

# BAKKE GRADUATE UNIVERSITY



## 2019-20 LIBRARY MANUAL

Bakke Graduate University strengthens leaders  
who steward resources with and for vulnerable people and places,  
by means of contextual, Christian-based education  
innovatively delivered throughout the urban world.

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# CONTENTS

Who is BGU?.....	1
History .....	1
Mission Statement .....	1
Accreditation .....	1
Government Agency Approvals .....	2
Faith Statement.....	2
Vision .....	2
Institutional Objectives.....	2
Overall Objectives .....	3
Educational Values & Philosophy of Engagement .....	3
Core Values .....	3
Ministry & Educational Philosophy .....	4
Practical Ministry Philosophy Based on Mentoring.....	4
Academic Program Based on Biblical Foundations.....	4
Health & Security .....	4
Community Standards of Conduct .....	4
Complaint Procedures .....	5
Fraud, Abuse, & Accurate Representation .....	5
Academic Services .....	5
BGU Website.....	5
Orientation .....	6
Writing Assistance.....	6
Library/Learning Resources .....	6
Online Mentoring .....	7
BGU Online Helpdesk.....	7
Office of the Registrar .....	7
Counseling and Advising Appointments.....	7
Admission Policies .....	8
Admissions Standards .....	8
Student Status Classifications.....	8
Transfer Credit Policy .....	8

Admission Requirements & Procedures.....	8
Personal Learning Community.....	9
English Language Proficiency.....	9
Minimum Technology Requirements.....	9
International Students.....	9
Admission as Special Student .....	10
Admission with a Degree-Completion Program .....	10
Special Needs Policy .....	10
Financial Policies.....	11
Tuition and Fees .....	11
Course Registration .....	11
Refund Policy .....	11
Course Extensions .....	12
Financial Aid .....	12
Financial Appeals Process .....	12
Academic Policies .....	12
Identity Verification in Distance Learning.....	12
Student’s Right to Know Act .....	13
Student Privacy (FERPA).....	13
Correspondence Courses .....	13
Online Courses/Distance Education .....	13
Independent or Directed Studies .....	14
Course Requirements.....	14
Reinstatement of Withdrawn Students .....	14
Grading Policies .....	14
Grading Rubrics.....	15
Credit Hour Definition .....	15
Satisfactory Academic Progress (SAP) .....	15
Degree Program Duration and Time Limits.....	15
Graduation Policy.....	15
Audit Registration Policy .....	16
Withdrawal from the University.....	16
BGU’S Social Media Policy & Disclaimer .....	16

Student Records.....	16
Transcripts .....	17
Institutional Review Board.....	17
Academic Programs: Description, Requirements & Outcomes .....	17
Master of Arts in Transformational Leadership (MATL) .....	18
Executive Master of Business Administration (EMBA) .....	18
Doctor of Ministry (DMin).....	18
Doctor of Transformational Leadership (DTL).....	19
Degree Completion Requirements .....	19
High Honors .....	19
Academic Calendar .....	19
Staff and Faculty.....	20
Academic Cabinet .....	20
BGU’s Library Overview .....	21
Policies .....	21
On-Campus Library .....	21
Off-Campus Library Facility .....	21
Procedures .....	22
Selection and Weeding.....	22
Reference Books.....	22
Media (Tapes, Videos & CDs).....	22
Circulation Book Collection.....	23
Services.....	23
Faculty, Students, and Community .....	23
Reference and Searches .....	23
Reserves.....	23
Circulation .....	23
Holds.....	23
Inter-Library Loan (ILL) .....	24
Time Periods.....	24
Renewals.....	24
Lost Books.....	24
Student Identification Cards .....	25

Library Etiquette.....	25
Operations & Procedures.....	25
Acquisitions.....	25
Cataloging & Classification Rules.....	26
Book Processing.....	26
Storage and Weeding.....	27
Withdrawing Books.....	28
Circulation Procedures & Records.....	28
Checkouts.....	28
Renewals.....	28
Check-ins.....	28
Overdue.....	28
Patron Database.....	29
College Catalog Collection.....	29
Vertical File Material.....	29
Periodical Processing.....	29
Index.....	31

# **Who is BGU?**

## **History**

Originally founded in 1990 under the name Northwest Graduate School of the Ministry (NWGS), Bakke Graduate University (hereinafter BGU or “the university”) provides graduate level leadership education focusing on rigorous academics, immediately practical application, and involving a global constituency of faculty and students. BGU is accredited through the Transnational Association of Christian Colleges and Schools (TRACS) and is fully recognized by the US Department of Education. BGU has earned a strong reputation within academic Christian service, and business organizations.

During the last fifteen years, BGU has journeyed from its founding identity as a one-church based educational organization faithfully serving the Northwest United States to its current role as the school of choice for international urban leaders on five continents. This network was originally assembled as young leaders under the urban track of the Lausanne movement in the 1980s and was called the Lausanne Urban Associates. As Lausanne ended this initiative in the late 1980s, these same leaders and more were reassembled by Dr. Ray Bakke through the International Urban Associates (IUA). Now, this growing, global, urban network of leaders has acknowledged and responded to a strong need for a unifying educational experience that prepares and equips them for transformational work in a global world. BGU’s strategic plan outlines the ways in which it is responding to this educational opportunity for expanded excellence in the sphere of Christian service while charting a path of outstanding stewardship and solid business practices. (See BGU Core Appendices-Appendix 1 for a more detailed history of BGU.)

## **Mission Statement**

BGU’s mission statement is as follows:

**Bakke Graduate University strengthens leaders who steward resources with and for vulnerable people and places, by means of contextual, Christian-based education innovatively delivered throughout the urban world.**

## **Accreditation**

Bakke Graduate University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) and has been awarded Reaffirmed Status as a Category IV Institution by the TRACS Accreditation Commission on November 8, 2010; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of

Christian Colleges and Schools (TRACS)  
15935 Forest Road, Forest, VA 24551  
Phone: 434-525-9539; Fax: 434-525-9538  
[info@tracs.org](mailto:info@tracs.org); [www.tracs.org](http://www.tracs.org)

### **Government Agency Approvals**

Selected academic programs of study at BGU are approved by the Texas Higher Education Coordinating Board for enrollment of those eligible to receive benefits under Title 38 and Title 10, U.S. Code. Veterans of United States armed services organizations should contact the Student Finance Coordinator to ensure proper documentation is presented and information is adequately communicated to the Veteran Affairs Office. Students participating in joint degrees that are the result of an agreement between BGU and an international school are not eligible for Veteran benefits.

### **Faith Statement**

BGU was founded as a non-denominational Christian university. Doctrinally, the institution stands for the fundamentals of the faith as taught in the Christian Scriptures and handed down through the centuries by the Church. Consistent with this purpose, the faculty and directors of BGU acknowledge the creeds of the early church and the confessions of the Protestant communions to which they severally belong. BGU explicitly affirms the classic ecumenical creeds, the Nicene Creed, the Apostles' Creed, and, the more recent evangelical confession known as the Lausanne Covenant (BGU Core Appendices-*Appendix 2*, hereinafter referred to as "the Statement of Faith").

### **Vision**

BGU looks beyond itself to embody the commonly-held vision of an international network. BGU serves and is served by a large international network of urban leaders, and its vision is shaped by these networks and partners. The vision of BGU includes the following key components (for full descriptions, see BGU Core Appendices-*Appendix 3*):

1. Served by and Serving Emerging and Experienced Transformational Leaders
2. Proclaiming the Whole Gospel, through the Whole Church, to the Whole World
3. Kingdom Sharing
4. Bible-based Perspective and Values Education
5. Accessibility to Life-Long Learning for Global Christian Leaders
6. Web-based Educational Services

### **Institutional Objectives**

The institutional objectives for BGU are as follows (for a full description of each, see BGU Core Appendices-*Appendix 4*):

1. **Spiritual Formation:** This university will help a student have increased trust in God, while dynamically developing and stewarding its partnerships and networks.
2. **Perspective:** Shifts in worldview, mindset, new ways of seeing themselves and God, will result as the BGU 8 perspectives are integrated in students' lives and outreach/influence.
3. **Knowledge:** Prophetically disruptive and ethically sound knowledge is needed to accomplish Spiritual Formation and Perspective Transformation.
4. **Skills:** Hands-on leadership-related skills are taught, demonstrated and evaluated throughout BGU's academic and non-academic services to students.
5. **Application:** BGU students apply their learning in their life and work during their studies and after they graduate, while expanding their own partnerships and networks and becoming increasingly Christ-like.

### **Overall Objectives**

The overall objectives for all BGU's programs (for full description, see BGU Core Appendices-Appendix 5):

1. Deliver Practical Ministry Instruction
2. Deliver Biblically-Based Curricula
3. Provide a Faculty Composed of Successful Global Practitioners
4. Deliver through an Adult Learning Educational Approach
5. Instill in Students a Recognition of the Diversity of the Church
6. Provide Leadership Training to Build the Local Church within a Global Perspective
7. Instill in Students the Reality of Globalization

### **Educational Values & Philosophy of Engagement**

The educational values and philosophy of BGU form the guidelines of how BGU will develop courses, form networks, select students, faculty, and staff, while pursuing its unique approach to graduate education. BGU is a community formed around spiritual reflection, authentic relationships, and sacrificial service. It is an accredited higher educational institution committed to developing incarnational servant leaders who are intentional instruments of God in their communities and workplaces. BGU collaborates with an emerging global network of organizations, churches, and schools to develop transformational leaders who seek peace in their cities worldwide. For a list of these values, see BGU Core Appendices-Appendix 6.

### **Core Values**

BGU's Core values are as follows (for full details, see BGU Core Appendices-Appendix 7):

1. Passion
2. Celebration
3. Respect
4. Integrity
5. Community

## **Ministry & Educational Philosophy**

### ***Practical Ministry Philosophy Based on Mentoring***

The courses of Bakke Graduate University (BGU) are taught by seasoned instructors who are academically qualified and currently engaged in practicing what they teach. The instruction provided in the classroom is based on principles of “*modeling*” and “*mentoring*.” As in other professional fields, such as law or medicine, Christian practitioners who are being trained for Christian leadership benefit from practicing “*mentors*” who teach not only from a textbook but from a life of experiences. BGU’s instructors have proven track records in leading effectively ministries or professions, and therefore teach from a practical as well as from an academic viewpoint. The doctoral and master’s degrees are designed so that Christian practitioners will accomplish significant academic growth while grounded in very real practice. The goal of BGU is to stretch, challenge and equip its students to be transformational leaders in the global context.

### ***Academic Program Based on Biblical Foundations***

The educational philosophy of BGU emphasizes the equipping of individuals for effective ministry as well as providing a sound biblical framework within which all service must take place. *All courses are taught from a biblical perspective and are Christ-centered.* The Bible is recognized as the primary and authoritative Christian text for all Christian faith and practice. Therefore, the various forms of ministry taught at BGU are defined and evaluated according to biblical descriptions. It is also recognized that all Christian service occurs within a specific cultural environment. Therefore, the content of the curricula is continually evaluated and adjusted to ensure that biblically-defined leadership principles are applied in forms which are culturally relevant to society.

The educational philosophy of BGU also focuses on the nature of the church and the formation of a biblical self-identity for pastors and professional leaders. The curriculum assumes that the Great Commission of Matthew 28:19-20 and the Great Commandment of Matthew 22:35-40 are the standards by which all service is to be measured.

## **Health & Security**

BGU strives to ensure the health and safety of its staff, faculty, and students according to and beyond relevant state and federal requirements. BGU Core Appendices-*Appendix 8* provides a list of emergency procedures that are applicable in its Dallas, Texas, office and classrooms.

## **Community Standards of Conduct**

BGU’s desire is to create an environment that is restorative and redemptive. Therefore, with the help of the Holy Spirit, Board members, students, administrators, faculty and staff strive to live lives that reflect the Kingdom values expressed in the Community Standards of Conduct. However, violations of the expressed principles and policies described in this document and in the Lausanne Covenant may result in disciplinary action up to and including dismissal or termination. These standards include:

1. Statement on Academic Freedom
2. Statement on Academic Integrity
3. Statement on Christian Conduct
4. Statement on Non-Discrimination
5. Statement on Harassment
6. Statement on Respect for People and Property
7. Statement on Substance Abuse

For a detailed description of these standards, please see BGU Core Appendices-Appendix 9.

### **Complaint Procedures**

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110 – 1.120, on October 25, 2012. These rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions. For details about this procedure, please see BGU Core Appendices-Appendix 10.

### **Fraud, Abuse, & Accurate Representation**

BGU is committed to maintaining an educational entity that is not involved in any form of fraud or abuse, and will not support practices or procedures that are designed to deceive students or falsify information to students. BGU proactively investigates and resolves all complaints and other reports or findings that raise suspicion of fraud and/or abuse. Such cases and findings are reported to external regulatory and law enforcement agencies as required by law and contract. Following receipt of the complaint/fraud and abuse referral, the process for dealing with complaints is explained in BGU Core Appendices-Appendix 10. BGU is committed to accurately represent itself to the public in all of its publications, its website, its classrooms, and any communications with others.

### **Academic Services**

#### ***BGU Website***

BGU's website contains a section devoted to Student Resources which include:

- Downloadable documents (<https://www.bgu.edu/students/downloadable-documents/>).
- Handbooks & Catalogs (<https://www.bgu.edu/students/handbooks-catalogs/>).
- Graduation Information (<https://www.bgu.edu/students/graduation-information/>).
- Title IX Information (<https://www.bgu.edu/title-ix/>)
- Standards of Conduct/Clery (<https://www.bgu.edu/students/student-resources/standards-of-conduct-clery/>)

## ***Orientation***

BGU has created an Orientation Packet for every incoming student. In addition to links to welcoming videos from the BGU President, Academic Dean, Registrar, and program directors, this packet contains numerous instructional videos for assistance in writing, formatting papers, etc. In addition, BGU provides synchronous orientation sessions each term regarding online learning and resources that are recording and made available to all students. Each faculty, at the beginning of a course, also provides an introductory synchronous course orientation session that is recorded and made available to all students enrolled in the course. (See BGU Core Appendices-Appendix 11 for the Orientation Packet.)

## ***Writing Assistance***

BGU has purchased Unicheck, a plagiarism checker that has been incorporated into Populi. When documents are uploaded into the online classroom, Unicheck will immediately show quoted materials that have not use quotation marks or proper citations. BGU also has created a free writing certificate “course” that can assist students in learning to write academically (especially important for students for whom English is a second language). To register for this free course, students can contact BGU’s eLearning Team. Students are also provided with numerous online writing resources.

## ***Library/Learning Resources***

BGU offers its students a variety of alternatives for accessing books and research materials for courses and as preparation for their final projects. The onsite Library that is located at BGU’s Dallas Office contains over 4,000 volumes. There is a collection of dissertations and theses produced by BGU graduating students and there are also other research resources available to students. The library collection is cataloged and indexed and a searchable database can be accessed on any of the computers provided in the library. The computers are also available in BGU’s Dallas Office for student use to gain access to online search engines and for internet research.

BGU’s main library of over 4,000 volumes is made available to every student regardless of location in an online format. This library contains a rich collection of research guides and resources, and eBooks for social sciences, business, and theology. The Online Library is overseen by a MLS Librarian, who is available to assist students with in-depth research, search strategies, referral, and reference questions. The Online Library also provides guidance on academic writing, citation styles, and paper formatting, and provides a portal for students to express feedback and contribute suggestions on additional resources for the Online Library. Students also have off-campus access to the ProQuest® databases, which include ProQuest Religion, the ProQuest Business Research Library and the ProQuest Newsstand of national newspapers including the Christian Science Monitor. The ProQuest Databases can be found in the Research Guide section of the Online Library.

## ***Online Mentoring***

BGU's Online Mentoring allows students the opportunity to meet with an academic advisor/mentor in group and individual settings to discuss their degree roadmap and enjoy prayer, counseling, coaching, and ongoing encouragement using either phone, Skype, Zoom, or other video technology.

## ***BGU Online Helpdesk***

BGU's Helpdesk is available to all students for easy access to Frequently-Asked Questions as well as access to technical support staff for questions, consultations, tutorials, and feedback. The Helpdesk is available Monday through Saturday, honoring Sunday as a Sabbath day.

## ***Office of the Registrar***

The Registrar's Office arranges course schedules, receives and processes student admission applications and course registrations, and maintains a repository of academic records. Students should contact the Registrar for official and un-official transcripts, registration information, financial account questions, issues concerning grades, and any other inquiries related to student records. Appointments may be scheduled for advisement on course schedules, class registration, etc., by contacting the Registrar via email at [Registrar@bgu.edu](mailto:Registrar@bgu.edu).

## ***Counseling and Advising Appointments***

Upon admission, each student is assigned a specific advisor. The role of the advisor is to guide the student to make the best academic choices for the development of his/her degree and to ensure the student's best integration and growth with BGU. It is the advisor's responsibility to contact his/her advisee at least once a month. Students are required to keep appointments with that advisor throughout the course of their degree programs. To schedule an advising appointment, students may contact BGU at (214) 329-4447, or via email. For students who are unable to attend an appointment in person, a phone/Skype appointment will be scheduled. In addition to the Program Director of the student, the Director of Student Services (Dr. Traci Tucker) and Director of Spiritual Formation (Dr. Nita Kotiuga), the following staff and/or faculty members are also available for advising appointments:

<b>Doctoral Degree Students</b>	
Prospective Students:	Traci Tucker (ext. 122; <a href="mailto:Traci.Tucker@bgu.edu">Traci.Tucker@bgu.edu</a> )
Admission Procedures:	Traci Tucker (ext. 122; <a href="mailto:Traci.Tucker@bgu.edu">Traci.Tucker@bgu.edu</a> )
General Academic Questions:	Bridgette Harris (ext. 118; <a href="mailto:Bridgette.Harris@bgu.edu">Bridgette.Harris@bgu.edu</a> )
General Academic Advisor:	Bridgette Harris (ext. 118; <a href="mailto:Bridgette.Harris@bgu.edu">Bridgette.Harris@bgu.edu</a> )
Doctoral Final Project:	Bill Payne (ext. 137; <a href="mailto:Bill.Payne@bgu.edu">Bill.Payne@bgu.edu</a> )
<b>Master's Degree Students</b>	
Prospective Students:	Traci Tucker (ext. 122; <a href="mailto:Traci.Tucker@bgu.edu">Traci.Tucker@bgu.edu</a> )
Admission Procedures:	Traci Tucker (ext. 122; <a href="mailto:Traci.Tucker@bgu.edu">Traci.Tucker@bgu.edu</a> )
General Academic Questions:	Bridgette Harris (ext. 118; <a href="mailto:Bridgette.Harris@bgu.edu">Bridgette.Harris@bgu.edu</a> )
General Academic Advisor:	Bridgette Harris (ext. 118; <a href="mailto:Bridgette.Harris@bgu.edu">Bridgette.Harris@bgu.edu</a> )
Master's Final Project	Yvonne McKenzie ( <a href="mailto:Yvonne.McKenzie@bgu.edu">Yvonne.McKenzie@bgu.edu</a> )
Capstone Project (MBA)	Lynn Bell ( <a href="mailto:Lynn.Bell@bgu.edu">Lynn.Bell@bgu.edu</a> )

## **Admission Policies**

### ***Admissions Standards***

BGU graduate programs have a unique focus on global urban leadership realities. The university is committed to the equipping of transformational leaders in business or various forms of Christian service. BGU not only seeks to strengthen those who come with traditional academic qualifications but also those who lead effective transformational organizations and who have a proven record of leadership without a traditional academic background. In many settings, both internationally and nationally, leaders have not had adequate access to educational opportunities. Non-Western and non-formal qualitative learning is given considerable value at BGU. Based on these convictions, BGU encourages transformational leaders worldwide to apply for its graduate programs. Each applicant will be evaluated on his/her merit and will receive a recommendation from the Academic Dean, in consultation with the Academic Cabinet, regarding the most appropriate academic program. For specific standards, please see BGU Core Appendices-Appendix 12.

### ***Student Status Classifications***

The status of students at BGU are classified under various classifications, ranging from full-time, to part-time, auditors, and educational experiences. For a complete list and definition of each, please see BGU Core Appendices-Appendix 13.

### ***Transfer Credit Policy***

If students have accumulated credits from other academic institutions that they believe may be applicable to their BGU degree, they may petition the Academic Dean at the time of admission for transfer of those credits (advanced standing). The Academic Dean, in consultation with the Academic Cabinet, may approve a transfer of a maximum of 50% of the total required credits in the degree program. For the complete process, please refer to BGU Core Appendices-Appendix 14.

### ***Admission Requirements & Procedures***

Admission to any of the master's programs or doctoral programs at BGU is based on a selection process conducted by the Academic Dean, in consultation with the Academic Cabinet. The Academic Cabinet reviews each application thoroughly to determine the applicant's qualifications, as well as compatibility of the university programs to the applicant's educational goals. The applicant will then be approved by the Academic Dean, in consultation with the Academic Cabinet after all required application materials have been received by the university. For the step-by-step process, please refer to BGU Core Appendices-Appendix 15.

### ***Personal Learning Community***

BGU attributes much of its students' educational success to what is called the "Personal Learning Community" (or PLC). Students create a PLC by identifying three to five individuals who agree to support the student during the course of his/her studies. The admissions process includes the requirement that a minimum of three PLC members must be identified, each of whom shall submit a completed PLC Agreement to BGU before an applicant will be considered for acceptance. The PLC can be close friends, co-workers, pastors, spouse, children, etc., each of whom will be asked to read assignments, provide periodic evaluations, and assist the student in staying accountable to completing their degree. For a description of the specific requirements of the PLC, see BGU Core Appendices-Appendix 16.

### ***English Language Proficiency***

Each student must demonstrate English-proficiency by: (1) showing that English is his/her native language, or (2) by having successfully completed an undergraduate or graduate school program in which English is the primary method of instruction, or (3) exhibiting sufficient English-language capabilities to succeed in the classroom and in BGU programs as measured by a score of not less than 80 on the internet-based TOEFL or TOEFL-equivalent exams taken within the last five years. As an alternative to the TOEFL, BGU will accept the IELTS (International English Language Testing System) if a student has scored 6.5 or better, or a copy of the certificate that is awarded at the completion of the Total Immersion Program (TIP). Applicants who can fulfill the qualifications may submit a TOEFL Waiver Request with their application. Students who are taking the TOEFL test should use BGU's code number of **0709** so BGU will receive the final score directly from the testing agency. For on-line information about TOEFL testing locations and practice tests go to [www.ets.org/toefl](http://www.ets.org/toefl).

### ***Minimum Technology Requirements***

Since *every* BGU course includes participation via the internet, the minimum requirements for participating in courses for both students and professors include:

1. For email attachments: with dial-up connection a 1MB file can take 10 minutes to download.
2. For rich contents web pages: dial up (54KB) will be able to load but it will take a while. If document contains a number of embedded images and media, 512KB will be sufficient.
3. For Audio Steaming: at least 128 KB for Web Conferencing (video with low resolution/quality options): 900KB for two-person video session, higher for more participants. For better quality: 3.5 MB-10 MB for streaming video.

### ***International Students***

The term "international student" is used at BGU to denote both internationals who attend courses in the United States on visas, as well as those who are legal, permanent residents of the United States. BGU is not authorized to issue visa documents for the F-1 Student Visa.

### ***Admission as Special Student***

A special student is considered an applicant who does not meet the academic requirements of an individual degree. Persons who are interested in applying to a degree program as a Special Student are asked to complete the online application and to provide official or unofficial transcripts and a current CV or resume to the Admissions Office for preliminary review. The applicant is also asked to fill out an equivalency worksheet. This worksheet will assist the Academic Dean in determining whether the courses and work previously completed are of a sufficient quality and quantity to be considered for Special Student Status before the applicant is presented to the Academic Cabinet. The Academic Dean will recommend the path of either a degree completion program elsewhere or admission as a Special Student. The Academic Dean's recommendation of potential eligibility is required in order to be permitted to continue the Special Student Status application process.

Special Students who do not maintain Satisfactory Academic Progress (SAP) or who do not complete any courses for a period of one year or more will be automatically withdrawn. Students admitted under Special Student Status will be required to take a minimum of two 4-credit courses per year and maintain a 3.0 GPA. If the student is unable to take two courses per year, they will be placed on a leave of absence and removed from Special Student Status. If, when they return to active student status, there are no Special Student Status slots available, the student will be placed on a waiting list and will only be allowed to take courses once they are reinstated to Special Student Status. For more details, see BGU Core Appendices-Appendix 17.

### ***Admission with a Degree-Completion Program***

Qualified applicants who are studying in a BGU-approved degree-completion program at the bachelor-degree level and who have one year or less remaining in that program may apply for a BGU master's degree program. Applicants may be accepted "pending bachelor's degree completion." Upon acceptance, students will then be eligible to take up to two courses prior to the Registrar's receipt of their final official transcripts.

### ***Special Needs Policy***

The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 mandate equal opportunities for students to participate in or benefit from the services offered by BGU. As such, BGU endeavors to respond to the special needs of students with disabilities. Ramps and elevators provide access to BGU's Dallas, Texas, offices and classrooms. Special efforts are made to schedule classes in facilities that are accessible, and parking places are reserved in all campus parking areas.

A qualified individual under the ADA must have a physical or mental impairment which substantially limits one or more major life activities. Major life activities involve caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A qualified student with a disability must meet the academic and technical standards required for admission or participation in an education program or activity. It is the responsibility of the student to make his/her needs known in a timely manner to the Director of Student Services of BGU. Reviewing and granting accommodation for special needs can take up to eight weeks, so

students should ensure timely processing of his/her needs by communicating in writing the type of accommodations as soon as possible.

Students reading in English for whom English is a second language (ESL) may read or write 25% slower than what is required of English-speaking students. Students who are reading or writing in Chinese should calculate that 10 pages of English are equal to seven pages of Chinese.

## **Financial Policies**

### ***Tuition and Fees***

BGU seeks to provide excellence in education, while keeping costs as reasonable as possible. Student tuition and fees cover only a portion of the total operating costs of the university. The charges listed are effective as of July 1, 2019, and are subject to change without notice. Tuition and fees will change periodically and students are *required to pay the rates in effect at the time each course is held*. It is incumbent upon the student to verify current rates. All amounts are quoted in US Dollars. Check BGU's website for Administrative Fee for specific classes, which varies for each course. For a list of all tuition and fees, see BGU Core Appendices-Appendix 18.

### ***Course Registration***

A \$100 non-refundable tuition course deposit must accompany the registration request in order to register for a course and to reserve a place in the class. This deposit may be transferred to another course if the student must shift to a different date. This deposit is applied toward the total tuition of the course. The balance of tuition and fees is due 14 days prior to the first day of the on-line portion of the course. Students who have not made payment or arranged for a payment plan will have a "Financial Lock" added to their account until the above-mentioned arrangements are made with BGU's Financial Department. Students will not be allowed to take classes unless their accounts are paid in full or they have a payment plan in place on which they are current. The Administrative Fee is due at the same time as tuition except for city immersion courses. The Onsite Administrative Fees for city immersion courses are due six weeks prior to the onsite portion of the course and are, for the most part, non-refundable.

Those who attend a city immersion but fail to complete all assignments by agreed-upon deadlines will forfeit all tuition and fees. If the course tuition was not yet paid in full, the student's account will be assessed for all course tuition and fees, if applicable.

### ***Refund Policy***

Courses require considerable advance preparation and expense by the university based on student registrations and deposits. Therefore, the following refund policies are enforced, based upon when a student withdraws from a course in relation to the course starting date. For the full refund policy, see BGU Core Appendices-Appendix 19.

### ***Course Extensions***

A student may apply for a 1-month extension due to extenuating circumstances as long as 80% of the coursework has already been completed. The extension request must be signed by the POR and submitted to the Registrar's Office. If the student is unable to complete the work by the 1-month extension due date, the student may submit a special extension request for extenuating circumstances for five more months (for a maximum of six months from the original due date). The special extension request will require two Personal Learning Community (PLC) member signatures as well as the POR's signature. The student will be charged the standard extension fee of \$100 for each month of extension needed. The student may not start another course until all work from past courses are completed.

### ***Financial Aid***

BGU understands the financial stress that can result from the pursuit of graduate-level education. To help ease that burden, BGU has sought to identify various financial aid opportunities for qualified students wishing to attend BGU, but who do not have the financial resources to do so. BGU's hope is that these resources and financial aid packages will help you move forward with your educational goals. For more details about financial aid, see BGU Core Appendices-Appendix 20. For information about Title IV funding, see BGU Core Appendices-Appendix 21.

### ***Financial Appeals Process***

If a student feels that his/her situation warrants an exception to the financial policies or regulations, he or she is encouraged to file a written appeal to the Registrar for consideration by the Academic Dean, in consultation with the Academic Cabinet. The Office of the Registrar will be responsible for investigating the circumstances of the appeal and making a report to the Academic Dean for final resolution at the next Cabinet meeting.

## **Academic Policies**

### ***Identity Verification in Distance Learning***

BGU's identity verification policy applies to all credit-bearing distance education courses or programs offered by BGU, 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 BGU 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.

The HEOA requires that institutions offering distance education courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. For more details, see BGU Core Appendices-Appendix 22.

### ***Student's Right to Know Act***

The Student Right-to-Know Act, passed by Congress in 1990, requires for institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Since Bakke Graduate University (BGU) is an institution that participates in a Title IV program it is required to disclose graduation/completion rates of all students by race/ethnicity, gender and by sport (not applicable), and the average completion or graduation rate for the four most recent years. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov> and see BGU Core Appendices-Appendix 23 for BGU's reporting.

### ***Student Privacy (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student's educational record. FERPA applies to all schools that receive funds under various programs from the U.S. Department of Education. See BGU Core Appendices-Appendix 24.

### ***Correspondence Courses***

The Federal definition of correspondence education is "education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; correspondence courses are typically self-paced; and correspondence education is not distance education." No correspondence courses are available to BGU students other than the independent and directed studies mentioned above.

### ***Online Courses/Distance Education***

The Federal definition of Distance Education is "education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMS, if used in a course in conjunction with any of the technologies listed above."

All of BGU's courses include an online component and most courses are completely online. The Populi online software is BGU's Learning Management System (LMS). The minimum requirement for BGU's courses is a computer and reliable access to the Internet, which is the same requirement for all courses for all students. Students register for online courses just as they

register for hybrid courses in Populi. The student will be required to participate in both synchronous and asynchronous class interactions, which include online discussions, real-time virtual classroom sessions, readings, and other requirements which, if not fulfilled, will result in a lower grade, as described in the syllabus for each course. Students and professors are required to be in direct and substantive communication on a weekly basis throughout the course.

### ***Independent or Directed Studies***

Students may include a maximum twelve credits of Independent or Directed Studies courses in their program. Any exception to this policy must be approved by the Academic Dean, in consultation with the Academic Cabinet. An Independent Study is defined as a course that the student designs with the assistance of a supervisor. A Directed Study generally includes the student's participation in a seminar or conference and regular scheduled interaction with the professor. See BGU Core Appendices-Appendix 25 for details.

### ***Course Requirements***

BGU's degree programs include fully online courses as well as hybrid courses that combine online components with face-to-face urban immersions, local cohorts and mentors. Urban immersions are held in various large cities on five continents and all travel expenses are the responsibility of the student. BGU has strict attendance policies, reading, assignments, and projects. For a full description of these requirements, see BGU Core Appendices-Appendix 26.

### ***Reinstatement of Withdrawn Students***

A student in Withdrawn Status may petition the Academic Dean, in consultation with the Academic Cabinet, for reinstatement. If reinstatement is denied, the person may reapply for admission through BGU's standard admission process. In addition, the student must complete any additional requirements that may be deemed necessary by the Academic Dean. If the student has attended any other institution(s) during his/her absence, arrangements must be made for an official transcript (showing good standing) to be sent from each institution to the Office of Admissions (see Transfer policy). Exceptions and appeals may be made to the Academic Dean, in consultation with the Academic Cabinet. Students must submit a short statement about why they were unable to complete the program within the 7-year limit as well as a plan for completion within a relatively short period of time, which will be approved by the Academic Dean, in consultation with the Academic Cabinet.

### ***Grading Policies***

Course grades are submitted by the instructor to the Registrar's Office approximately two weeks following the date the students submit their projects. Final grades are based upon the course syllabus. Any grade below a 2.67 or B- will not be considered passing. Students must maintain an overall minimum 3.00 GPA to graduate. Students receiving a low course grade may invoke a one-time opportunity to resubmit their assignments. The student must then re-submit the revised project or assignments within 30 days of receiving the final grade and pay an additional \$100 to have the work re-graded. After the re-submission, the grade may be changed at the discretion of

the course instructor or academic dean if warranted by an improved project and/or assignment. Grade points are calculated by multiplying the grade numerical value by the number of credit hours for a class. Grade Point Average (GPA) is calculated by dividing the total grade points by the total accumulated credit hours. (See BGU Core Appendices-Appendix 27 the Grading Scale.)

### ***Grading Rubrics***

BGU has designed grading rubrics that shall be used by all professors in determining the grades for all student projects, online interaction, journals, etc. See BGU Core Appendices-Appendix 28 for an example of one such rubric.

### ***Credit Hour Definition***

The Federal definition of a credit hour is as follows: “A credit hour for Federal purposes is an institutionally established equivalency that reasonably approximates some minimum amount of student work reflective of the amount of worked expected in a Carnegie unit: key phrases being ‘institutionally established,’ ‘equivalency,’ ‘reasonable approximate,’ and ‘minimum amount.’” For graduate-level work, one credit hour for BGU students is defined by the academic work consisting of professor instructions, reading assignments, group projects, class presentations, and independent project work and is equivalent to a minimum of 45 hours of work. Each degree program defines how many credit hours are needed to earn the degree.

### ***Satisfactory Academic Progress (SAP)***

All students must meet the following standards of academic achievement to be classified as students in Good Standing. The qualitative standard requires the student to achieve and maintain a minimum overall or cumulative grade point average of 3.0 for the entirety of the program. The quantitative standard requires all students to complete their program of study within the normal time frame for completing the program. For details about how BGU determines SAP, academic probation, and dismissal, see BGU Core Appendices-Appendix 29.

### ***Degree Program Duration and Time Limits***

A maximum of seven (7) years and minimum of three (3) years will be allowed to complete a BGU degree. The time limit will begin on the student’s acceptance date. An extension may be granted, at the discretion of the Academic Dean, in consultation with the Academic Cabinet, if the student demonstrates steady progress toward degree completion and has a legitimate need for more time. Extensions must be requested in writing to the Registrar’s Office explaining the extenuating circumstances and providing a projected completion date. An annual Degree Program Extension Fee of \$250 applies.

### ***Graduation Policy***

BGU academic curriculum and course calendar is designed for June Graduation, but, BGU students have the option of December Graduation (1<sup>st</sup> Monday of December) or June Graduation (1<sup>st</sup> Saturday of June). However, a joint commencement ceremony is only held once a year

during the June Graduation. All graduating students (December or June Graduation) are encouraged to attend and to invite their friends and family to celebrate their accomplishment during the June commencement service. See further graduation and candidacy requirements listed under each degree program. All charges assessed to the student's account, e.g., course tuition, graduation fees, library fees, Dissertation, Doctoral Final Project, or Master's Final Project fees, etc., must be paid in full before a degree will be issued. The deadline to submit all required course work, final projects, and payment of all dues for the December graduation is September 30 and the deadline to submit all required course work, final projects, and payment of all outstanding dues for the June graduation is April 15. The Catalog in effect at the time of a student's matriculation shall determine the complete requirements for graduation. Any exceptions to this policy or special cases will be handled by the Academic Dean in consultation with the Academic Cabinet.

### ***Audit Registration Policy***

Auditing students, spouses of students, and alumni may register for courses up to six (6) weeks before the first day of the professor-led class session/immersion portion of a course, *depending upon space availability*.

### ***Withdrawal from the University***

The following will result in a student being moved to withdrawn status: failing to request extensions for homework that is more than six months overdue, being inactive for more than 12 months, or requesting withdrawal. Students requesting a withdrawal should submit an Exit Interview to the Registrar's Office and the Academic Dean or the Registrar will seek to hold a face-to-face exit interview with that student. Maintaining an outstanding balance for over a year without contacting BGU to set up a payment plan will also result in the student's withdrawal. Prior to a withdrawal for financial reasons, at least three attempts to contact the student about the pending action will be made, over a period of at least two months.

### ***BGU'S Social Media Policy & Disclaimer***

Bakke Graduate University encourages interaction among users on BGU's social media sites but is not responsible for the content of others published on any official BGU websites, pages, or affiliates. This is including, but not limited to, Facebook, Twitter, YouTube, LinkedIn, Wikipedia, Foursquare, Google+, Instagram, Pinterest and all other social media websites listed here or not listed. For details about BGU's policy, please see BGU Core Appendices-Appendix 30.

### ***Student Records***

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides generally that: 1) students shall have the right of access to their educational records; and 2) educational institutions shall not release educational records to non-school employees without the consent of the student (or former student). With few exceptions, which are provided by law, students may see any of

their educational records upon written request to the Registrar. For more details, see BGU Core Appendices-Appendix 31.

### ***Transcripts***

All transcript requests must be authorized in person or in writing and must include the student's full name, Social Security number (US taxpayers only), date of birth, dates of attendance at BGU, the complete name and address of the office or person to whom the transcript is to be sent, and the signed authorization to release the transcript. There is a \$5.00 charge for every transcript issued. A minimum of *four days*' notice is required when requesting copies of official transcripts. A Transcript Request can be downloaded from the BGU website ([www.bgu.edu/students/downloadable-documents](http://www.bgu.edu/students/downloadable-documents)).

### ***Institutional Review Board***

Bakke Graduate University (BGU) requires the conduct of ethical practices in relation to all research related to human subjects. BGU has adopted the guidelines outlined in the Code of Federal Regulations Title 45 (Public Welfare), Part 46 (Protection of Human Subjects). This document is available at <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>

Before collecting data related to specific types of research with human subjects, all students, faculty, project supervisors, and other staff members must obtain approval from the BGU Institutional Review Board (IRB) when required by the guidelines established in Federal regulations § 45 CFR 46 and described in the *BGU Institutional Review Board Policy and Procedure Manual* (available on the BGU website). Engaging in research with human subjects without IRB approval when required has serious ethical implications and violates university and Federal policies. Some categories of research that will probably require approval of the IRB include the following:

1. Research involving interaction with children
2. Research involving prisoners
3. Research that involves deception or withholding of information from subjects
4. Research that involves intense physical exercise
5. Research that may cause emotional distress or discomfort greater than what would be expected in daily life

For more information on the types of research requiring IRB approval, visit the BGU website.

### **Academic Programs: Description, Requirements & Outcomes**

Bakke Graduate University currently offers four U.S. Accredited Academic Programs. Students in all four programs are invited to attend courses with those in other degrees, thus providing them with the additional advantage of experiencing BGU's unique geographic, cultural, and organizationally diverse relationships. BGU degrees provide theological, operational, and personal skill sets for entry into the most diverse range of world realities, from a

call and ministry with those in abject poverty to a call and ministry with those in the corridors of the powerful. All four programs engage the unique niche areas of expertise in the BGU network of students, alumni, and faculty. For a list of those expertise, see BGU Core Appendices-Appendix 32.

### ***Master of Arts in Transformational Leadership (MATL)***

The Master of Arts in Transformational Leadership (MATL) degree is designed especially for urban ministry leaders who desire greater expertise and skill in leading transformation in cities or for leaders of start-up organizations or small to medium-sized existing organizations, who need practical skills in leading teams and organizations. Students can specialize in personal leadership development or dig deeper in the core topic areas of relief, development or advocacy. Students can also access a unique set of theological core courses designed for leaders working with younger populations in global urban centers. Through Elective and Capstone courses, this degree is designed to contribute to the student's unique personal and organizational needs. For the program outcomes, see BGU Core Appendices-Appendix 33, and for the program outline, see BGU Core Appendices-Appendix 34.

### ***Executive Master of Business Administration (EMBA)***

Bakke Graduate University offers an accredited, values-driven Executive Master of Business Administration (EMBA) degree for working adults that takes into account the worldwide marketplace trends and the need for organizations that are both socially responsible and profitable in today's global contexts. This degree is designed to provide the student with the knowledge, perspective, models, mentors, relationships, and skills to address their work, their calling, and the whole of their life in an integrated manner. Leaders enrolled in this EMBA can be involved in for-profit, non-profit organizations (NGO) or governmental organizations. The EMBA is a hybrid program that includes both online and face-to-face courses and immersions into global best business practices. Students are exposed to cross-cultural, internationally-oriented faculty, case-studies, historic, and emerging trends in the various fields of substantive, advanced business study. Students will also have opportunities to travel as part of their education to see first-hand the application of these skill sets and principles. The BGU EMBA is unique as every topic is taught from the perspective of social, spiritual, economic and environmental transformation of students' own lives, their organizations, cities and industry sectors. BGU's EMBA graduates are prepared to integrate their work, character and calling to make a positive difference in their career and impact. For the program outcomes, see BGU Core Appendices-Appendix 35, and for the program outline, see BGU Core Appendices-Appendix 36.

### ***Doctor of Ministry (DMin)***

BGU's Doctor of Ministry (DMin) is a ministry degree program designed to enhance the leadership skills of individuals engaged in Christian ministry. BGU's DMin program is unique in many ways. We are not recruiting lone rangers into this program, but ministry leaders. The DMin is distinct from the PhD or ThD in that its primary focus is on implementing and strengthening effective ministry rather than preparing the participant for research or teaching in purely academic arenas. BGU follows the medical model of preparing doctors for surgery in the

operating room. At BGU the cities are the labs, and practitioners are professors. Although the DMin is not designed as simply a research degree, in recent years many seminary educators have chosen the DMin degree to enhance their ability to provide training relevant to practical issues in Christian ministry.

Those who pursue a DMin with BGU will obtain a doctoral education in the discipline of ministry to provide global transformation throughout the world. Students who have graduated with a DMin from BGU have utilized their degrees to:

- Plant global churches
- Develop and engage missional ministries throughout the world
- Pastor churches globally implementing ministries to transform lives and communities
- Develop faith-based non-profits
- Develop global mentoring ministries to disciple global communities
- Leadership development that has a global impact in the church and the community
- Develop ministries that assist individuals who are oppressed and abused to provide liberation and transformation

For the program outcomes, see BGU Core Appendices-Appendix 37, and for the program outline, see BGU Core Appendices-Appendix 38.

### ***Doctor of Transformational Leadership (DTL)***

The Doctor of Transformational Leadership (DTL) is designed for leaders in organizations that are focused on urban relief, development or advocacy, economic, political, social or cultural influence, from a Christian perspective. These organizations can be non-profit, for-profit or government entities. BGU asks every student to write every assignment, including the Dissertation, in ways that benefit his/her sending organization. The DTL is distinct from the PhD or the EdD in that its primary focus is on implementing and strengthening effective organizational practices rather than preparing the participant for research or teaching in purely academic arenas. Once the student has completed his/her degree both the organization and the student will have been strengthened. For the program outcomes, see BGU Core Appendices-Appendix 39, and for the program outline, see BGU Core Appendices-Appendix 40.

### ***Degree Completion Requirements***

For the details of each degree's completion requirements, see BGU Core Appendices-Appendix 41.

### ***High Honors***

The designation of "High Honors" will be given to graduates, and designated on their diploma, when they have graduated with high honors in light of having attained an overall GPA of 4.0 or higher to attest to the high quality of his or her work.

### ***Academic Calendar***

To see the current academic calendar, refer to BGU Core Appendices-Appendix 42.

### ***Staff and Faculty***

See the following appendices for a complete list of BGU's administrative staff (BGU Core Appendices-*Appendix 43*), adjunct faculty (BGU Core Appendices-*Appendix 44*), resource faculty (BGU Core Appendices-*Appendix 45*), Board of Directors (BGU Core Appendices-*Appendix 46*), Board of Regents (BGU Core Appendices-*Appendix 47*), and all staff (BGU Core Appendices-*Appendix 48*).

### ***Academic Cabinet***

The Chief Academic Officer is responsible for decisions affecting the academic integrity and effectiveness of the University and will delegate portions of this responsibility to the appropriate individual staff and faculty leaders. The Academic Cabinet serves as a standing advice process entity to support this effort. The Academic Cabinet advises regarding student acceptance and scheduling of courses, appointing of faculty, maintenance of all BGU academic documents such as the catalog, handbooks, curriculum, and syllabi.

## **BGU's Library Overview**

Bakke Graduate University (BGU) does not have a residential campus in the typical sense of the word. BGU rents a floor in a large downtown church in Dallas, Texas, which includes four offices, a classroom, and space for the library. There are currently over 4,000 volumes in the BGU Library, which is comprised of dissertations and theses from graduating students, research materials, required reading texts, and recommended reading texts. BGU also has an online library housed within Populi, BGU's Student Information System (SIS) with over 4,000 online books as well as access to numerous journals and research. These resources are being increased on a regular basis as courses and programs are added.

BGU began to recognize that the Library was insufficient for its student body in 2001, when it saw the number of students increase from international countries and non-Texas states. At the current time, the percentage of students who are Texas residents is approximately 2%. Also, approximately 40% of BGU students are located internationally. Therefore, most of the BGU students do not benefit from having a library located on its campus. BGU has been working to find ways of meeting the needs of its students and faculty since that time.

In 2007, BGU purchased ProQuest Religion for every student (renewed annually). This program provides thousands of magazine articles and other resources to BGU students. BGU is currently researching further online resources for its students and faculty, including EBSCO.

BGU has also realized that most of its students *purchase* the required reading materials for their courses rather than avail themselves of the BGU Library. Therefore BGU decided to invest its funding for library services into more online resources as well as to assist international students in purchasing materials for courses.

## **Policies**

### ***On-Campus Library***

BGU maintains a small library for its students and faculty of material primarily for class work and instruction. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

### ***Off-Campus Library Facility***

As previously stated, BGU's online library housed in the Populi framework, provides BGU students with online books, dissertations, journals, and links to other valuable resources.

## **Procedures**

### ***Selection and Weeding***

Materials selected for the Library will be based generally on past and present course work requirements and suggested/recommended reading made by the Faculty, Academic Dean, and President. Gifts related to the study curriculum are also received on a regular basis, primarily from BGU alumni. In building the collection, BGU strives to add books, media, and other non-book materials to enhance the collection toward helping students with their particular project topics and dissertation research, as well as filling in the collection on current issues of society.

Multiple copies of required reading will be collected beyond the normal two (2) or three (3) copies purchased and the “extra” copies will be retained and provided to international students, when needed.

When receiving extra copies of reference works or copies of dissertations from students, the first copy will be held in reference while the additional copies will be placed in the circulation collection. In the case of newer additions, the older edition may be placed in circulation provided there is not a reason to keep the older version. Such cases to hold the work in Reference would be: the different versions of the Bible for comparisons; a work shown as a new edition is really, in fact, a cumulative work, not a replacement, and the work is a significant set of volumes considered by the field to be more useful, more accurate or having a preferred format than the replacement.

### ***Reference Books***

Reference books are not circulated in order to make books available to on-campus students and faculty. This includes the collection of BGU student dissertations and reference CD-ROM's. On occasion, the Academic Dean or a faculty member may require a reference at his/her desk or in his/her class.

### ***Media (Tapes, Videos & CDs)***

The Library maintains a collection of media including tapes, videos and CDs. These materials will circulate and follow the same procedures as for books, except for the amount of time allowed. At the present time, the Library does not maintain playback equipment for these items except for the three computers in the Library for playing CDs. A student or faculty member will need to provide his/her own machine for viewing. A laptop computer and two projectors are available for classroom presentations. BGU has also purchased a document imaging machine for projecting pages of books or other materials during classes. Professors are encouraged to make materials for presentation during classes in either DVD format (for presenting videos), PowerPoint, or imaging.

### ***Circulation Book Collection***

The circulation collection is available to students and faculty and materials are reserved for classes and may be held for, mailed to, or checked out on a first-come first-served basis to students enrolled in those classes.

## **Services**

### ***Faculty, Students, and Community***

All library services will be available to faculty, students and to the greater Christian community through pastors. Persons outside the school using the library services must be engaged in research, consulting or counseling and must register with the school for such services. A fee will be charged non-students for use of BGU's Library facility.

### ***Reference and Searches***

Reference questions directed to the Library will be handled by either Sandra Tjoa, BGU's IT Administrator (who has had extensive experience with online issues), or Dr. Dale Dan for Business School questions, or Dr. Randy White for Theology School questions. Nathan Warner is also available to assist in searching or in-depth research other than referral type questions. Depending on the nature of the research, attempts will be made to locate a suitable researcher for the student or faculty member.

### ***Reserves***

Books for classes will be placed on reserve for use by enrolled students only. Students may call the school office to hold such books (only four at a time) for them on a first-come, first-served basis for classes they are enrolled or to be enrolled in and the office or Library will hold them for the student when they arrive on campus, or check them out and ship them to their location (for out-of-state students). Students will be charged the cost of shipping and handling for the latter.

## **Circulation**

### ***Holds***

Holds placed by students will not obligate the Library to hold the book for the student if the student does not pick up the book or have it sent to them within a reasonable time and if others need the book.

### ***Inter-Library Loan (ILL)***

Students needing books from other libraries may make an ILL request from this Library to another library. However, most students will be able to make the same request of their local library to obtain the book or materials through normal channels. Any costs incurred by this Library for an ILL will be charged on the student's account. If the book is of a nature which the school feels it should have, every attempt will be made to obtain the book for the BGU Library through purchase or donation.

### ***Time Periods***

1. Circulating books are checked out for a four-week period and may be renewed if no hold has been placed on the book by another student.
2. Periodicals (magazines), vertical file materials, and other non-book items may be checked out for five (5) days.
3. Audio/visual materials may be checked out for two (2) weeks.
4. Reserved books may be checked out overnight (see reference books and holds).
5. Reference books and dissertations are normally never checked out. Circumstances requiring the use of these items outside the Library are rare but may be allowable.

### ***Renewals***

1. In the event that a student wishes to extend a due book, the student shall call the office before the book becomes overdue. The extension will be granted unless a hold has been placed or the book is a required text for an upcoming course.
2. A late fee of \$.25 per day is assessed on overdue books up to a limit of 60 days (\$9 per book). After the 60-day limit, the student's account will be charged the book replacement value in lieu of the late fee.
3. Late fees will continue to accrue after an overdue notice is sent and until the books are returned.

### ***Lost Books***

1. A student must report a lost book immediately.
2. The student will be assessed the cost of the lost book. If the book is later found, the replacement amount will be refunded to the patron and the extra book re-shelved.

## **Student Identification Cards**

Students are issued a BGU identification card. These cards have bar-coded numbers which are used for automating the checking out of books. Therefore, students and faculty are encouraged to carry these ID cards with them when they are on campus.

## **Library Etiquette**

The Library has a very small area for study, and although several students may study at the same time, it requires a flexible compassion for any one student's tolerance for disturbances to their study. Food and drink do not mix well with books, papers and computers, so we request that no food or drink be brought into the Library and mixed with study materials.

## **Operations & Procedures**

### ***Acquisitions***

#### ***Required Reading***

Required reading materials are determined by the Academic Dean and professor of record for each course. The syllabus containing the required reading is turned over to the bookstore to ensure two copies of the required reading are in the Library. Books that are not available are ordered directly and others are solicited as gifts from book stores, other libraries and publishers. Prior to the course, the books are placed in a special reserve section next to the Registrar's desk for enrolled students only.

#### ***Recommended Reading***

Recommended reading materials will be purchased or sought for by the Library but the Library may not have those books during the time the class is in session or the student is working on their project.

#### ***Course-Related and Current Issues***

The Library will strive to have available those things which are course-related as well as materials which cover current issues. The student or faculty member should be aware that much of this sort of material will be held by SPL or found in BGU's on-line resources.

### *On-Line Resources*

BGU has established an on-line library on its Populi platform. Contact BGU's main office for a login and password to access these materials.

### *Receiving*

As materials and books are received they are verified by the person in charge of accounting and sent to the Library. The Library receives the material and files or catalogs the material so as to document and retrieve these items easily. If the books cataloged are for a current course, the books will be placed on the reserve shelves for enrolled students located next to the Registrar's desk.

### *Cataloging & Classification Rules*

BGU uses the Library of Congress (LC) classification for all books. Sets are cataloged together using a single classification. In cases where volumes of a set have been published sequentially, the LC has often cataloged the volumes as separate titles, causing them to file throughout the collection. Reference works, periodicals, dissertations, and theses are pulled together on shelves using a local Bibliophile designator "REF," "PER," "DISS," or "THS."

For binders with no spine information, make an additional third label for affixing at the top of the spine. The beginning of the label title is affixed at the top of the spine (so one is reading the label left to right from the top of the spine, not reading left to right from the center of the spine. [Note: the direction of titles on book spines...they always start at the top of the spine.]

### *Book Processing*

#### *Cataloging*

As each book arrives, BGU adds the book to the Surpass database using Surpass Central. First search for the MARC record of the book by going to Surpass Copycat and type in the ISBN of the book. Surpass Copycat will automatically search for the book information. Once search is finished, select the book and check to make sure that the LC Call number on the selected record is the same as the one in the *Call No.* field at the bottom. If not, we will copy the number and click on save. If there is more than one copy of the book, click "+" on *Copies*. Once the information is corrected, we click on *Send to*, and go back to Surpass Central. Type in the title, and press enter. The information will be automatically added to the Surpass Central and the database. Once the book is added, print out a spine label and two barcode labels by going to *reports* under Materials in Surpass Central. Select the *Barcode + Spine Labels*, click *next*, highlight the *label template* for the placement of the label. Click *next* and type in the barcode number that we would like to print and click *next*. The labels will be ready to print.

## *Labels*

Affix one of the printed labels to the inside cover of the book.

## *Spine Labels*

The spine label is affixed to the spine of the book. The spine label is always centered on the spine (with label being bent over the front and back of the book when necessary for thin books) and is placed 4 cm from the bottom of the book. In rare instances the bottom of the spine label is adjusted so as not to cover a volume number (only if not printed on the label).

For reference works, designated with REF at the top of the label) and dissertations (designated with DISS at the top of the label) a label that reads, "Library Use Only" is centered and placed UNDER the spine label, and on occasion an additional label is placed on the bottom of the front cover in the left-hand corner.

## *Storage and Weeding*

In order to accommodate limited space, book volumes for which there are more than three (3) copies will be stored for later use when they become again required reading for a current course. In addition, if space is required, copies 1 and 2 of materials not used for courses will also be stored.

As related to the public policy part of this manual, the Library will weed periodically those books which do not fit the curriculum, have been outdated with regard to updated research, law and other such criteria. Some outdated or updated items may be kept because their nature of presentation reflects the needs of the students or faculty and can be used as a help for a student's presentation or understanding. Older items will be researched so that the Library does not discard titles, binding, etc. that have become valuable as rare and collectible.

As backup to this policy, the Library will be guided by weeding criteria as set forth in the book: *Weeding Library Collection* by Stanely J. Slote, 3<sup>rd</sup> ed., Englewood, CO: Libraries Unlimited, 1989, or latest edition.

1. Check to see the work is still on any of the course reading lists.
2. If yes, check with the Dean for his recommendation.
3. Check recommended collection lists. If on any of those lists, keep. If not, discard.
4. Check the dates of publication. Reference works such as Information USA contain much government information which is obsolete. Updates of the third edition of this book are now on the Internet. Such old works may be discarded.

Some older books, however, have value for their historical statistics which might not appear in the newer publications, tables, indexes and study guides not appearing in newer editions. Keep in mind student projects and dissertations with regard to church and religion statistics.

## ***Withdrawing Books***

### *Missing books replacements*

1. Go to “checked out” books list in Surpass. Determine item being replaced.
2. Go to “checked in” books and make sure the book is “checked in” in Surpass or check the book in so it won’t be on an overdue report.
3. Make new labels with correct copy number, if any; delete copy number before saving the record after printing labels.

### *Replacement book found*

If a lost book is found, add the book back into the collection as a new copy of the book with a new bar code.

## **Circulation Procedures & Records**

### ***Checkouts***

Checkouts are made by the library attendant who may be at the computer at the time the books are being checked out. Each book barcode is entered into the Surpass database and the student’s ID bar code is entered into the database.

### ***Renewals***

When a student calls to renew a book, ask for the barcode on the book. Open surpass central, go to circulations, and select “renew” tab. Type in the barcode of the book and click renew.

### ***Check-ins***

Office personnel collect the books returned to the Library and enter the book bar code to delete the record from the books circulating record in the computer in order to clear the student’s record.

### ***Overdue***

After having checked in all the books and checking out all books, once a week the librarian will check the database to see who has overdue books and print out the notice. Using the Late Book Form, bring up the form for the student and print out two copies. One is folded

and put in a window envelope for mailing to the student and the other is given to the Registrar for billing the student's account.

### ***Patron Database***

Office personnel enter student's name, address and id number to the Surpass Database by going to the Surpass Central, Patrons, and click on Add. This allows enrolled students the ability to search books via the computer and the Library to maintain a circulation record.

Student information in the database is private and must never be given to any third party. Circulation records of what a student has checked out are private information and under law cannot be divulged. This data is for internal use only.

### ***College Catalog Collection***

A small collection of college catalogs of Bible colleges and seminaries is held by the Library and shelves in alphabetical order by name of the school. When a new one arrives for the school, place it on the shelf alphabetically and if it replaces an old one, discard the old one. Be sure that the "old" one is comparable, not separate "school" catalog for the same university.

### ***Vertical File Material***

The Library maintains a small collection of articles, pamphlets and guides that are filed by subject. These materials are sometimes educational materials that supplement some of the book and study guides. Before weeding any of these materials, one needs to check current course and usage of such books as might include this type of material as supplemental.

Publisher/vendor materials are placed in a separate file and are weeded as new material for a given vendor replaces the old.

In the case of clippings, in addition to a date of publication, the source of that clipping needs to be written on the clipping.

### ***Periodical Processing***

#### ***Entering New Titles/Series***

Go to the Surpass Central and Surpass Copycat. In Surpass Copycat, search for the ISSN or Title or Series of the new magazine/periodical/serial. You can find the ISSN sometimes on the back cover in the lower right-hand corner. Mostly, if there is one, it is in the small print information at the bottom of the page with the masthead page or magazine information regarding circulation and subscriptions. If the EBSCO Librarian's Handbook is available, ISSNs are listed with the magazine title and subscription information. Surpass Copycat will find the MARC record of the magazine/periodical/serial. Find the *LC Call No.* on the selected record, and make sure it matches with the *Call No.* field at the bottom of the table, add *PER* at the back on the *Call*

*No.* and click *save*. Click *Send To* once it ready. The new magazine/periodical/serial has been added to the Surpass Database. To add a new issue, click *add a copy* and add the volume number, or the date to the existing *Call No.* The record can be seen in Surpass Central and Students can find it by going to Surpass Safari and type in the title.

Presently BGU's Library does not hold many magazines, since students can now access thousands of magazine articles using ProQuest and ProQuest Religion, programs that are offered to all BGU students.

## Index

- Academic Cabinet, 8, 9, 12, 14, 16, 20
- Academic Freedom, 5
- Academic Integrity, 5
- Accreditation, 1
- Admission Requirements, 9
- Advising Appointments, 7
- Application, 3
- Audit Policy, 16
- Candidacy, 16
- Christian Conduct, 5
- Commencement, 16
- Course Registration, 7, 11
- Degree Completion Time Limits, 15
- Degree Program Extension, 16
- Directed Study, 14
- Doctor of Ministry, 19
- Educational Philosophy, 4
- Family Educational Rights & Privacy Act, 17
- Fees, 11
- FERPA, 17
- Grade Point Average, 15
- Grades, 7
- Grading Factors, 15
- Graduation, 16
- Harassment, 5
- Higher Education Opportunity Act, 12
- hybrid courses, 14
- International Students, 10
- International Urban Associates, 1
- Knowledge, 3
- MBA, 18
- Minimum GPA, 15
- Non-Discrimination, 5
- Office of the Registrar, 7
- Perspective, 3
- ProQuest, 7
- Refund Policy, 12
- Research, 7
- Respect, 5
- Satisfactory Academic Progress, 15
- Skills, 3
- Special Needs, 11
- Spiritual Formation, 3
- Standards of Conduct, 5
- Student Records, 17
- Substance Abuse, 5
- Texas Higher Education Coordinating Board, 5
- Title IV funds, 5
- Transcript Request, 17
- Transcripts, 7
- Transfer credit, 8
- Transnational Association of Christian Colleges and Schools, 1
- Tuition, 11
- Tuition and Fees, 11
- Withdrawal from School, 16