

Griggs University (GU), founded in 1909, is the distance education arm of the Seventh-day Adventist educational system. Columbia Union College (CUC), Andrews University (AU), and Oakwood University (OU) have joined Griggs University in partnership to make distance learning programs available to students around the world through the Griggs University Consortium. Each partner plays a crucial role in providing flexible, portable degree programs and courses to students who have not been able to study on a college campus.

One section of this bulletin is devoted to the programs and courses offered by each college or university. If you are already enrolled as a student at one of our partner institutions, you may go immediately to that institution's section for the latest information on course offerings, academic requirements, and costs. If, however, you are undecided as to the best program for you, take a few minutes to look through all three sections before deciding which institution best meets your needs.

Griggs University will provide the student services for all programs by furnishing supplies, processing course enrollments, and ensuring that lessons and exams are graded promptly. The college or university with whom you enroll will furnish grade reports, transcripts, and diplomas (when you have met graduation requirements). If you would like to earn a degree from one of the partner institutions, you must apply to that institution. More information on the degree admission process may be found in each section.

If you decide to enroll for an individual course, your immediate contact will be Griggs University and information on how to enroll may be found in the Enrollment Packet.

Thank you for your interest in the Griggs University Consortium. We hope that through our partnerships, we will be able to meet your educational needs.

Providing flexible, portable degree programs and courses...



Griggs University



Columbia Union College



Andrews University



Oakwood University

Fair Practices Statement

The governing body of Griggs University (GU) has ruled officially, and in practice by, the following policy: Students shall be admitted to college courses with no discrimination in recruitment or acceptance against any student or applicant because of race, color, ethnic background, religious affiliation, handicap, country of origin, age, or gender.

Admission Requirements

Adult students (18 years or older) wishing to pursue individual courses for personal growth, to meet course requirements for another college or university, or to supplement a program while enrolled in another college or university are admitted on a course-by-course basis. While they are not required to submit transcripts of prior academic work, it is the responsibility of the students to make sure that they have met the prerequisites for the course(s) for which they are enrolling.

Early Enrollment

In the senior year, a secondary school student with above-average grades may enroll for up to six semester credits in college courses upon the recommendation of the secondary school and with the approval of the GU registrar.

Course Load

Because Griggs University operates on an open enrollment system, students may enroll for courses at any time during the year. Provided time to study is not a problem, it is recommended that students enroll for 6-12 semester hours per enrollment to reduce the number of enrollment fees they have to pay. Under special circumstances, the vice president for education may permit a student to enroll for up to 15 semester hours at one time.

Exams

For most courses at least one exam is required each semester. Students should read the information about exams found in the Student Handbook (at the beginning of the study guide), the course introduction, or the lesson in the study guide that precedes the exam.

All exams must be supervised by a school or community official, such as a teacher, librarian, registrar, or pastor, who is not related to the student. The student must state clearly on the exam request form the professional status, job title, or any other qualifications of the supervisor that will aid the testing department in the approval process. If a student is enrolled in another school while taking college courses, the exam should be taken under the direction of that school's registrar or testing department. An exam cannot be sent to a supervisor who has the same address as the student unless the address is known to be that of a school, mission facility, etc.

In order for an exam grade to be recorded, a signed Supervisor's Signature Form must accompany the exam being returned. GU will notify the student of exam results, but no graded exam will be returned to the student or to the supervisor.

All college students must present photo identification to their supervisors before taking exams unless the examiner personally knows the student being tested.

Grade Change

A grade may be changed by the teacher during a five-month period from the date the grade was issued. Grades are changed only to correct an error made in determining or recording the grade. Exams are discarded after six months.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing. Lessons may be discussed with other students, tutors may help to guide a student's work, and textbooks, encyclopedias, and other resource materials may be used for additional assistance, but the actual response must be the student's own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices, or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the GU Academic Affairs Committee for appropriate punitive action.

SDA Teacher Certification

Griggs University works with teachers, schools, superintendents of education, and others to provide courses for SDA teacher certification. Call 1 800 782 4769 and ask for SDA teacher certification information.

Time Limit for Course Completion

All students are given one year (12 months) from date of enrollment to finish courses. After 12 months from date of enrollment, further extensions are not granted. To obtain credit for that course, a student must enroll again and purchase new materials. If taking courses to transfer the credit to another institution to meet a degree requirement, students are encouraged to finish their courses within six months.

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