How to Write an Essay
Submission of Assignments Process

Assignments/Tests

1. Each assignment will simply be an assigned minimum word essay written on the subject matter of the course. *For example:* With the course BIDO712 Bible Doctrine: the student will write an essay on the topic of Bible Doctrine.

2. Great Commission Bible College requires one assignment to be completed for each course in a program.

3. Each assignment will be written using the course material, required readings if any, and other sources the student wishes to utilize to explain the use and help of this class study for your use and ministry. This should include knowledge acquired and how the study relates to your work, your Bible study, and your Christian walk. Spelling and punctuation will be checked for accuracy. References should be from the study of the Bible. References to outside sources must be cited within the assignment.

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1. When all the required assignments are completed within a given program, the student is deemed to have completed that program and the respective diploma will be sent to the student.

2. **Direct copying of any information or other web pages without proper references is strictly forbidden and may result in the student being expelled from the program. Students are not to submit work that has been completed by someone else. Each assignment is to be written by the student in the student's own words.**

3. To learn more about how to write an essay, this page gives a good explanation of how to research and write an essay. Please follow this format for your essay.

Assignment Layout:

1. Level II Essays require essay assignments to be a minimum of 2000 words or more in length. Shorter essays will be returned ungraded.

2. Assignments should be written in an essay format.

3.   Click on this link for instruction.
     https://www.internationalstudent.com/essay_writing/essay_tips/

4.   The assignment must be written in English. Leniency will be given to those who do not use English as their first language, but it is expected that each student will use proper grammar and correct spelling. https://www.grammarly.com/office-addin/downloading **or** https://support.office.com/en-us/article/check-spelling-and-grammar-in-office-5cdeced7-d81d-47de-9096-efd0ee909227

5.   Students are to submit their assignment as an attachment to an email. The assignments are to be submitted in popular word process format. Rich Text Format (.rtf) is preferred. Your professor may request a particular format after you begin.

Grading Pattern:

GCBC will receive the assignment. The professor will designate either **passed** or **rework.** If the assignment is found to be well written and seen that the student has understood the content of the course, that student is then finished with that course. If the student receives a message stating the assignment needs Rework, he will be told the reasons why and then asked to resubmit the assignment when the rework is done. We will do everything we can to ensure each student understands the content of any course in which they are having difficulty. A grade of 85 is needed to receive credit for this essay.

For any student who requires a transcript of their grades after completion of their program, all assignments given the designation of "Pass" will be equal to a 3.0 (85%) in the traditional model of marking, and this will be reflected on a student's transcript. Anything less than an "**85%**" will be sent back to the student for Rework until our standards are met.

Great Commission Bible College has set up the assignment submission process, so it is easy for students to get their work to GCBC. Assignments will be e-mailed to the Institute by using the course number. For example, Bible Doctrine 712 would be emailed as BIDO712@GCBCedu.us. Your assignment will be directed to and received by the instructor teaching this course who will mark, grade and comment on the assignment.

When you send in assignments, and to enable prompt marking, make certain that the email contains the following information:

1)   your name
2)   your program (In this case Doctor of Ministry)
3)   the course name and number
4)   your student number(I.D.)
5)   your email address

After the student's assignment is marked as "passed", GCBC will keep a record of this completion. However, an actual copy of the assignment will not be kept on file. It is important that the student keeps a copy of his assignments for his own records.