



LOGOS
UNIVERSITY

Logos University Welcome Packet

LOGOS UNIVERSITY
P.O. BOX 770446
OCALA, FL 34477
LOGOS.EDU

Greetings in the Wonderful Name of Jesus!

All of your admissions information has been processed and we are proud to inform you that you have been accepted as a Logos University Student. We are excited to be standing with you as you begin this next exciting phase of your academic career.

Please read this Welcome Packet material carefully so that you will get a good start on pursuing your degree. It contains information about papers you will need to write: Book Review, Reflection Paper, Synthesis Paper, and Research Paper guidelines. When beginning each new course in your program, be sure to read the syllabi carefully to ensure that you are writing the proper kinds of papers for the course. If you have any questions about any of these documents, please do not hesitate to contact us by email or phone.

Each of the courses in your program has the contact information for your Course Mentor. You can access your Course Mentor at any time via email to answer your questions regarding course content or requirements. All our mentors are committed to assisting you to succeed in completing your program and will personally work with you on any questions or concerns you may have.

Try to set aside a two-hour block every day, or every other day, to concentrate on doing your course work. We recommend that you schedule this time and find a safe study place to work on your coursework in a proper environment. This kind of discipline is necessary to succeed in ministry, so you may as well get a jump-start during your equipping season. Remember, inch by inch, it's a cinch, by the yard, it gets hard.

We'll be praying for you along with the other students we mentor. God is raising up a generation to reach the lost and He has graciously extended His invitation to you to partner in the cause. We commend you for your obedience. May the Lord bless your efforts as you pursue your spiritual and ministry goals through Logos University.

Dr. Dennis Shearer, President

Rev. Ron Johnson, Chancellor

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Statement on Accreditation

Logos University practices ministry in the historical tradition and philosophy that the Church is best qualified to determine what curriculum and methodology best prepares ministers and Christians for kingdom work. Before there was governmental and institutional accreditation, most churches and denominations created their own ministry equipping programs and curriculum. The credentials gained through attending these courses of study were fully accepted by the churches and denominations participating in the training. Thus, **Logos University** is peer accredited. This is not to be confused with regional or national accreditation. Peer accreditation is a recognition of standards, policies, and programs of like-minded institutions free of government involvement. **Logos University** is a member of *The International Association of Bible Colleges and Seminaries* and the *Association of Christian Schools International* (see below). These organizations are dedicated to creating and offering quality theological education. It is important to consider that: THE DEGREE PROGRAMS OF THIS COLEGE ARE DESIGNED SOLEY FOR RELIGIOUS VOCATIONS. **Logos University** equips students for ministry. The advantages and disadvantages of enrolling in a regionally or nationally accredited institution must be considered by every student based on what their ministry goals are.

In 1982, **Logos University** was authorized by *The Florida State Board of Independent Colleges and Universities* to grant degrees, and continues as a registered degree-granting institution with the *Florida Department of Education Commission for Independent Education* (CIE).

LOGOS is approved to educate disabled Veterans.

MEMBERSHIPS

Logos University is a member in good standing of the *Association of Christian Schools International*. www.acsi.org

Logos University is a member in good standing of the *International Association of Bible Colleges and Seminaries* www.iabcs.org.

Logos University Grading Scale

The following is the distribution of values given as they correspond to the letter grades:

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	94-100	4.0 points
A-	90-93	3.7 points
B+	88-89	3.3 points
B	84-87	3.0 points
B-	80-83	2.7 points
C+	78-79	2.3 points
C	74-77	2.0 points
C-	70-73	1.7 points
D+	68-69	1.3 points
D	64-67	1.0 points
D-	60-63	.7 points
F	0-59	0 points
I	Incomplete	
NC	No credit hours granted.	
P	Passing (not in GPA total)	
V	Audit-No credit hours granted	
WF	Withdrawal Failing	
WP	Withdrawal Passing	
X	Course dropped without penalty	
XF	Course dropped with penalty.	

After receipt of a grade, a student is given two weeks (14 days) to petition to change any grade status to a higher grade, or an "Incomplete" via the resubmission of required course work. If a student fails to resubmit the required course work during the two-week grace period, the final grade will stand. Any changes after that period will be determined by the Academic Dean and accompanied with the respective fee.

Undergraduate Level Coursework

Throughout your Undergraduate studies you will be asked to write several papers for each course, which will include Book Reviews, Reflection papers, Research papers, and/or Synthesis papers. You will be asked to use a standard writing style and cover sheet for all of these assignments as follows:

The Cover Page will be formatted as follows for all papers:

- 1) Upper left-hand corner
 - a) "LOGOS University"
 - b) "Course Number and Name of Class"
 - c) "Name of Instructor / Mentor"
 - d) "Date submitted"
- 2) Upper right-hand corner: Your name
- 3) The following is to be centered on cover page:

Book Review
of
"Title of Book"
by
"Author of Book"

The second page for all Papers will be formatted as follows:

- 4) The content begins on this page. This is the first page that counts toward the page length requirement but is not numbered.
 - a) First sentence of first paragraph on first page begins 3 inches from top of page.
 - b) All paragraphs are to be indented 5-7 spaces.
 - c) Margins: 1-inch margin on all sides of the paper.
 - d) Pages are to be numbered beginning with page 2. The first page of the paper (not the cover page) is page #1 and is not to be numbered.
- 5) The remaining pages of your assignment will be formatted with a margin of 1-inch margin on all sides of the paper. Pages will number appropriately throughout the assignment.
- 6) We recommend that students consult the MLA Handbook for Writers of Research Papers, 7th Edition to assist him/her with writing style. Throughout the course of your program, you will write Book Reviews, Research Papers, Reflection papers, and Synthesis papers.

These writing projects will serve as a trial run for your thesis or dissertation. Spelling, grammar, syntax, proper use of abbreviations, etc. are expected to comply with the MLA manual style.

- 7) We highly recommend you find an editor or proofreader who will review your work. Your mentors will not serve as your proofreaders except to show you a few examples of where your work needs improvement. If a paper needs excessive correction, grade deductions will occur.
- 8) If in doubt about content in your reading or writing, consult your mentor who will provide instruction, insight and direction.
- 9) When you graduate, you will be proud of your achievements as you will be able to articulate what you know in a manner that reflects the quality of your education.

Review Papers: Writing Guidelines – Undergraduate Level

ALL REVIEW PAPERS are to be 5-7 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the review paper:

“Review” means that you understand the Author’s premise for writing the book and will now summarize and critique in your own words what you understand the Author to have communicated. The first several paragraphs will state: the introduction to the author and why they are qualified to write on the subject, the thesis and relevant main points made in the book with commentary on each of the main relevant points. The body of the Book Review will consist of answering the following questions:

- Did the author clearly communicate his premise for writing the book? Where and how was it communicated?
- Did the author prove his premise? Where and how was it proven?
- Was there evidence of proof that helped you to believe that the author was thorough in research? If not, what areas do you see that needed to be covered? Use examples.
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn? If yes, how? If not, why?
- What controversial statements were made by the author? Why were these statements controversial?

Note: You can best accomplish this by taking brief notes or underlining provocative statements in your book as you read.

Writing your Conclusion:

- Would you recommend this book to others and why?
- Would you NOT recommend this book to others and why?
- Was the book an aid to your understanding of the class content?

Please Note:

- Your writing is expected to show good critical thinking skills. A Book Review differs from a Book Report. A Review critically evaluates the content of the book to determine if it complies with the thesis of the book. A Report is designed only to show that the reader can articulate the content.

Reflection Papers: Writing Guidelines - Undergraduate Level

ALL REFLECTION PAPERS are to be 5-7 pages (not including cover page), typed in “Arial” or “Times New Roman” font, and double-spaced. Transmission via Email is preferred. Make personal copies for your protection!

The Content and/or Body of the reflection paper:

“Reflection” means you have thought through the author’s content and have your own thoughts about what is being said. Interaction with the author’s ideas and your own should be evident. You can best accomplish this by taking brief notes or underlining provocative statements in your book as you read. Attempt to answer the following questions in your writing.

- Did the author communicate and prove his premise for writing the book?
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn?
- Was there evidence of proof that helped you to believe that the author was thorough in his research?
- Were any controversial statements made that caused you to challenge the author?
- State your disagreements and why you believe the argument is weak or unfounded.

Conclusion:

- Was the book an aid to your understanding of the class content?
- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?

Research Papers: Writing Guidelines - Undergraduate Level

RESEARCH PAPERS can, depending on the class, topic or Instructor, vary from 7-10 pages in length (not including cover page, endnotes and works cited). All papers are to be typed and double-spaced. Transmission by email attachment is preferred. If sent by USPS and you want your papers returned, you must provide a self-addressed envelope with sufficient postage. Make personal copies for your protection!

The Content and/or Body of the research paper

- “Research” means that you have undertaken to study and report on a subject. Each instructor may have their own guidelines in terms of sources, but minimum guidelines require 5 sources beyond class texts and the Bible.
- The student will have a topic approved or assigned by the instructor or syllabus.
- The student will treat the subject in a focused manner to ensure thorough coverage of the subject.
- The Research Paper is a combination of Review and Reflection with exposition that communicates critical thinking beyond the obvious.
- Where a reference is made it must be accompanied by an endnote number corresponding to the endnote page at the back of the paper.
- If the student chooses to quote a source in the body of the paper, appropriate reference to author, title of the work, page number in parenthesis must follow the quote.
- A Works Cited must accompany your Research Paper. The Works Cited must follow standard bibliographic style and is to be at the back of your paper. Students will use the MLA as the guide for their Works Cited.
- The Introduction of your paper will state your thesis and relevant main points that you will be addressing in the body of the paper.
- The Body of your paper will review the topic in light of the literature that you have used in your research.

The Conclusion:

- The conclusion is expected to summarize the Introduction and Body while making conclusions regarding how you now understand your topic and the potential areas that can be explored for further study and understanding of that topic.

Layout of the Research Paper

- Cover Page
- Body
- Endnote page
- Works Cited

Synthesis Papers: Writing Guidelines - Undergraduate Level

SYNTHESIS PAPERS are to be 7-10 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the research paper:

“Synthesis” means the opposite of analysis. It is the combing of constituent elements of separate materials into a single or unified entity. It consists of the following steps, writing as a running, integrated narrative.

- Introduce the books and authors for which the synthesis will be attempted. Provide relevant details of the author's experience, expertise or education that would qualify the authors to write on the subject.
- Briefly summarize the main theme for each of the texts. The theme can usually be found in the "Introduction" or "Foreword".
- Compare the approach of each author to the approach of the others.
- Contrast the approaches of the authors to one another.
- Determine which relevant principles you would integrate into your approach in your practice of the subject.
- Conclude by ranking or recommending the requisite texts and give specific reasons why or why not.

Documentation:

Documentation of your writing, it is imperative that you document correctly any and all quotes from books, magazines, websites, or individuals. Logos University has chosen to use the MLA Handbook for Writers of Research Papers (currently in the seventh edition).

Graduate Level Coursework

Throughout your Graduate studies you will be asked to write several papers for each course, which will include Book Reviews, Reflection papers, Research papers, and/or Synthesis papers. You will be asked to use a standard writing style and cover sheet for all of these assignments as follows:

The Cover Page will be formatted as follows for all papers:

- 1) Upper left-hand corner
 - a) "LOGOS University"
 - b) "Course Number and Name of Class"
 - c) "Name of Instructor/Mentor"
 - d) "Date submitted"
- 2) Upper right-hand corner: Your name
- 3) The following is to be centered on cover page:

Book Review
of
"Title of Book"
by
"Author of Book"

The second page for all Papers will be formatted as follows:

- 4) The content begins on this page. It is the first page that counts toward the page length requirement but is not numbered.
 - a) First, sentence of first paragraph on first page begins 3 inches from top of page.
 - b) All paragraphs are to be indented 5-7 spaces.
 - c) Margins: 1-inch margin on all sides of the paper. Pages are to be numbered beginning with page 2. The first page of the paper (not the cover page) is page #1 and is not to be numbered.
- 5) The remaining pages of your assignment will be formatted with a margin of 1-inch margin on all sides of the paper. Pages will number appropriately throughout the assignment.
- 6) We recommend that students consult the MLA Handbook for Writers of Research Papers, 7th Edition to assist him/her with writing style. Throughout the course of your program, you will write Book Reviews, Research Papers, Reflection papers, and Synthesis papers. These writing projects will serve as a trial-run for your thesis or

dissertation. Spelling, grammar, syntax, proper use of abbreviations, etc. are expected to comply with the MLA manual style.

- 7) We highly recommend you find an editor or proofreader who will review your work. Your mentors will not serve as your proofreaders except to show you a few examples of where your work needs improvement. If a paper needs excessive correction, grade deductions will occur.
- 8) If in doubt about content in your reading or writing, consult your mentor who will provide instruction, insight and direction.
- 9) When you graduate, you will be proud of your achievements as you will be able to articulate what you know in a manner that reflects the quality of your education.

Review Papers: Writing Guidelines – Graduate Level

ALL REVIEW PAPERS are to be 7-10 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the review paper:

“Review” means that you understand the Author’s premise for writing the book and will now summarize and critique in your own words what you understand the Author communicated. The first several paragraphs will state: the introduction to the author and why they are qualified to write on the subject, the thesis and relevant main points made in the book with commentary on each of the main relevant points. The body of the Book Review will consist of answering the following questions:

- Did the author clearly communicate his premise for writing the book? Where, and How?
- Did the author prove his premise? Where and How?
- Was there evidence of proof that helped you to believe that the author was thorough in research? If not, what areas do you see that needed to be covered? Use examples.
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn? If yes, how? If not, why?
- What controversial statements were made by the author? Why were these statements controversial?

Note: You can best accomplish this by taking brief notes or underlining provocative statements in your book as you read.

Writing your Conclusion:

- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?
- Was the book an aid to your understanding of the class content?

Please Note:

- Your writing is expected to show good critical thinking skills. A Book Review differs from a Book Report. A Review critically evaluates the content of the book to determine if it complies with the thesis of the book. A Report is designed only to show that the reader can articulate the content.

Reflection Papers: Writing Guidelines - Graduate Level

ALL REFLECTION PAPERS are to be 7-10 pages (not including cover page), typed in “Arial” or “Times New Roman” font, and double-spaced. Transmission via Email is preferred. Make personal copies for your protection!

The Content and/or Body of the reflection paper:

“Reflection” means you have thought through the author’s content and have your own thoughts about what is being said. Interaction with the author’s ideas, and your own should be evident. You can best accomplish this by taking brief notes or underlining provocative statements in your book as you read. Attempt to answer the following questions in your writing.

- Did the author communicate and prove his premise for writing the book?
- Was the author able to expose you to new truths or cause you to rethink some conclusions that you had previously drawn?
- Was there evidence of proof that helped you to believe that the author was thorough in his research?
- Were any controversial statements made that caused you to challenge the author?
- State your disagreements and why you believe the argument is weak or unfounded.

The Conclusion:

- Was the book an aid to your understanding of the class content?
- Would you recommend this book to others and why?
- Would you not recommend this book to others and why?

Research Papers: Writing Guidelines - Graduate Level

RESEARCH PAPERS can Depending on the class, topic or Instructor, vary from 12-15 pages in length (not including cover page, endnotes and Works Cited). All papers are to be typed and double-spaced. Transmission by email attachment is preferred. If sent by USPS and you want your papers returned, you must provide a self-addressed envelope with sufficient postage. Make personal copies for your protection!

The Content and/or Body of the research paper:

- “Research” means that you have undertaken to study and report on a subject. Each instructor may have their own guidelines in terms of sources, but minimum guidelines require 5 sources beyond class texts and the Bible.
- The student will have a topic approved, or assigned by, the instructor or syllabus.
- The student will treat the subject in a focused manner to ensure thorough coverage of the subject.
- The Research Paper is a combination of Review and Reflection with exposition that communicates critical thinking beyond the obvious.
- Where a reference is made, it must be accompanied by an endnote number corresponding to the endnote page at the rear of the paper.
- If the student chooses to quote a source in the body of the paper, appropriate reference to author, title of the work, page number in parenthesis must follow the quote.
- A Works Cited must accompany your Research Paper. The Works Cited must follow standard style and is to be at the back of your paper. Students will use the MLA as the guide for their Works Cited.
- The Introduction of your paper will state your thesis and relevant main points that you will be addressing in the body of the paper.
- The Body of your paper will review the topic in light of the literature that you have used in your research.

The Conclusion:

- The conclusion is expected to summarize the Introduction and Body while making conclusions regarding how you now understand your topic and the potential areas that can be explored for further study and understanding of that topic.

Layout of the Research Paper:

- Cover Page
- Body
- Endnote page
- Works Cited

Please Note: Your writing is expected to show good critical thinking skills.

Synthesis Papers: Writing Guidelines - Graduate Level

SYNTHESIS PAPERS are to be 12-15 pages (not including cover page), typed and double-spaced. Transmission via email attachment is preferred. Make personal copies for your protection.

The Content and/or Body of the research paper:

“Synthesis” means the opposite of analysis. It is the combing of constituent elements of separate materials into a single or unified entity. It consists of the following steps, writing as a running, integrated narrative.

- Introduce the books and authors for which the synthesis will be attempted. Provide relevant details of the author's experience, expertise or education that would qualify the authors to write on the subject.
- Briefly summarize the main theme for each of the texts. The theme can usually be found in the "Introduction" or "Foreword".
- Compare the approach of each author to the approach of the others.
- Contrast the approaches of the authors to one another.
- Determine which relevant principles you would integrate into your approach in your practice of the subject.
- Conclude by ranking or recommending the requisite texts and give specific reasons why or why not.

Documentation:

Documentation of your writing, it is imperative that you document correctly any and all quotes from books, magazines, websites, or individuals. Logos University has chosen to use the MLA Handbook for Writers of Research Papers (currently in the seventh edition)

Policy for Plagiarism

Students are required to maintain the highest standards of character and academic integrity. Due to the increased occurrence of plagiarism in academia and elsewhere, it has become necessary to publish the following policy information regarding plagiarism. Please read through this policy completely. All students will abide by this policy.

What is plagiarism?

Merriam-Webster's Collegiate Dictionary defines plagiarism as, "to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source."

Plagiarism is claiming as your own the information, ideas or written work of another in assignments such as research papers, essays, reports or other required material submitted for class.

How can plagiarism be prevented?

We want you to make use of other sources (e.g. reference works or the Internet), but when you borrow ideas, you must cite the source. Courses that are taken on our Edvance360 software make use of anti-plagiarism tools, and teachers will check the works submitted by students.

Plagiarism is prevented when you properly document quotations, paraphrases, or summarized thoughts.

What is not considered plagiarism?

Any information classified as common knowledge is not considered plagiarism (e.g. your own experiences, writing entirely in your own words, or general information in several sources).

What are the consequences of plagiarism?

Students should be advised that plagiarism in any form is prohibited, and that work containing plagiarized materials will be severely addressed.

Should an act of plagiarism be discovered, the students will be summoned to a review by the Faculty and Academic Team. This review board will decide on the consequences based on the following and other relevant information. The final decision of the review board will be made on a case-by-case basis.

Category 1: Deliberate Plagiarism

A student who has deliberately plagiarized a major paper (such as theme, research or multiple-draft essay) will receive a zero for the paper. The student must resubmit the paper for the class with correct citations and personal work.

Category 2: Accidental Plagiarism

A student who accidentally plagiarizes by making significant citation errors will be permitted to correct the errors in a timely manner and will receive a reduced grade. Failure to make corrections will result in a grade of zero.

According to the Office of Research Integrity (ORI), “An ethical writer ALWAYS acknowledges the contributions of others to his/her work.”

For more information on how to avoid plagiarism, please visit the Office of Research Integrity’s website: <https://ori.hhs.gov/28-guidelines-glance-avoiding-plagiarism>

Program Finances

It is our goal to graduate our students, debt free. Graduating debt free allows our students to pursue ministry unencumbered by student loans and debt. Our tuition schedule is among the lowest in the country for theological and ministry training institutions. In essence, there is a built-in scholarship in our fee structure. In addition, **Logos University** offers the following scholarships and grants to qualified students enrolling in a program as a Distance Learning student.

Returning Student Grant

This grant is awarded to all students who have previously completed a **Logos University** degree program and are pursuing another degree program through **Logos University**. The grant is in the amount of 10% and will be deducted from the total cost of tuition and applied upon activation of the student's next degree program.

Presidents Scholarship

This scholarship is awarded to licensed, ordained and commissioned ministers and missionaries. To qualify for the scholarship a copy (no originals please) of the license, ordination, or commission certificate is to be submitted at the time of application. The scholarship is in the amount of 10% and will be deducted from the total cost of tuition and fees and applied upon activation of the student's degree program.

U.S. Military and Veteran's Scholarship

This scholarship is awarded to active or honorably discharged military Veterans. The scholarship is in the amount of 10% and will be deducted from the total cost of tuition and fees and applied upon activation of the student's degree program.

Refund Policy

Application and evaluation fees are non-refundable. Written cancellation or withdrawal must be submitted for a refund according to the following schedule. A form is available for this purpose on our website.

- 100% of paid tuition within five (5) business days after program activation of a degree program.
- 80% of tuition paid within 15 days of student contract activation.
- 60% of tuition paid within 30 days of student contract activation.
- 40% of tuition paid within 45 days of student contract activation.
- 20% of tuition paid within 60 days of student contract activation.
- There is no tuition refund after 60 days of student contract activation.

Tuition Financing

Logos University provides a guaranteed tuition financing program that services the needs of our students. Every student applying for tuition financing will be evaluated and approved for a tuition financing program. These programs feature:

- interest-free financing for the duration of the program contract
- direct monthly itemized statements
- tuition payments accepted via credit cards, including debit cards with *Visa* or *MasterCard* logo (subject to card approval)
- extended payments designed to fit most budgets
- Guarantee of no increase in tuition and fees for the duration of the contract. (Late fees may be charged for delinquent accounts)

Payment Schedule for Academic Programs

The financial contract will be determined through consultation with the Registrar's office. The payment schedule may be longer than the academic schedule. Degrees will be conferred upon satisfactory completion of all coursework and financial obligations to the University being met.

Degree Program Completion Schedule

A *Program Completion Date* (PCD) will be assigned for all student educational contracts. The PCD will be determined once the student has completed the application process, transfer credits have been considered, Life and Ministry credit has been determined and the degree program has been designed. Students are required to complete their program by the PCD. An extension is available if the student has 75% of their program coursework completed by the initial PCD. No other extensions are available.

Program Deadline Extension

The program completion date will be assigned at the time of program activation. If the program completion date is approaching, a student may apply for a Program Deadline Extension if 75% of coursework is completed prior to the initial deadline. Application must be submitted a minimum of 30 days before the deadline. The University will determine the length of the extension. Failure to apply for the extension will result in the program being deactivated. There are no other extensions available or allowed. A form for this purpose is available on the website or you may contact the Director of Student Affairs.

Reactivation Policy

If a program has been deactivated, it may be reactivated within 2 years of the initial program completion date under the following conditions:

- A new student contract must be signed and submitted.
- A new program completion date will be assigned.
- A program reactivation fee of \$250 will be assessed, due at the time of reactivation.
- Tuition and fees for all courses previously not completed will be assessed at the rates in effect at the time of reactivation.
- All coursework will be completed according to the syllabi in effect at the time of reactivation.

A form for this purpose is available on the website.

Miscellaneous Fees

Program Deadline Extension	\$100.00
Reactivation fee	\$250.00
Degree Replacement:	\$100.00
Return Check Fee:	\$ 20.00
Dishonored Credit Card Fee:	\$ 20.00

For the convenience of our students, Logos University accepts *American Express, Discover, MasterCard, Visa* and bank check cards with a *MasterCard* or *Visa* logo.