churches that followed after Jesus. The course lectures, content and assignments will be adapted to accommodate students with their unique cultural backgrounds. Particular reference will be given to adaptation for cross-cultural understanding within the students' current ministry context.

**MINS611 Evangelism and Discipleship of Teens (4 units)**

This course is an intensive examination of the philosophy and principles for youth ministry programming, including ministry purpose and goals, leadership development, teaching strategies, outreach strategies, budgeting, and evaluation.

**MINS640 Business as Mission (4 units)**

This course examines the emergent role of business in Christian missions. Themes covered include: 1) the theology of business as missions; 2) practical issues concerning the use of business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and mission.

**MINS650 Christian Family and Marriage (4 units)**

This is an introductory course on marriage and family, intended to present a more balanced understanding than your own personal experience might give you. Attention is given to topics such as courtship, choice of a mate, engagement, marital adjustment and the development of problem solving skills.

**MINS701 Advanced Homiletics (4 units)**

Continuation of MINS700 for advanced students.

**MINS702-704 Homiletics Workshop I-III (2 units each)**

Students will practice preaching based on lectures from other expository courses. These courses must be taken in parallel with respective expository courses.

**MINS720 Church Planting & Growth (4 units)**

Evaluates various kinds of church planting opportunities and methodologies. Offers step-by-step procedures, and calls upon individuals to share their individual church planting experiences. Qualitative and quantitative factors of growing a church from a biblical perspective receive attention.

**MINS730 Church Administration (4 units)**

This course is an inquiry into and application of the theological foundations and principles of church dynamics, more commonly known as "church administration". The essence of the course is to equip the leader, pastor, and missionary to understand the nature, mission, organization and function of a local church in all of its dimensions and practices.

**MINS740 Pastoral Theology (4 units)**

The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems. The student will learn to apply Christian Theology to pastoral situations and bring the Gospel to the needs and circumstances of the individual as a practitioner of the faith, clinically applying all that he knows of God, Christian teaching and experience to specific moral and spiritual problems

**MINS751 Member Care (2 units)**

Member care is the ongoing preparation, equipping and empowering of missionaries for effective and sustainable life, ministry and work. This course will introduce member care (for diverse Kingdom workers) as a mission strategy and mission field with an emphasis on pastoral care.

*Ministry Formation*

**PRAC020 Graduate Christian Service (0 units)**

Weekly involvement in ministry with satisfactory completion of student's self-evaluation form and supervisor's evaluation form, as described in the Christian Service Program Handbook.

**PRAC021 Graduate Chapel (0 units)**

Chapel participation is required for the entire student community. Please refer to the appropriate section of the Student Handbook. Attendance will be recorded and a grade of pass or fail will be assigned. A passing grade in Chapel is mandatory for graduation.

**PRAC500 Ministry Practicum (4 units)**

Graduate students participate in supervised ministry in a church or specialized ministry approved by the school. Interns must have a total 120 hours of site contact hours to receive 4 quarter units. Emphasis is placed on the development of practical ministry skills with the integration of Biblical and theological studies.

The purpose of the Ministry Practice program is to equip students for effective ministry in their specialized areas of study. The program matches students' talents and interests with productive ministry work, supplementing classroom instruction with fieldwork guided by faculty and site supervisor. By providing students with field based learning opportunities in professional ministry service environments, the program also enriches the overall educational experience, with the intention of facilitating spiritual and professional growth in preparation for ministry service.

**PRAC501-803 Curricular Practical Experience 1-12 (1 units each)**

The objective of this course is to provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to apply Biblical principles to real life problems, to recognize the importance of self-discipline and service, to further develop analytical and interpersonal skills, and to practice business writing skills.

Weekly required interaction with faculty facilitates incorporation of on the job experiences into the learning process and challenges students to draw connections to courses in subjects across the curriculum.

This course requires concurrent employment in a qualifying position in the field of the program of at least 20 hours per week. The weekly faculty interaction will be provided at an evenings or weekend format in order to minimize scheduling conflicts.

*Research Methods and Other Courses*

**RSCH650 Methods of Theological Research (4 units)**

Principles and practices of research, engagement of research tools, production of thesis topic, thesis outline and introduction to thesis.

**RSCH660 Methods of Academic Instruction (4 units)**

The course will focus on methods of educational instruction that incorporates traditional pedagogical concerns with those specific to distance learning. General areas of concern include the teacher-learner process, learning taxonomies, teaching techniques, building community, course design, and assessment. Additional areas of specific concern include the ability to create a syllabus, to show awareness of multiple forms of online content delivery, and the incorporation of distinctive Christian elements.

**RSCH700 & 710 Master of Theology Thesis I & II (4 units each)**

A thesis in either biblical or theological studies. Oral defense before a committee is required to pass these courses.

*Prerequisite: RSCH650*

**THEO-IND799 Independent Study (4 units)**

An independent study offers students an opportunity to complete a research under the guidance of a faculty member without taking a traditional class. An independent study must involve topics not currently covered by existing courses. Students must find a faculty member, submit research proposal, and receive departmental approval before starting the course.

*Theological Studies (required)*

**THEO500 Theological Prolegomena (4 units)**

Theological Prolegomena is a course that focuses on the conditions that are necessary for the systematic study of the defining doctrines of biblical Christianity. Systematic theology is not done in a vacuum, and this means that it is important to critically evaluate theories about the nature of reality and knowledge. The question of theological method must also be clarified so that systematic theology can be done properly.

**THEO501 Systematic Theology I: Theology Proper, Anthropology (4 units)**

This course explores topics including the doctrine of God, comprising the being and works of God; creation of the universe and life on earth and theological anthropology and the nature and effects of sin.

*Prerequisite: THEO500*

**THEO502 Systematic Theology II: Christology, Soteriology (4 units)**

This course explores topics including Christology, comprising the person and work of Christ; Pneumatology and Soteriology, including the entire order of salvation.

*Prerequisite: THEO501*

**THEO503 Systematic Theology III: Ecclesiology, Eschatology (4 units)**

The topics to be systematically examined in this course are the biblical teaching on the nature of the church, its structure, function and mission; and the nature of last things, including the biblical prophecies pertaining to the end of the age and the eternal state in the new heavens and earth.

*Prerequisite: THEO502*

**THEO600 Christian Apologetics (4 units)**

This course deals with a most important subject: how we communicate the Christian faith to those who are opposed or uncommitted to it. Christian apologetics defends the faith against opponents but also reaches out to them in a positive way. "Apologetics" comes from the Greek, "Apologetics" which means presenting a subject in its best light.

*Advanced Standing Option: THEO310*

**THEO610 Christian Ethics (4 units)**

The study of ethics seeks to determine whether moral values and obligations are objective or subjective, absolute or relative. It also aims at resolving the problem of the criterion for determining the morally good and morally bad, the morally right and morally wrong. In addition, the differences between general ethics and Christian ethics will be highlighted. Finally, the course will focus on the application of the biblical principles of Christian ethics to various moral issues, such as abortion, capital punishment, etc.

*Advanced Standing Option: THEO220*

**THEO620 Theological Hermeneutics (4 units)**

This course examines hermeneutics from biblical, theological, and philosophical perspectives. Hermeneutics explores how we understand and handle texts. The course is designed to investigate how we understand and respond to the biblical text and beyond.

*Theological Studies (elective)*

**THEO511 Reformed Systematic Theology (4 units)**

The course aims to gain understanding of Christian doctrines – God, Man, Christ, Salvation, Church, Last things– which are based on the reformed tradition. In addition to this, student will understand the fundamentals of reformed dogmatics, and pursue theological thoughts which are ‘convincing’ to the contemporary context as well as in ‘faithfulness’ to the Christian tradition.

**THEO630 Theology and Film (4 units)**

We live in a media-saturated age and this has affected our lives in ways we do not yet fully realize. It has changed our window on reality, our self-perceptions, and our expectations. One aspect of modern media, film, has become a key story-teller for our culture. Story-telling is very important, for stories have always had a prime place in religion and culture. They can both shape and reflect our views of reality, as well as our actions. One task of theology is to reflect upon the story of the Gospel and the way it gives meaning to our lives. But how is meaning made now, when media – rather than Scripture or religious beliefs -- have become our “common culture” and when one powerful resource for this meaning-making is the “symbolic inventory” arrayed in film?

**THEO635 World Religions (4 units)**

This course explores the nature and function of the major religions of the world from a Christian perspective. Each of the religions will be studied in terms of their founders, history, authoritative sources, core beliefs, and rituals and attitudes that are typical in the lives of their adherents.

**THEO738 Contemporary Theology (4 units)**

This course surveys the major cultural, theological, and historical events in Christian theology from the late nineteenth century to the present. It covers the work and writing of a seminal theologian of the present and recent past.

## Faculty

**Boram G. Suh**

M.S.LIS, Drexel University (2017)

M.A.T, Fuller Theological Seminary (2010)

B.S., Seoul National University (2004)

**Christy Tran**

D. Min., Olivet University, San Francisco, CA (2011)

M.Div., Olivet University, San Francisco, CA (2005)

B.A., Mokwon University, Korea (1999)

**Deborah Im**

D. Min., Olivet University, San Francisco, CA (2013)

M.Div., Olivet University, San Francisco, CA (2008)

**Doohyun D. Yoon**

D.Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2010)

**Daehoon Go**

D.Min., Olivet University (2014)

M.Div., Olivet University (2011)

B.A., Physics Education, Pusan National University (2009)

**Esther D. Jung**

Ph.D., Yonsei University, The Graduate School (2014)

Th.M., Yonsei University, The United Graduate School of Theology (2008)

B.A., Yonsei University, South Korea (2004)

**Enya S. Hwang**

D.Min., Olivet University (2020)

M.Div., Olivet University (2013)

B.A., Seoul National University (2003)

**Haejo Yim**

D.Min., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2006)

B.S., Science Education/Physics, Ewha Womens University, Korea (1999)

**Hailong H. Zhang**

D. Min., Olivet University, San Francisco, CA (2016)

M.Div., Olivet University, San Francisco, CA (2010)

M.S., Harbin Institute of Technology, China (2007)

**Hong A. Fu**

D. Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2012)

B.Ed., Shanxi University, China (2006)

**Joseph J. Lee**

Ph.D., Yonsei University, The Graduate School (2017)

Th.M., Yonsei University, The United Graduate School of Theology (2011)

B.A. in Theology, Yonsei University (2008)

B.A. in English Literature, Yonsei University, Korea (2008)

**Jungmin D. Cho**

D.Min., Olivet University (2020)

M.Div., Olivet University (2006)

B.A., Information Technology, Olivet University (2007)

Bachelor of Computer Engineering, Seoul Women's University (2002)

**Lowell Lee**

D.Min., Olivet University (2013)

M.Div., Olivet University (2008)

B.A. in Early Childhood Education, Sungshin Women's University (2005)

**Nicole Enke**

D.Min, Olivet University (2021)

M.Div., Olivet University (2015)

B.A. in Theology, Olivet University (2012)

**Rachael N.W. Cheung**

D.Min., Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2010)

B.A., Theology, Olivet University, San Francisco, CA (2006)

B.Soc.Sc., The Chinese University of Hong Kong, HK (2002)

**Rachel Kang**

D.Min. Olivet University, San Francisco, CA (2014)

M.Div., Olivet University, San Francisco, CA (2005)

B.A. (U.S. Law), Summa Cum Laude, Handong Global University (2002)

**Sangyoung Kim**

D.Min., Olivet University, Anza, CA (2015)

M.Div., Olivet University, San Francisco, CA (2005)

B.A., Theology, Olivet University, San Francisco, CA (2003)

**Sarah LaFleur**

D.Min, Olivet University (2014)

M.Div., Olivet University (2010)

B.A. in Theology, Olivet University (2006)

**Stacey Kim**

D.Min., Olivet University, San Francisco, CA (2015)

M.Div., Olivet University, San Francisco, CA (2010)

B.A., Economics, Ewha Woman's University, Seoul, South Korea (2007)

**Sumi E. Hwang**

D.Min., Olivet University (2020)

M.Div., Olivet University (2013)

B.A., Seoul National University (2003)

**Thu K. Tran**

D.Min., Olivet University (2020)

M.Div, Olivet University (2015)

B.S., Korean Advanced Institute of Science and Technology (2012)

## CHAPTER 6: CAREER SERVICES

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### Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Great Commission University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

### Detailed Instructional and Occupation Classification for Graduate Programs

The following classification of instructional programs offered at Great Commission University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic administration according to their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at [www.onetonline.org](http://www.onetonline.org) and with input from faculty and administration where deemed necessary.

#### **Master of Divinity Degree Core (CIP 39.0602 Divinity/Ministry, 39.0699 Theological and Ministerial Studies, Other)**

- 21-2000 Religious Workers (umbrella group)
- 21-2010 Clergy
- 21-2020 Directors, Religious Activities and Education
- 21-2090 Miscellaneous Religious Workers
- 25-1126 Philosophy and Religion Teachers, Postsecondary
- 25-1190 Miscellaneous Postsecondary Teachers

#### **Master of Divinity in Marketplace Ministry Major (CIP 52.0799: Entrepreneurial and Small Business Operations, Other)**

#### **Master of Divinity in Business as Missions Major (Ministry Practice Track) (CIP 52.0799: Entrepreneurial and Small Business Operations, Other)**

Self-employment, start-up possible.

- 11-2011 Advertising and Promotions Managers
- 11-2020 Marketing and Sales Managers
- 11-9199.01 Regulatory Affairs Managers

11-9199.02 Compliance Managers  
11-9199.03 Investment Fund Managers  
11-9199.04 Supply Chain Managers  
11-9199.07 Security Managers  
11-9199.08 Loss Prevention Managers

**Master of Divinity in Media Ministry (CIP 09.9999 Communication, Journalism, and Related Programs, Other)**

Self-employment, start-up possible.

27-3041.00 Editors  
27-3043.04 Copy Writers

**Master of Divinity in Church Planting Major (CIP 39.0301 Missions/Missionary Studies and Missiology)**

**Master of Divinity in Church and Mission Major (Ministry Practice Program) (CIP 39.0301 Missions/Missionary Studies and Missiology)**

21-2021.00 Directors, Religious Activities and Education  
25-1126.00 Philosophy and Religion Teachers, Postsecondary

**Master of Divinity in Children's Ministry Major (CIP 39.0702 Youth Ministry)**

**Master of Divinity in Children's Ministry Major (Ministry Practice Program) (CIP 39.0702 Youth Ministry)**

**Master of Divinity in Teen Ministry Major (CIP 39.0702 Youth Ministry)**

21-2011.00 Clergy  
21-2021.00 Directors, Religious Activities and Education

**Master of Divinity in Prayer and Spirituality Major (CIP 39.0602 Divinity/Ministry)**

**Master of Divinity in Elim Ministry Major (Ministry Practice Program) (CIP 39.0602 Divinity/Ministry)**

21-2010 Clergy  
21-2020 Directors, Religious Activities and Education  
21-2090 Miscellaneous Religious Workers  
25-1126 Philosophy and Religion Teachers, Postsecondary  
25-1190 Miscellaneous Postsecondary Teachers

**Master of Arts in Teaching (Early Childhood/Childhood Education) (CIP: 13.1206 Teacher Education, Multiple Levels, 13.1202 Elementary Education and Teaching, 13.1209 Kindergarten/Preschool Education and Teaching, 13.1210 Early Childhood Education and Teaching)**

11-9031 Education and Childcare Administrators, Preschool and Daycare  
25-2011.00 Preschool Teachers, Except Special Education  
25-2012.00 Kindergarten Teachers, Except Special Education  
25-2021.00 Elementary School Teachers, Except Special Education  
25-2031.00 Secondary School Teachers, Except Special and Career/Technical Education  
39-9011 Childcare Workers



## CHAPTER 7: COURSE SELECTION AND SCHEDULING

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Instructions and dates for registration are located on Populi. All students will receive their Populi login ID and password upon enrollment. Students will be notified by email about registration instructions and the date by which they must register. Questions should be directed to the Office of the Registrar.

Former students eligible for re-enrollment who have indicated their desire to attend Great Commission University also will be notified about their status and any registration information via email.

### Adding and Dropping Courses

Students may officially add or drop course(s) with no clerical fee being charged until the specified add/drop date, after which a \$15 clerical fee will be charged for each course added or dropped. Additional per hour fees owed will be calculated based on the total amount due after the schedule adjustment has been made. Refunds owed will be calculated based on the total amount due after the schedule adjustment has been made.

A student wishing to add or drop a class needs to submit a *Drop/Add Class* form to the Registrar. The student is then responsible for obtaining permission from the faculty member teaching the course as well as the student's advisor.

A student wishing to withdraw from a course after the add/drop date may complete a *Drop Class* form with the Office of the Registrar. The student is also responsible for paying appropriate fees and obtaining permission from the faculty member teaching the course as well as the student's advisor.

Anytime a student drops below full-time status as a result of dropping or withdrawing from a course, he/she must get express permission from the Academic Dean and the College Program Director, because his/her financial status with the university might be affected.

### Dropping vs. Withdrawing

*Dropping:* Students may drop from class during the official drop/add period at the beginning of each quarter. This process occurs online. At the end of the quarter, no official record of the student having been in the class exists.

*Withdrawal (Class Withdrawal):* Students may withdraw from courses following the drop/add period until week nine of the fall, winter, or spring quarter. A grade of "W" will appear in the student's official records.

### Withdrawal Policies

During the first week of the fall, winter or spring quarter, students may withdraw from a course with no record of the class appearing on the transcript. In weeks three through nine of the fall, winter and spring quarter, the student may withdraw with the advisor's permission. The course will be recorded on the transcript with the instructor's notation of "W," indicating that the student withdrew. After week nine of the fall, winter, or spring quarter, students may not withdraw from courses.

No student may withdraw from more than five courses during the duration of his/her studies to earn a degree. A student may not withdraw from the same course more than once.

Procedure: Withdrawal from a course is accomplished with an *Add/Drop Class* form, processed through the Registrar's Office.

There are two different types of withdrawal: “*College Withdrawal*,” which is withdrawing from the college (all courses), and “*Class Withdrawal*,” which is withdrawing from individual courses.

## College Withdrawal (Complete Withdrawal) Policy

If a student does not intend to return to GCU or is planning to be away for more than one-year (four quarters), he/she is required to file *Leave of Absence/College Withdrawal* form.

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Students will then have to apply for readmission in order to return. In this case, students may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. Readmission is not guaranteed and is subject to the admission criteria in place at the time students reapply.

## Refunds for Withdrawals

When withdrawing from a class, a student can drop a class with no charge as long as it is within the first two weeks of classes. Anytime after this, students must pay a \$15 drop fee to withdraw from a class. They will be able to do this up until the end of the fourth week of classes, at which point it is no longer possible to drop classes.

Tuition charges may be refunded 90% only if the withdrawal form is processed by the end of the second week of classes of the fall, winter and spring quarters. Students may withdraw after giving official notice and receive a refund of fees paid for which instruction was not received, through completion of 60 percent of the course or term. No refunds will be given after this time.

## Repeating Courses

Courses for which grades of “D” or better have been earned may not be repeated for credit. Courses for which grades of “F” have been received may be repeated for credit. Only the grade for the repeated attempt counts toward the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record. Students will not be allowed to register for a course for which they have already received a passing grade.

## Quarter System

Courses of study at Great Commission University are offered, and credit for satisfactory completion is granted, on a quarter basis.

The school year at Great Commission University is divided into three regular quarters –fall, winter, and spring. With the exception of the summer quarter, which has 42 days of instruction, each quarter includes 10 weeks of instruction (not including final exams).

The basic unit for credit earned is the quarter hour, representing one hour of class per week for 10 weeks.

## Online/Hybrid Learning

Great Commission University offers both online and hybrid courses that can be taken by students to fulfill their degree requirements at our school. Online courses may be taken by either online or resident students. Hybrid courses may be taken by resident students only. Online and hybrid courses have the same course descriptions and student learning objectives as their resident-only equivalents. Both course types are explained further in detail below.

Curricular and learning resources are shared between both program types, residential, and distance education.

### **Online Classes**

Great Commission University offers a number of online-only courses through the school's online classroom. Both online and resident students are eligible to take online courses to fulfill their degree requirements. The vast majority of the class activity will take place online, including tools such as video conferencing, online lectures, forums, chat rooms, online tests and quizzes, and electronically submitted coursework. Course content can be accessed 24/7 at the student's convenience, but the student is responsible for keeping up with the curriculum throughout the quarter. Most course material will be available electronically, but students will typically still need to purchase a physical textbook for online courses.

Note that regardless of the number of credit hours awarded for a course, only 3 credit hours from online courses may be applied toward an F-1 student's full-time status requirement. Online courses alone do not count towards the fulfillment of any residency or on-site requirements.

### **Hybrid Courses**

For today's students at Great Commission University having an online classroom containing learning resources, tracking the progress through course work, recording grades, and enabling interaction with fellow students regardless of time and place and thus supporting effective learning is the standard for any course offered, on-site or online. Instead of using the existence of an online classroom to label a course "online" or "hybrid" Great Commission University, therefore, uses the simultaneous existence of an on-campus component and an integral distance education component of any class as the decisive marker for being a hybrid course.

Great Commission University distinguishes two general types of hybrid instruction: 1) remote teacher, 2) remote student or classroom. Regardless of type, an on-campus student enrolling in a hybrid course is sure to have a regular onsite component where attendance is tracked and face-to-face instruction/discussion is provided. An online student enrolling in a hybrid class, on the other hand, can be sure all activities and resources necessary for participation and for learning to happen in the course are available at a distance to him or her.

F-1 students participating in hybrid courses can have the full credit hours applied toward the full-time status requirement.

### **Class Schedules**

Schedules listing classes offered each quarter are available on the university's course management system Populi. After receiving their ID and password, students may access the platform at the following address: <https://greatcommission.populiweb.com>.

### **Class Attendance**

Students are expected to be punctual and regular in class attendance and to accept responsibility for all assigned work. Any student who has been absent for as many as one third of the total class sessions for a course will have failed and will be suspended from the course. Within this framework, each instructor may set his/her own class attendance policy, and will inform students of this policy at the beginning of the term.

Class sessions missed because of illness or late registration will be counted as absences, except in the case of extenuating circumstances.

Students who are ill are expected to notify their instructors and to arrange to make up any missed work.

A student who is forced to miss classes for any extended period shall notify the Office of Academic Affairs of their college of

his/her absence and the reason for it. A student who is absent from class for a period of two weeks without such notification will be considered as having unofficially withdrawn from the course and will receive a grade of "F." If the student has been unable to notify the institution for reasons beyond his/her control, he/she may be reinstated by petitioning the Academic Council.

Accumulated absence of 40% or more of any given course whether spread out over the entire quarter or consecutive, will earn the student a grade of "NF," failure for non-attendance. Excused absence is not counted as present.

Any student who misses an examination for a legitimate reason may be granted permission to take a "make-up" examination at the discretion of the faculty member.

Permission to give a final examination at any time other than the officially scheduled time must be obtained from the Division Chair.

Occasionally class absences result from a field trip scheduled for another course or from an authorized co-curricular activity (i.e. athletic event, music ensembles, etc.) that falls within class hours. Such group absences do not excuse a student from obligations to regularly scheduled courses, and it is the student's responsibility to be informed concerning the work missed and to complete all requirements in a manner satisfactory to the instructor. Students who participate in co-curricular activities, which may require class absences, should regularly attend class so that absences for co-curricular activities do not lead to course failure.

## **Fulltime Enrollment**

Fall, Winter and Spring quarters only.

To be classified as fulltime, undergraduate students must be enrolled for a minimum of 12 quarter hours, while graduate students must take a minimum of 8 quarter hours. Special permission must be granted to enroll in more than 16 hours for undergraduate students and 12 hours for graduate students per quarter. Such permission must be approved by the Academic Dean before registration.

Certificate in English as a Second Language students are required to take a minimum of 18 clock hours of instruction per week in order to reach fulltime enrollment status.

## CHAPTER 8: GRADE NOTATION AND POLICIES

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### Grading Policies

Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

### Graduate Grading System

Percentage Equivalent	Grade	Interpretation	Grade Points
100-93	A	Excellent	4.0
92-90	A-		3.7
89-88	B+		3.3
87-83	B	Satisfactory	3.0
82-80	B-		2.7
79-78	C+		2.3
77-73	C	Below Standard	2.0
72-70	C-		1.7
69-68	D+		1.3
Below 68	F	Failure	0

### Other Grade Marks Used:

Grade	Interpretation	Grade	Interpretation	Grade	Interpretation
IP	In Progress	NF	Non-Attendance Failure	AU	Audit
I	Incomplete	P	Pass (Graduate: B- or better)	R	Retake
W	Withdrawal	NP	Non-Pass / No Credit		

#### *In Progress Grade (IP)*

The grade of "IP" (In Progress) is the standard notation on the transcript for ongoing courses. After the grade deadline has passed it will be updated to either a final letter grade or a temporary grade notation to indicate the status of the course after its academic term has ended.

#### *Incomplete Grade (I)*

The "I" (Incomplete) grade is given when the course is not completed by the end of the term for acceptable reasons. The faculty will determine whether If this grade is not removed within ten weeks of the end of the term, it finalizes as the current grade in the course gradebook.

#### *Withdrawal Grade (W)*

A grade of "W" (Withdrawal) is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and due deadline dates. "W" grades carry no credit and are not included when calculating the grade point average.

Students are permitted to withdraw from courses and receive a "W" only during the first half of any course. Students desiring an exception to this rule must petition through the Registrar's Office. "W" will not be calculated in the grade point average.

#### *Non-Attendance Failure Grade (NF)*

The grade of "NF" (Non-Attendance Failure) may be given by a professor for excessive absences by a student or when a student stops attending the class. This grade will be computed in the grade point average like a grade of "F." "NF" grades cannot be changed after initial submission and other grades cannot be changed to a "NF."

#### *Audit Grade (AU)*

A grade of "AU" (Audit) is issued when a student's attendance in an audited course is deemed adequate. AU grades carry no credit and are not included when calculating the grade point average.

#### *Retake (R)*

The mark (R) in parentheses is added next to grades in past instances of courses, which have been retaken for grade improvement and in which an equivalent course with same or better grade is listed in the same transcript. The course marked as (R) Retake is not included in cumulative GPA (cGPA) and credit calculations.

Note that retaken courses may change the tGPA and cGPA values calculated in past terms. Any disciplinary actions noted in past terms will remain unaffected and not removed from the transcript once the new GPAs are calculated. Courses which allow retakes for credit will not be marked (R) and are counted towards cGPA and credit for graduation.

## **Grade Appeal**

The normal appeal procedure begins with a consultation with the professor concerned. The following are the steps to filing a grade appeal:

1. Prior to the end of the quarter following the course in which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded.
2. If dissatisfied with outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the Division Chair.
3. Within 10 days of the College Dean or Director's decision, the student may submit a written appeal to the Academic Dean.
4. The student is responsible to monitor email daily throughout the appeals process.

## **Class Work**

All class work is due on the date set by the professor. No assignments will be accepted that are more than two weeks overdue, and grades on late work will be reduced for each day overdue, except under exceptional circumstances approved by the professor. The grading should be completed within 10 days after the submission.

## CHAPTER 9: SATISFACTORY ACADEMIC PROGRESS REVIEW

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### Academic Good Standing

Undergraduate or graduate students are expected to maintain a grade point average ("GPA") of at least 2.0 or 3.0 on a 4.0 scale to remain in Academic Good Standing.

### Academic Disciplinary Status Overview

GCU maintains academic disciplinary policies to encourage students to make the necessary academic and life changes to succeed. Students who fail to meet the minimum expectations of Academic Good Standing must meet more stringent standards and regularly consult with academic advisors.

#### Disciplinary Policy for Undergraduate/Graduate Students

The disciplinary policy provides a student with several opportunities to make the necessary adjustments prior to a final dismissal from GCU.

Disciplinary Status:

- Academic Warning
- Academic Probation
- Academic Suspension (One regular term and any summer term)
- Academic Dismissal

Each Disciplinary Status, except for Academic Warning, will be indicated on the student's academic record.

#### 1. Academic Warning

If an undergraduate/graduate student's cumulative GPA falls below a 2.0 (undergraduate) or 3.0 (graduate), the student will be placed on Academic Warning.

Academic Warning is designed to help students make the required adjustments to achieve success and a degree at GCU. These adjustments will vary based upon the individual circumstances of each student but should be taken seriously.

If a student is placed on Academic Warning, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Warning is required to meet the following Satisfactory Progress Policy requirements for the term:

#### *Satisfactory Progress Policy:*

- Earn a minimum term GPA of 2.2 for undergraduate students or 3.2 for graduate students.
- May not withdraw or request an incomplete from a class. 1
- Meet with the academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous term. 2

- Register for a maximum of 12 credit hours for undergraduate students and 8 credit hours for graduate students. 3
- Maintain satisfactory progress towards graduation.

*If a student on Academic Warning meets the Satisfactory Progress Policy requirements but fails to achieve a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate), the student will remain on Academic Warning and must continue to comply with all Satisfactory Progress Policy requirements.*

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 (undergraduate) or 3.0 (graduate) overall the student will regain Academic Good Standing. A student's cumulative GPA is only affected by GCU coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

1. Only F-1 students are required to comply with this rule.
2. The College Dean reserves the right to alter this requirement on a case-by-case basis.

If a student has registered for more than 12 credit hours (undergraduate) or 8 credit hours (graduate) prior to his or her placement on Academic Warning, the student's schedule must be reduced to a maximum of 12 credit hours (undergraduate) or 8 credit hours (graduate). The student is required to meet with his or her academic advisor to find an appropriate adjustment to the student's academic schedule.

## **2. Academic Probation**

A student will be placed on Academic Probation for failure to meet the Satisfactory Progress Policy requirements while on Academic Warning. A student on Academic Probation is also required to meet the Satisfactory Progress Policy requirements as listed above.

Students who leave the University on Academic Warning or Academic Probation may be readmitted with the same status, even if they have attended another institution in the interim. Performance at another institution will be a factor in the readmission decision.

## **3. Academic Suspension**

Students are automatically placed on Academic Suspension for failure to meet the Satisfactory Progress Policy requirements while on Academic Probation.

Students on Academic Suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes.

When the student is academically suspended the student's official transcript states "Academic Suspension" for the affected term.

### ***Length of Academic Suspension***

- A student's First Academic Suspension will be for a period of one regular term and any summer term.
- A student's Second Academic Suspension is Final Dismissal from OU without possible readmission.

## **4. Readmission**

A student placed on First Academic Suspension must petition to his or her College Dean for readmission.

A student that is readmitted may be subject to additional probationary conditions placed upon them by the College Dean. Such additional probationary conditions may be individual to the student and his or her academic circumstances but will be designed to encourage the student to reach Academic Good Standing and be eligible for Graduation.



A student who reenters the University after First Academic Suspension will re-enter on Academic Probation.

A student placed on Second Academic Suspension shall be permanently dismissed from the University without possible readmission.

**Programs have the prerogative of recommending the termination of a student's admission at any time.**

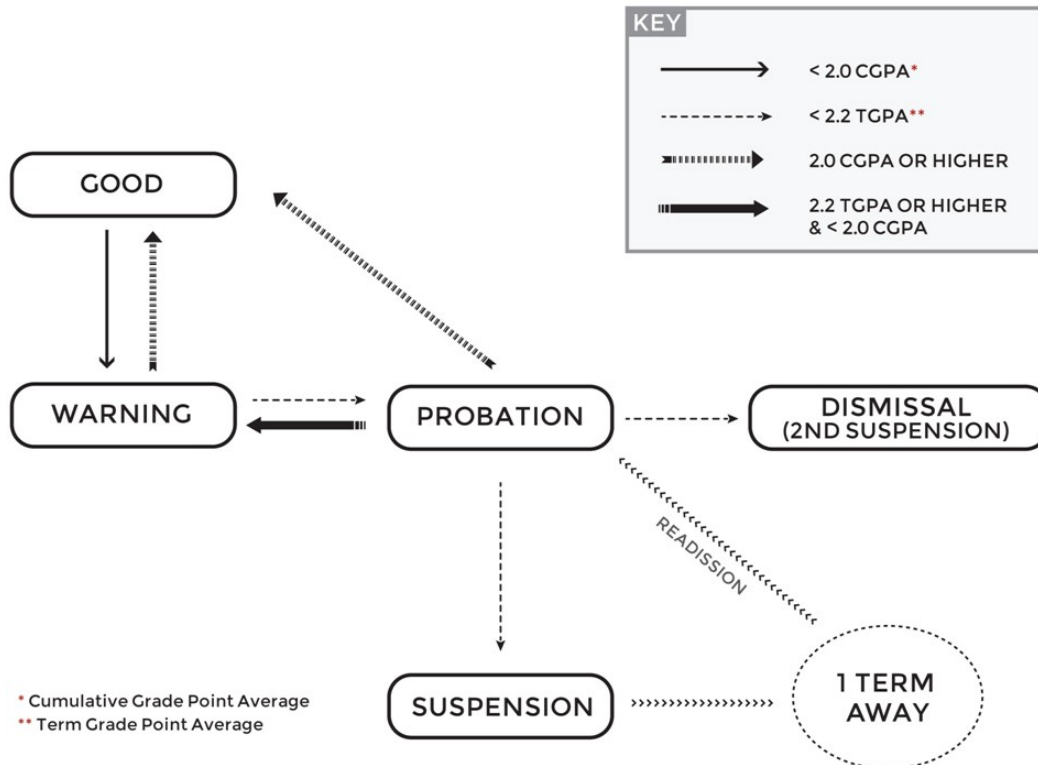
The Registrar shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

A student placed on Academic Suspension or Academic Dismissal status may appeal such action by filing a written appeal with the College Dean or designee no later than 10 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the College Dean or designee on the appeal shall be final.

## GCU ACADEMIC STANDING FOR UNDERGRADUATE STUDENTS

**2.0 GPA Standard  
12 Credit Thresholds**



### Academic Progress of Students

#### Midterm Monitoring

At midterm each quarter, all faculty members will receive a request to comment on the academic performance of their students.

Individual faculty members are often the first to notice that a student’s academic performance in a particular class is unsatisfactory and may be indicative of overall academic difficulty and/or other problems. Indicators of difficulty may include unsatisfactory grades; poor or inconsistent work; poor or erratic attendance; inattentiveness, agitation; change in behavior, attitude, or appearance; inappropriate and/or inconsistent behavior, etc.

The evaluations from faculty not only help academic advisers in their monitoring of a student's academic performance and progress, but also assist them in their efforts to provide the appropriate support and resources to the student.

### **Academic Review**

At the end of each quarter, each program Division Committee, composed of faculty and academic staff, will review and may take action on the record of every student whose term or cumulative grade-point average is below 2.0 for undergraduate students and 3.0 for graduate students. The Committee will determine student standing, including academic warning, academic probation, suspension, and dismissal. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.

Exercising the repeated course option does not negate prior academic standing action.

## **Statement of Academic Rigor**

Academic rigor helps to promote lifelong learning and is an integral aspect of Great Commission University's mission. Academic rigor means sustaining a learning environment that challenges students to attain high levels of intellectual skills in an ethical manner.

### **Academic Rigor for Faculty**

Rigorous teaching permits faculty members to create learning environments that challenge students academically and encourage them to grow. Rigorous teaching requires a professional commitment to academic discipline and to inspiring students to develop their knowledge and understanding by developing their learning skills. Students should be able to expect faculty members to:

1. Strive to clearly communicate the course expectations and have them summarized on the syllabus, and to follow the curriculum;
2. Strive to come to class prepared, and to give students useful feedback on their assignments in as timely manner as the situation permits;
3. Strive to be available to students outside of the classroom;
4. Strive to make assignments relevant, meaningful and challenging;
5. Strive to create opportunities for learning in ways geared to students' diverse talents and abilities;
6. Strive to reduce, if not eliminate, the students' perceived need to plagiarize and to challenge plagiarism should it occur; and
7. Strive to evaluate our courses and ourselves.

### **Academic Rigor for Students**

To make the most of the college experience, students should approach college in terms of a rigor complementary to the faculty's. Rigorous learning requires fortitude, persistence, preparation, hard work, and zeal. Since college shifts students from the teacher-centered style of high school learning to a student-centered style of learning, it places a higher level of responsibility for performance onto the students. Such high performance at a demanding institution can lead to a successful and satisfying career. Therefore, rigorous students should expect themselves to:

1. Set high expectations along with a strong sense of collegiate purpose;
2. Come to class prepared to work, and to submit assignments by the deadlines;
3. Make the most of their time with faculty members in and out of class;
4. Treat fellow students and the classroom with respect, and to participate in the academic process;
5. Manage their time so they can treat college as real work with real value;
6. Participate with complete honesty and integrity;

7. Understand that collaboration with classmates on assignments, when required or encouraged, is acceptable behavior as long as the products of those assignments are truly the student's own work;
8. Accept responsibility for learning and for the grades earned.

## CHAPTER 10: GRADUATION

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### General Requirements

Students must meet minimum academic requirements to be eligible for graduation, according to the prescribed course of study outlined in the curricula of their respective programs, with an appropriate academic grade point average. Students must also satisfy all financial responsibilities to the university to qualify for graduation.

Students enrolled in undergraduate programs of the university must maintain an average grade of “C” (2.00) for graduation. Students enrolled in graduate programs of the university must maintain an average grade of “B” (3.00) for graduation. The grade average will be determined on the basis of grades recorded before enrollment for the final term of study.

After a graduation audit determines that a student is eligible to graduate, the student may choose to attend the commencement ceremony via live broadcast or be present at the campus to attend in person. Students who choose to attend in person are required to be present for both rehearsal and commencement exercises. If a student cannot be present, graduation in absentia may be approved for reasons satisfactory to the faculty. Arrangements to attend must be made six weeks before the commencement exercises and must be made by written petition.

Students registering in the university for the first time should complete their work for the degree according to the requirements of the Catalog of the year in which they entered. Students who withdraw may wish to return under the requirements of their original Catalog if they have missed no more than three consecutive regular quarters (for example, fall/ winter/spring). All other students must return under the requirements of the current Catalog.

Catalog years begin with the fall quarter. Students entering for the first time in a summer quarter will be subject to the Catalog for the fall quarter immediately following.

### Additional Requirements

1. The faculty of each respective program is responsible for determining any additional requirements for admission to, continuation in, and graduation from each degree program above and beyond the university's standards.
2. The faculty of each respective program is determinant in decisions and questions related to a student's admission, a student's continuation in a degree program, and eligibility for graduation. A student may submit a request for review in the Office of Student Services if a question arises on a decision made by the faculty. Appeals can be made, provided such a request is filed within 15 days after the date the decision is officially delivered to the student.
3. The faculty of each program reserves the right and authority to refuse approval of a candidate for graduation, or to terminate the continuance of a student in an academic program for any reason or reasons. The faculty decides the validity of such action, even if the student has met and is currently meeting the academic and other requirements for the degree program.

### Graduation process

1. Once students have successfully completed a minimum of 164 credits in the bachelor degree, 120 credits in the Master of Divinity

degree, and 40 credits in other master degree, they may request graduation audit to each division.

2. Once students fulfill graduation requirements, students should apply for graduation by emailing the Registrar's Office and requesting the graduation application form.
3. Registrar's Office goes through a final graduation check and verifies whether students have completed all graduation requirements. If the student meets graduation requirements, Registrar Office notifies the student to fill out the graduation application form.
4. Students fill out graduation application form, submit the form and pay graduation fee.
5. Registrar's Office prepares and sends the diploma and an official transcript to the address typed on the graduation application form.

## **CHAPTER 11: GREAT COMMISSION UNIVERSITY POLICIES**

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### **Student Records**

It is Great Commission University's policy to maintain the confidentiality of all student education records.

No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons.

Within the GCU community, only those members, individually or collectively, acting in the student's educational interest or involved with campus safety are allowed access to student education records.

The institution does provide directory information that includes: student name, address, telephone number, e-mail address, major field(s) of study, dates of attendance, photograph, class or level, enrollment status, and degrees, honors and awards received. Students may withhold directory information by notifying the Registrar.

Requests for non-disclosure will be honored by the institution for only one year; therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

Students may inspect, review, and challenge the information contained in their education records, request a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if they feel the decisions to be unacceptable. The Registrar at GCU has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, and placement records. Education records do not include records of administrative and education personnel. These records are the sole records of the administration and education personnel who prepare them.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Requests for amendments to grades after a student has graduated will not be considered unless there is substantial evidence of inaccuracy on the institution's behalf.

Student records will be maintained for five (5) years from withdrawal or graduation, and student transcripts will be maintained permanently.

GCU retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

### **Confidentiality and Privacy Policies**

Great Commission University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 *United States Code* [U.S.C.] § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Great Commission University acknowledges that the right to privacy is a personal and fundamental right protected by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Great Commission University is committed to maintain and disseminate personal information within strict limits.

## **Complaint and Grievance Policy**

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.



Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

### **Grievance Procedures:**

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

### **To File a Grievance**

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Director of Student Services within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Director of Student Services will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Student Services will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

### **Complaint Log**

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, comprised of either the Academic Dean or the Director of Student Services (for student complaints), two faculty members, and two students or alternates and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced, and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the

University President. Any appeal of the grievance committee's action will be made to the University President.

## General Code of Conduct

### Sanctions

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

#### 1. Primary Sanctions (in order of severity):

1.1 *Expulsion*: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.

1.2 *Dismissal*: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.

1.3 *Suspension*: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student reenrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.

1.4 *Deferred Suspension*: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed "not in good standing" with the University. A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

1.5 *Probation*: An official warning that a student's conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed "not in good standing" with the University. This sanction includes the same restrictions listed in 1.4, Deferred Suspension.

1.6 *Letter of Reprimand*: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.

1.9 *Warning*: Admonition of a student for actions unbecoming to the University community.

#### 2. Secondary Sanctions (no order of severity is established for secondary actions):

*2.1 Community/University Service:* A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.

*2.2 Educational Requirements:* A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.

*2.3 Restrictions:* The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.

*2.4 Restitution:* A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## Harassment

GCU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, GCU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the GCU community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Great Commission University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

## Student Responsibilities

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

## Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  1. Using another person's written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  3. Using statistics, graphs, charts and facts without acknowledging their source.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  7. Using someone else's lab report as a source of data or results.
  8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting the results of a machine translation program as one's own work.

## CHAPTER 12: STUDENT LIFE AND STUDENT SERVICES

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### Enrollment Requirements & Procedures

Before enrolling, all applicants must also fill out an Enrollment Agreement and submit a deposit in accordance with the Student Fees and Payment schedule. A parent or legal guardian must sign the Enrollment Agreement if the applicant is under 18 years of age.

### Digital “Orientation”

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Great Commission University and an overview of its curricular and co-curricular programs, general policies, and administrative features.

Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

### Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

### University-Wide Literary Style

The most recent edition of Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* is the basic manual of style for the writing of formal papers. Turabian allows for footnotes, endnotes, or parenthetical references. Each division and degree program may specify the kind of documentation it requires. Faculty members may specify exceptions to these standards for particular assignments as necessary.

### Examinations

Final examinations are usually two hours in length and are to be taken at the scheduled hour during exam week. In case of illness, a student should notify the Office of Student Services before the examination, if possible.

A final grade cannot be changed after it has been turned in to the Registrar, unless there has been an error in calculation or recording of the grade. Students have two weeks from the date of issuance of grades to report errors to the Registrar.

### Leave of Absence / Time Limit Policy

If students intend to return to GCU within one year (four quarters) and want to preserve registration privileges, they should file a *Leave of Absence* form. A leave of absence may be taken up to a maximum one year (one quarter for LOA and three quarters for Continued Leave of Absence)\* by an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits

the student from progressing in his/her degree program.

Students must receive prior approval for any course(s) taken at another institution while on leave by completing a Transfer of Credit Application.

If a student does not return to GCU within the stated time period, they will automatically be withdrawn from the college and will need to reapply if they wish to return.

Leaves of absence will extend the maximum time students have to complete the degree program by up to one year.

**\*Maximum Length of a Leave:** *A leave of absence is generally not approved for longer than one year. However, under special circumstances such as military deployment or medical emergency, a leave may be approved for a maximum of three years.*

### **Maximum Time Limit**

The maximum time limit to complete a master of divinity degree program at Great Commission University is **6 years**.

All requirements for degree programs must be completed within set time limits after the student's first term of enrollment in his/her program.

If a student fails to complete his/her program within the time limit, his/her records will be deleted and reapplication is required to continue pursuit of the degree.

When additional time is necessary and appropriate, the student and advisor will petition the student's college for an extension. The extension may be denied, in which case the student will be dismissed, or it may be granted with qualification. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the college, and approval by the academic dean.

## **Academic Advising**

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest.

The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. GCU values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their GCU careers for advice and assistance in any academic issues.

It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## **Academic Advising Center**

Academic Advising Center provides:

- Information about academic programs and policies.
- Guidance in course registration.
- Advice and assistance in any academic or vocational problems that may arise.
- Advisors to help students who encounter academic difficulties strategize ways to improve their performance.
- Evaluation of transfer courses and assessment of credits awarded.
- Assistance in conveying information about special needs to professors.

- Assistance in obtaining academic and classroom accommodations, if needed.
- Advice and counseling regarding learning or physical disabilities.
- Information about petitioning respective colleges for exceptions to academic policies.

Academic Advising serves as a resource in relationship to institutional policies, procedures, and administrators.

It is the responsibility of the student to see that the proper courses for the intended major are taken in the proper sequence. Special care should be taken if a course is offered in alternate years. The Division Chair and supporting faculty members can also be consulted for assistance as necessary, but ultimately the student accepts responsibility for registration in the desired and needed courses.

## Petitions

Should there arise a scenario in which an exception to an academic policy seems necessary, students may file a request at [solutions@greatcommissionuniversity.org](mailto:solutions@greatcommissionuniversity.org)

## Changes in Personal Information

During registration and throughout the quarter, any change in a student's address, employment, marital status, number of children, or other pertinent data should be reported to the Office of the Registrar as soon as possible.

## Transcripts

In order for the Office of the Registrar to release a transcript, federal law requires a signature from the student requesting his/her transcript. Transcript request forms may be found in the Student Records area of Populi. Transcripts are issued with set fees. Please see the fee schedule included in this Catalog.

Verbal requests, whether in person or over the phone, cannot be processed. A transcript request from a student on hold for unpaid fines or bills will not be processed until his/her financial obligations are met. Transcripts are generally processed within 7 business days of the request.

## Counseling

Students are encouraged to communicate openly, but respectfully, with all GCU staff members, and to seek spiritual guidance at any, especially from Director of Student Services. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. GCU also encourages students to maintain ties with WOA church leaders throughout their studies at GCU.

GCU also allows students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance. Students who take advantage of study sessions are expected to perform better in the classroom. Should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study

session.

## Netiquette Guide

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

### General Guidelines

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential student information via e-mail

### Email Netiquette

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

### Message Board Netiquette and Guidelines



**When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## **International Student Services**

### **What to do first: A Checklist**

Upon arriving at GCU, there are a number of things that you need to do. We offer a checklist to help you to get started.

#### **1. Check-in at the GCU International Student Office**

Within ten days of arriving at GCU, new F-1 students must check in at the International Student Office. Bring your passport, I-94, and I-20 with you. This is a mandatory procedure: under U.S. Department of Homeland Security guidelines, we are required to confirm your arrival. Failure to complete the check-in procedure may lead to your immigration status being terminated. If you have a "transfer pending" I-20, be sure to return to ISO as soon as you have completed your course registration so that the transfer process can be completed.

#### **2. Open a Bank Account**

It is not safe to keep large amounts of cash in your apartment, so we recommend opening a bank account as soon as possible after you arrive. Deposit your checks so they clear in time for you to pay your bills. Ask the ISO for a courtesy letter to help you open a bank account, or otherwise notify us if you have problems or difficulties opening an account. Note: you do NOT need to have a Social Security Number to open a bank account, so please let us know if you are told otherwise.

#### **3. Update Your Address**

All F-1 non-immigrants are required, under U.S. law, to report their U.S. residential (not mailing or PO Box) address through their respective schools and/or immigration sponsors. When you register for classes, be sure to update your U.S. local address with the ISO. Continue to update your address and contact information with the ISO within 10 days of any move.

#### **4. Register and Start Classes**

Discuss with your academic advisor or program director about the courses you should be taking. Some programs follow a more structured curriculum while others may be more flexible.

#### **5. Attend a Mandatory F-1 Immigration Information Session**

These sessions are mandatory for all new and incoming international students and are recommended for returning students who have been abroad for extended periods of time. See the orientation calendar for all session times.

### **Mandatory F-1 Visa Orientation**

In order to ensure that you are aware of the regulations and requirements of your immigration status, the ISO holds visa orientation sessions for your benefit. Topics covered include: immigration requirements for full-time study; employment; travel; immigration documents and forms; and consequences of not maintaining lawful F-1 status. You are responsible for knowing all the information presented in these sessions. Consequences of not abiding by immigration regulations can be severe.

## **Immigration Information for F-1 Students**

### **Visa and Document Overview for Students in F-1 Status**

#### **Your Legal Obligations**

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations. If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status", it may be extraordinarily difficult to be reinstated to legal F-1 status.

The best resources to assist you in maintaining your status are the International Student Office at 1st floor of Great Commission University. Every effort has been made to provide reliable and accurate information on rules that govern student immigration classifications. Feel free to come in and ask questions anytime.

#### **Useful Websites for F-1 Students**

U.S. Immigration and Customs Enforcement <http://ice.gov>

U.S. Citizenship and Immigration Services: <http://www.uscis.gov/portal/site/uscis>

U.S. Department of State: <http://www.usembassy.gov/>

#### **A Few Words of Advice for Students**

- Familiarize yourself with "Student Immigration Definitions" before reading anything else.
- Although most requests for documentation submitted to the ISO usually are done on the spot while you wait, it is prudent to allow at least five business days for processing.
- Bring with you your passport and all relevant immigration documents - including your I-20 and any previous I-20's - when you come to the ISO for immigration information or document processing.
- Carry financial documentation when you travel.
- If you are the least bit uncertain about your status - for example, whether your program will be full-time, whether your permission to stay is valid, or whether you can be paid for an assistantship - check with the ISO immediately.

Students who do not meet the full-time or normal progress requirements may have problems restoring their status. Therefore, if you believe your circumstances warrant extraordinary consideration, it is extremely important that you consult with the ISO or IAO before registering for your program. We are here to help you and advise you.

## CHAPTER 13: LIBRARY SERVICES

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### Library Cards

University ID cards and ID numbers serve as library cards for Great Commission University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as GCU students with appropriate ID/PIN information.

### Library Hours

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

### Circulation Policy

#### Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week period. Library patrons may renew at the end of the two-week period twice for a total of six weeks.

#### Other Materials

Requests for digital and audio-visual materials shelved in GCU's Media library follow the procedures used for books.

#### Number of Items Borrowed

<b>Patron</b>	<b>Number of Items</b>	<b>Length of Loan</b>
Undergraduate Student	10	2 Weeks
Graduate Student	20	2 Weeks
Faculty	30	1 Month

Staff	10	2 Weeks
Alumni	5	2 Weeks

**Renewing Library Materials**

*In Person: At the Circulation/Check Out Desk.*

Dr. William L. Wagner Mission Library materials can be renewed if the borrower’s account is in good standing. Account problems that may prevent renewal include:

- Reaching the maximum number of renewals - twice
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

- Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
- Reserve items
- Overdue items

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks/ 1 Month Library Use Only 2 Hours
Magazines & Newspapers	Latest Issue Back Issues	Room Use 2 Weeks/ 1 Month
Audiovisual	Videotapes, compact discs, DVDs etc.	2 Weeks/ 1 Month

**Overdue Notices and Usage Blocking**

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

**Returning Library Materials**

Borrowers may return Dr. William L. Wagner Mission Library materials to the Check-Out Desk on the University's campus.

## **Reference Services**

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

## **Copying/Photocopy Services**

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 25 cents per page for color. After copying, patrons can pay at the circulation desk.

## **Computers and Internet**

The Library Computers consists of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Great Commission University students may use the computers. There are 6 computers in the Library, 5 for patron research and 1 for librarian and library staffs.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

## CHAPTER 14: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

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### University Offices

For correspondence with specific departments use the email addresses below.

**Student Finance Office:** studentfinance@greatcommissionuniversity.org

**Financial Aid Office:** finaaid@greatcommissionuniversity.org

**Library Services:** library@greatcommissionuniversity.org

**Registrar Office:** registrar@greatcommissionuniversity.org

**Admissions Office:** admissions@greatcommissionuniversity.org

**Student Services Office:** student.info@greatcommissionuniversity.org

**International Student Office:** iso@greatcommissionuniversity.org

Below is the contact information and the location where class sessions will be held.

#### *Great Commission University*

5755 IN-9,  
Howe, IN 46746

### Technology Requirements

#### **Broadband Internet**

A fast internet connection ensures that students navigate through Populi quickly and efficiently, typically DSL or cable service.

#### **A modern, updated web browser**

Populi runs on up-to-date releases of popular web browsers.

Here are the browsers we recommend for use with Populi. We recommend students to always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

- Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.
- Mozilla Firefox is another good choice on Windows computers (works pretty okay on Macs, too).
- Apple Safari is great on Macs. Not so much on Windows.
- Last and certainly least, Internet Explorer. If you're using Windows 10, they're encouraging you to use Microsoft Edge.

## Mobile browsers

- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android aren't problematic.
- Microsoft Edge (mentioned above) is baked-in to Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

## Other common applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

## Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

<https://support.populiweb.com/entries/87315-Introduction-to-Populi>

## EQUIPMENT USED IN COURSES

Students in any program are required to have their own laptops with wifi internet connection for course work and lectures. Below are suggested specifications.

- \* Type: PC or Mac
- \* Processor: Intel Core i5 or i7 or AMD equivalent
- \* Display: 13" or larger
- \* Memory: 8GB or higher for PC / 16GB or higher for MAC
- \* Hard Drive: 256GB SSD or higher
- \* I/O ports: Two USB 3.0 ports
- \* Video out: HDMI or DisplayPort
- \* Wireless: AC preferred, N minimum
- \* OS: Windows 10 (preferred) for PC / El Capitan (Sierra preferred)

Students in the IT, Media, Art, and Architecture programs are recommended to have higher specs on their laptops:

Apple MacBook Pro

- \* 13 or 15-inch screen
- \* 2.2GHz processor (2.6 or 2.7GHz will be faster)



- \* 8GB to 16GB RAM (more will be better, especially for animation projects)
- \* At least 256GB hard drive (512GB or larger will be better)

Desktop computers are also offered in the library, architecture, and ESL labs.

Media and Journalism students may also be working with equipment such as:

- 4K cinema video cameras
- Digital photography Cameras
- Lighting equipment and lights
- Sound and Audio Mic

Architecture and Engineering students may be working with construction related tools such as saw tables, electrical power tools, air pressure tools. Tools and equipment are available on loan to students who are taking the related courses or approved by the school.