BLUE MARBLE UNIVERSITY

Student Guide

Useful Information For Students

Website: http://BlueMarbleUniversity.wordpress.com

Email:Info@BlueMarbleUniversity.com

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We Welcome You and Are Excited to Have You Join Us!

(1) Overview of Programs

Blue Marble University, and its autonomous graduate school, the **Panama College of Cell Science**, offer distance learning programs which can be completed entirely online. Blue Marble University is owned and operated by **Blue Marble University Ltd**., which is an International Business Corporation registered in the Commonwealth of Dominica for the purpose of offering educational instruction, programs, and degrees via the Internet, its degrees being issued upon the recommendation of its Faculty to designate completion and mastery of a particular program. Blue Marble University Ltd. engages in research into novel educational models, alternative education, and non-traditional education, and consequently every one of our programs is unique and innovative in some way. Administrative offices are in Thailand and Panama.

(2) Distance Learning vs E-Learning

All of our programs are "distance learning" programs. The principle difference between distance learning an e-learning is that in e-learning, all activities and learning occurs on the computer. For example, all learning materials are supplied to the student, all exams and tests are provided online. In many cases of e-learning, students are required to be online at the same time as their instructors. E-learning is best suited to high school (secondary) and undergraduate curricula which remain pretty much the same over time, and is less suited to graduate programs which require a more dynamic learning environment.

A distance learning program, such as those offered here, is delivered over the internet, but the student is required to search for and find sources of knowledge. A student may be directed to a video lecture on a different website, or be required to conduct literature research via the internet. Likewise, assignments will be completed offline, and then uploaded or forwarded to the instructor by email. A "distance learning" program is asynchronous, meaning that the student and the instructor are not online at the same time. This permits us to offer programs across many time zones and allows you to access your material 24/7.

(3) What Is Required of You

(A) Technical Computer Requirements

Because we are a virtual university, it is necessary for each student to have adequate hardware and software, either personally or via study at a local library or local university/college library, or at an internet cafe. At a minimum, your equipment must be able to run one or more of the **latest web browsers** (Chrome, Firefox, or Safari). Because we make use of many online videos for lectures and demonstrations, the **ability to view videos that play smoothly** without jerking and "buffering" delays is a must. A student should get his/her equipment organized for **downloading of videos** from the internet. There are many free "video downloaders" available (such as ant.com, or realplayer downloader), and the web browsers sometimes provide video downloading as a free add-on extension. So, please check into this and be sure your set up is sufficient. The ability to move large files around (such as for downloading texts and materials) is also essential and requires a **fast internet connection**. A dial up connection will not be effective, and we do not believe that our program can be completed with only a dial-up connection. We recommend the fastest connection you have available, which should be at least DSL or ASDL. Lastly, your software must include the ability to convert all of your work, handwritten drawings, images and so forth into PDF format for submission. **Only PDF format, the international standard is permitted.** Doc files are not accepted.

(B) Effort Needed

We expect you to make an "honest effort" to complete the program, keeping in mind this is a graduate program. This may be new and difficult for you because you have to be organized and push yourself to work independently without the camaraderie of other students in a typical classroom.

DO NOT EXPECT TO BE "SPOON FED". This is a graduate program. You are expected to work independently and solve your own problems. You will of course be guided by your instructors, and our mission is to help you complete the program successfully.

Get organized. You know you will have assignments, work to be delivered, reading materials, correspondence and the like. Get your computer organized with appropriate folders for each course, so that you can find the material you need at any time.

(4) About Textbooks and Literature Searches...Some Tips

As new students may soon discover, we do not use a lot of hard cover texts in our biomedical course presentations. Our humanities programs are more text based, and we use some terrific sources. But for our biomedical programs, there are several reasons for this, one of which is that primarily we try to save our students cost.

Another important reason is that for many courses, the content we want to explore may not be as we want it presented in standard texts. When we cover immunology for example, we are more interested in the relationship between immunology and stem cells, not necessarily the intricacies of B and T cells.

Of course, not having texts for many of the courses, makes it a lot harder on our faculty who have to guide you to other resources, and also makes it harder on you students who are required to actually do some digging to reach key knowledge for your chosen program.

During your course of study here, you must be able to master searches of the literature and reference works appropriate to your course of study. If you do not know how to conduct an internet search for scientific literature or humanities materials, please search "how to search humanities literature" or "how to search biomedical literature" and obtain some guidance on this. Your mastery of this is not only needed now, but will be required when you get started on your dissertations and/or Online Portfolios.

Here are a few suggestions and a **very helpful trick**. This example is for the biomedical sciences, but, the "trick" we present using Google Scholar, should be useful for all of our programs.

(1) In addition to your local college or university library (most of which are in fact open to the public), the following web sites offer free access to full articles. The website links become adjusted slightly from time to time, but if you get to the right basic site, you will be able to navigate your way. The best sources are:

Pub Med Central: you can search for articles and obtain free pdf copies, or print the articles: www.ncbi.nim.nih.gov/pmc

NCBI has another site as well: www.ncbi.nim.nih.gov/sites/entrez

Plosone.org has some open access peer reviewed journals

Highwire may have some journals: http://highwire.edu/cgi/medline/pmid

Google Scholar has the most research papers

(2) A trick using **Google Scholar**: First off, be sure you know how to find **Google Scholar!!** This is an incredible source, where you can search by subject, author, title etc.

But here is the trick you need to know:

Many times, especially for recent articles, publishers do not release the full text article. You have to pay for it. You can find the abstract, but not the full text. And abstracts (i.e. Summaries) are not going to be of any use to you. If you run into this problem, here is what to do:

Let's say you are looking for this paper: Noggle et al. "Human Oocytes Reprogram Somatic Cells to a Pluripotent State", **Nature 478:70-75 (2011)**.

If you search for it on Google for example, or even go to the online site for **Nature** , you will find it very difficult to find any full text article. Try it.

But if you search for it on **Google Scholar,** you will be referred to other sources which many times provide the free pdf version for download. Here are some screen shots to help you locate and use **Goggle Scholar:**
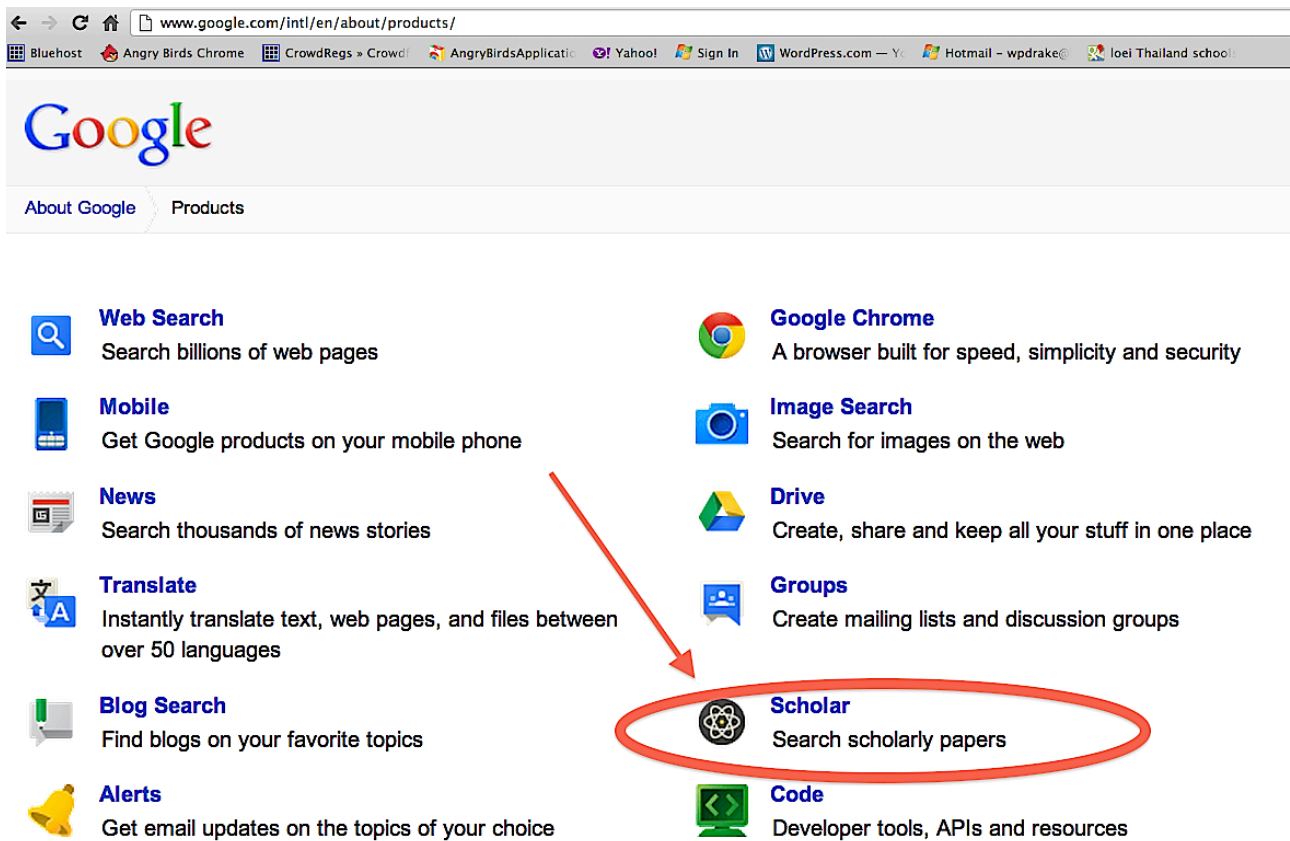
First, you might try to locate your article with just Google. What comes up are only articles for which you can obtain the abstract only, not the full text. See screen shot below:
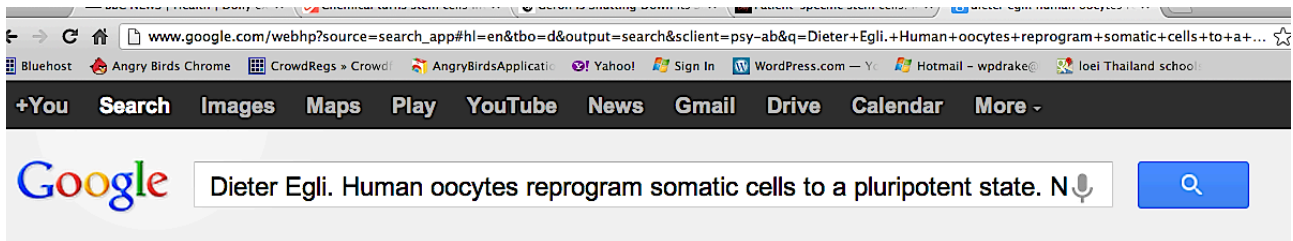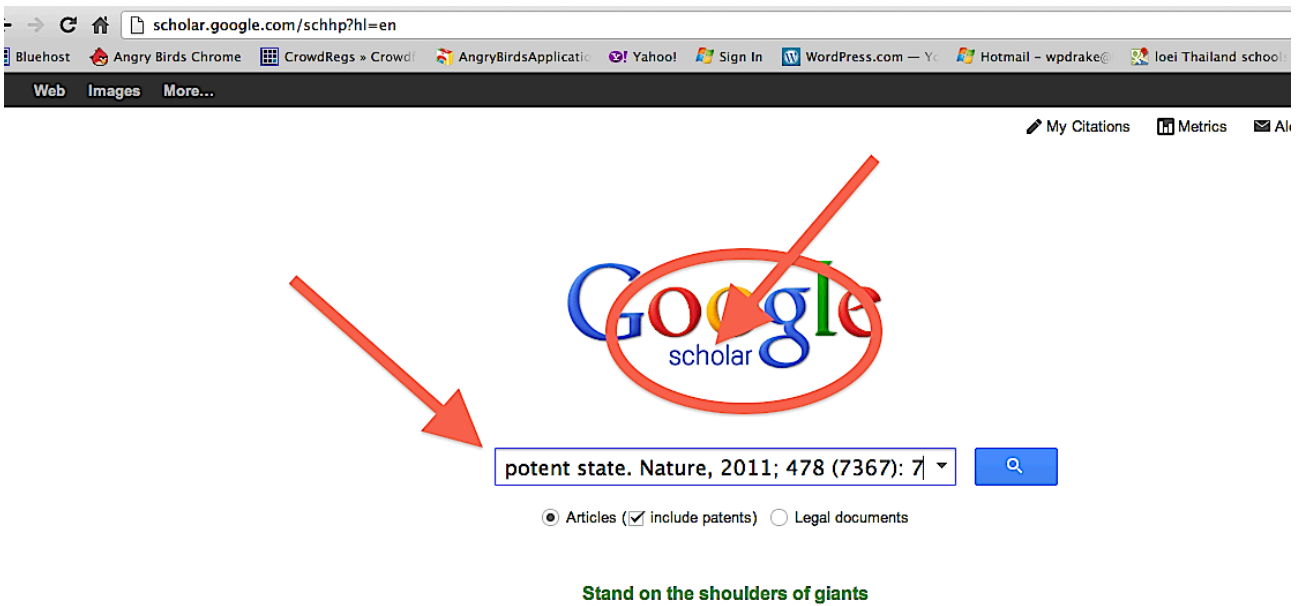

Do you see the "More" button on the upper right, click on that and here's what you see:
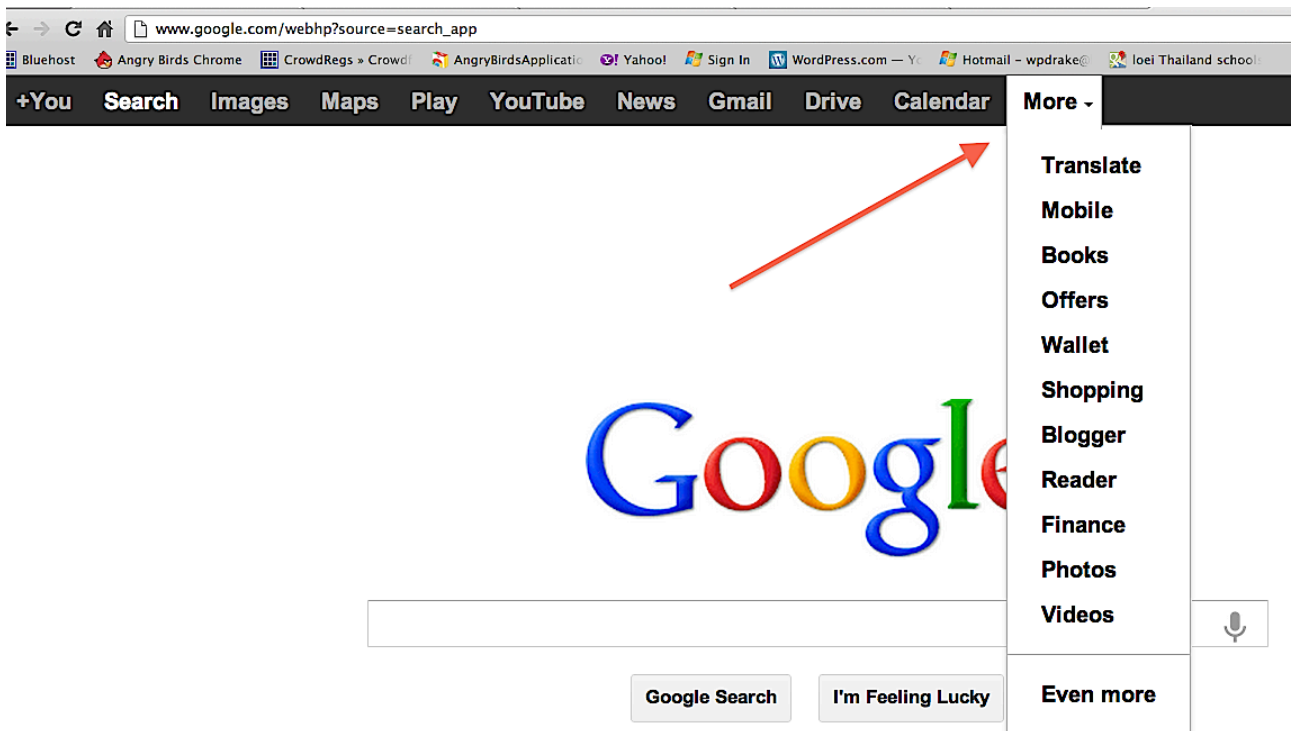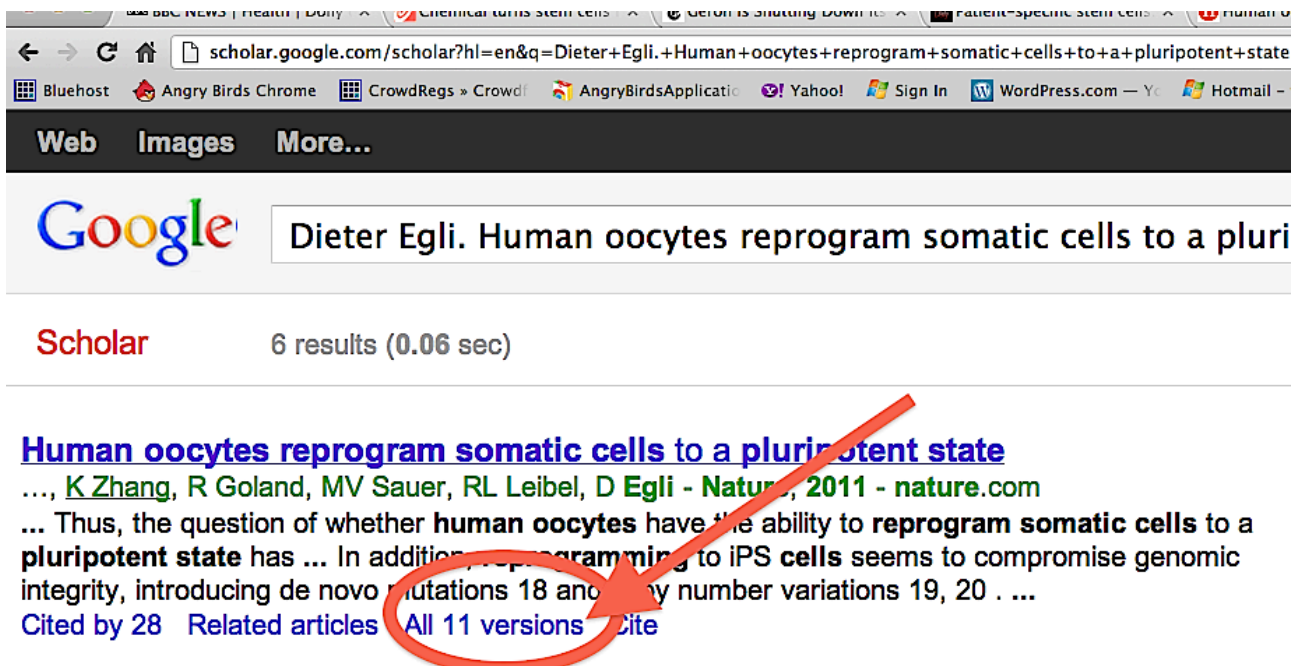
Then, click on "Even More" and you will come to this Screen, where you can select **Google Scholar:**

Enter your search term into Google Scholar (I inserted the entire article just like noted above, Noggle et al. "Human Oocytes Reprogram Somatic Cells to a Pluripotent State", **Nature 478:70-75 (2011)**

This is the key....Click on All Versions as shown here:

And then the other versions of the article are presented to you, from which many times, you can find a pdf version of the full article!!

These suggestions are not meant to be comprehensive instructions to how to do scientific literature searches. We feel you are now in graduate school, and should learn how to find things and where to find them. We always recommend visiting your local college or university library, possibly even your local public library if available, and find out how to do excellent literature searches.

Lastly, as we said, don't just expect us to give you a text that you can read and replay back to us. **You will have to search for and find your own answers. This is how to really acquire knowledge that lasts past an exam...**You are going to have to, with our guidance and encouragement, learn to master the techniques of literature searching...it is an art that will pay you dividends in your future careers.

(5) Referencing the Scientific Literature

        For many of our programs, in your assignments and homework, it will be necessary for you to cite scientific literature in proper form, and also to add reference numbers in the body of your works. You can find various forms for citation of scientific papers by reviewing a few biomedical journals and studying how papers are referenced. You cannot go wrong with the following form, which we prefer:

Noggle, S. et al., Human oocytes reprogram somatic cells to a pluripotent state. **Nature: 478, 70-75 (2011)**

If a paper only contains two authors, both should be cited (and drop the et al.).

Now, as to noting a reference in your homework or other assignments, you can do this is several ways:

1. The most appropriate way is to use superscripts, such as:

In 2006, researchers made a breakthrough by identifying....stem cell like state[1]

2. Another way is to place the reference number in parentheses, like so:

In 2006, researchers made a breakthrough by identifying....stem cell like state (1)

This is not as good, but is acceptable in the context of reports and essays for us as it is a lot easier. But you will have to use the standard format shown in #1 for your dissertation or other formal presentation such as Online Portfolio where appropriate.

3. The third acceptable way is to cite the author and date in parentheses, like so:

In 2006, researchers made a breakthrough by identifying....stem cell like state (Noggle et al. 2011)

(6) Grading and Grading Philosophy

The purpose of grading is to maintain a record of your achievement in completing the program, and for you to present for purpose of employment or otherwise.

A grade of "B" or better is required to pass every course. This equates to a 3.0 on a 4.0 scale, or 80 out of 100 points. When using Pass or Fail, a Passing grade (P) requires that the student attained at least a "B" for the course. For "P", your transcript will reflect that this equates to a "B" or better. This requirement is similar to many USA graduate schools.

Letter Grades are awarded in each course to reflect the Student's performance. Letter Grades correspond to a Grade Point System as follows:

Letter Grade	Grade Points
A	4.00
A-	3.66
B+	3.33
B	3.00

Letter Grade	Grade Points
B-	2.66
C+	2.33
C	2.00
C-	0
D and F	0

We do not grade on a bell shaped curve. Each person is graded on his/her merit. Everyone can do well. If you make an honest effort to study and learn the material, you will be successful.

We have had situations in which a student has done well but fell down on one course. In such an event, the Faculty considers on a case by case basis, whether a "C" grade would be permissible, rather than to have to dismiss the student from the entire program. Our current policy is to permit the presentation of extra-credit work to correct a "C" grade. However, this is reserved for special cases and is not routine. Permitting a student to correct every "C" grade is not favored. A grade of "D" or "F" will result in suspension or dismissal from the program. The fact that we are a virtual college does not also mean that sloppy, poor work indicative of a lack of study and effort will be acceptable.

As stated elsewhere, we want everyone to be successful and complete our program. If you make an honest effort to do so, you will graduate. An honest effort, of course, goes hand in hand with good results. We will meet you halfway, but you must also do the same.

Exams are handled by each instructor, and in most cases, may be in the format requiring the student to discuss important principles or to conduct literature searches relating to important principles.

(7) Tuition and Refund Policy

There are no refunds, **No exceptions**. Our tuition costs are kept to an absolute minimum. We believe that our tuition is lower than any other undergraduate or graduate program, either based on an annual cost or by credit.

There is no Financial Aid. We made the decision to save costs and paperwork that is involved in having a higher tuition cost and then allowing financial aid. Rather, we offer a very low cost and an interest free time plan that everyone should be able to pay.

(8) File Types, Large Files, and Transmitting in Your Work

PDF Files: As has been stated many times in our materials, ONLY PDF files (.pdf portable document file) are acceptable for any material you transmit to the College. PDF files are the global standerd for collaborating and for transmitting material over various computer platforms and browsers.

Any work not in PDF format Will Not Be Accepted. Our faculty to not have the time to convert various file types that students send. You are required to convert all of your work to the pdf form. In some cases, you may have to scan materials and then convert to pdf form for transmission.

An individual professor may be willing to accept material in text form (such as an essay) whereby your material in text form is included **in the body of an email,** and NOT as an attachment. However, it is the policy of the College to require all transmissions to be in pdf form, and so, it is best to bring yourself up to speed in this regard.

Images: When it is important to use an image, only JPEG image files (sometimes known as "jpg") should be used. A jpeg image can be inserted into a presentation, report, and the like, and then the entire report converted to PDF for transmission to the College. Be careful of **image quality**. Image files less than 100 KB rarely convert well for a report and usually end up blurry. Blurry images ruin a report or an exam resulting in mark-downs. Try to use **large file sizes** if possible, try to modify to **increase resolution,** if taking a picture of your image as a screen shot, don't forget to **increase the brightness** of your monitor to maximum before taking the photo. Always try to enhance your images by increasing **sharpness.** Try to have software available that can get your images in great shape for presentation. You are learning how to present professional papers and reports!!

Large files: Over the course of the program, you will have occasion to send very large files. Large files can be a problem in that many email services limit file sizes to 10 MB, although the trend is toward larger attachment sizes. Yahoo Mail now allows you to click on a special button ("YouSendIt") to attach very large files. Google Gmail permits up to 50MB. Free services like "Photobucket" allow uploading and sharing of large files. Your Instructor will guide you in this regard, but you as the student should understand the file size limitations of your email service, and think about how you would transmit large file sizes.

(9) Communicating With the University

Blue Marble University is a virtual institution that operates 24/7 across all time zones. Our published address is:

> Blue Marble University
> 3rd Floor, C & H Towers
> Corner of Great Marlborough
> and Great George Streets
> Roseau, 00152
> Commonwealth of Dominica

And we will accept mail at:

> Panama College of Cell Science
> Plaza Neptuno, Planta Baja 7, Suite 298
> Ave. Ricardo J. Alfaro, El Dorado
> Ciudad de Panama
> Republica de Panama

As an international virtual institution delivering educational courses over the internet, faculty and students are separated by different continents, different time zones, and different schedules. Collaboration occurs via the internet. It is not useful to conduct any business by phone, and consequently, all communications with the College are done by email and other messaging services.

In an effort to commence and operate as a paperless endeavor, and to increase the efficiency of response, hard copy mail is discouraged. All business and educational matters should be conducted via internet, by using one of the email addresses listed below.

Necessary Attachments and Documents must be converted to Portable Document Format (.pdf) before sending. Photos may be sent as jpeg. NO OTHER FILE TYPES ARE ACCEPTED. Documents in Text Form (.txt) may be incorporated in the body of an email.

Please use one of the following email addresses:

General Business and Inquiries	**Info@BlueMarbleUniversity.com**
Admissions and Enrollment	**Admissions@BlueMarbleUniversity.com**
Payments and Accounts	**Accounts@BlueMarbleUniversity.com**
Student Matters and Records	**StudentDean@BlueMarbleUniversity.com**
Faculty and Education Matters	**FacultyDean@BlueMarbleUniversity.com**
Legal Matters and Contact Director	**WalterDrakeJD@BlueMarbleUniversity.com**

In addition to general communications with the College, each Professor/Instructor will tell you how to communicate regarding his/her specific course.

For additional Contact options, please visit the Contact information page for our parent corporation, Blue Marble University at: http://bluemarbleuniversity.wordpress.com/contact/

(10) Additional Administrative Fees

We try to keep your costs to a minimum. Our mission is to deliver a solid educational program at a reasonable cost. Additional fees, charged at $100 USD per unit, will be incurred by you if we are asked by you to search/deliver some document, correspondence, and the like, which was already forwarded to you. The University is not the repository of your work, your communications, your Professors' communications with you. It makes it tough for everyone when a student cannot find this or that and we have to search our records on your behalf. This costs us money and time and must be offset by your paying additional charges.

Off course, accidents happen, and maybe you erased/deleted something that you really need. If so, we are happy to help, but an additional charge will be incurred. Please try to carefully maintain your own files, folders, and materials.

(11) Transcripts and Form of Diploma

As to transcripts, we have developed a new system that will allow you (or anyone authorized by you) to access your transcript online directly at any time and at no charge. Student transcripts will be published privately to the Web and be accessible by inserting your name and birthdate. Further information on this is provided on our website, and will be described in greater detail with you in due course.

Form and Text and Issuance of Diploma/Degree **(For Blue Marble University)**

Our degrees are issued by Blue Marble University, upon the recommendation of the Faculty, and are in the usual form, and signed by appropriate Officers as per the following example:

****

Blue Marble University Ltd.
Commonwealth of Dominica

This Diploma Makes Known That

Blue Marble University

On Nomination of the Faculty

Has admitted

NAME OF STUDENT

To the degree of

DOCTOR OF DOCTOR OF SCIENCE (D.Sc.)
In e.g. Applied Biology

With all Honors, Rights, and Privileges to that Degree Appertaining

So Entered on this _____day of _____, in the year 201_

In witness whereof the Seals of the University and the signature of its Officials hereunto affixed:

Signed: Walter P. Drake, JD, PhD, President of Blue Marble University Ltd

Signed : Acharaporn Udomsri, Registrar and Custodian of Records, Blue Marble University

Seal of Blue Marble University Ltd.

Seal of Blue Marble University

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The Diploma is issued in two ways:

(1) The certificate is beautifully created in color in the approximate size 8 x 10 inches, using various fancy font styles. It is converted to the digital formats PDF and JPEG, and posted on the permanent records page for the student along with the student transcript. The Diploma (and transcript) is available for free at any time by accessing the permanent student record page with the appropriate password. In this way, an original of the Diploma is always available for printing in color by the student using a laser/inkjet printer or via a photo shop. In addition, it may be viewed or downloaded independently by any employer or other interested person to whom the student has given the password. Free hard copy diplomas are neither issued nor mailed, nor are available for mailing.

(2) Upon request of the student at the time of graduation only, and upon payment of an additional fee, a hard copy of the Diploma will be printed and delivered by international courier such as Federal Express or DHL to the student. The Diploma style and materials may change over the years, but in general, we will make an effort to construct a beautiful Diploma suitable for framing or other permanent display. Ordinarily, a heavy parchment or similar high grade paper will be selected along with an ornate framing style (such as that which is typical of stock certificates and other types of certificates). The major portions of the Diploma may be printed with a thermographic or other technique in order to create a raised style of print, and the main corporate seal will be embossed, that is pressed into the paper. Additional colored seals will be applied as appropriate.

(12) Your Private Student Course Portal

Blue Marble University has installed a new course content management system which is both revolutionary and elegant. We create a wordpress.com blog, in other words a website, for each student. On this website, you will find all of your courses, course content, curriculum, homework assignments, additional study resources, academic records,

financial records, and contact information....everything in one place. And you won't have to study how to use your course portal, like many students using "Blackboard" and similar resources are required to do...it will just come naturally to you.

Your private course portal is never open to the public, but is accessible to your Instructors for posting assignments, exams, and notices; and of, course, to our administrative staff.

A screen shot of a Student Course Portal is here:

(13) User Name and Password

In order to access your Student Portal, you will need a USER NAME and PASSWORD registered with **wordpress.com** (not wordpress.**org**). The procedure is as follows: We will assign you a Username. This will be your permanent user name for use throughout our program. You will take the Username we assign to you, and proceed to the wordpress.com website where you will register your Username, using whatever email

address you decide, and selecting any Password you want. We use wordpress.com as the host for our private student blogs, and that is why you must complete the registration of your Username with them.

So, in order to obtain a User Name and Password, please follow these steps:

1. Go to http://wordpress.com and click on the "sign up now" text.
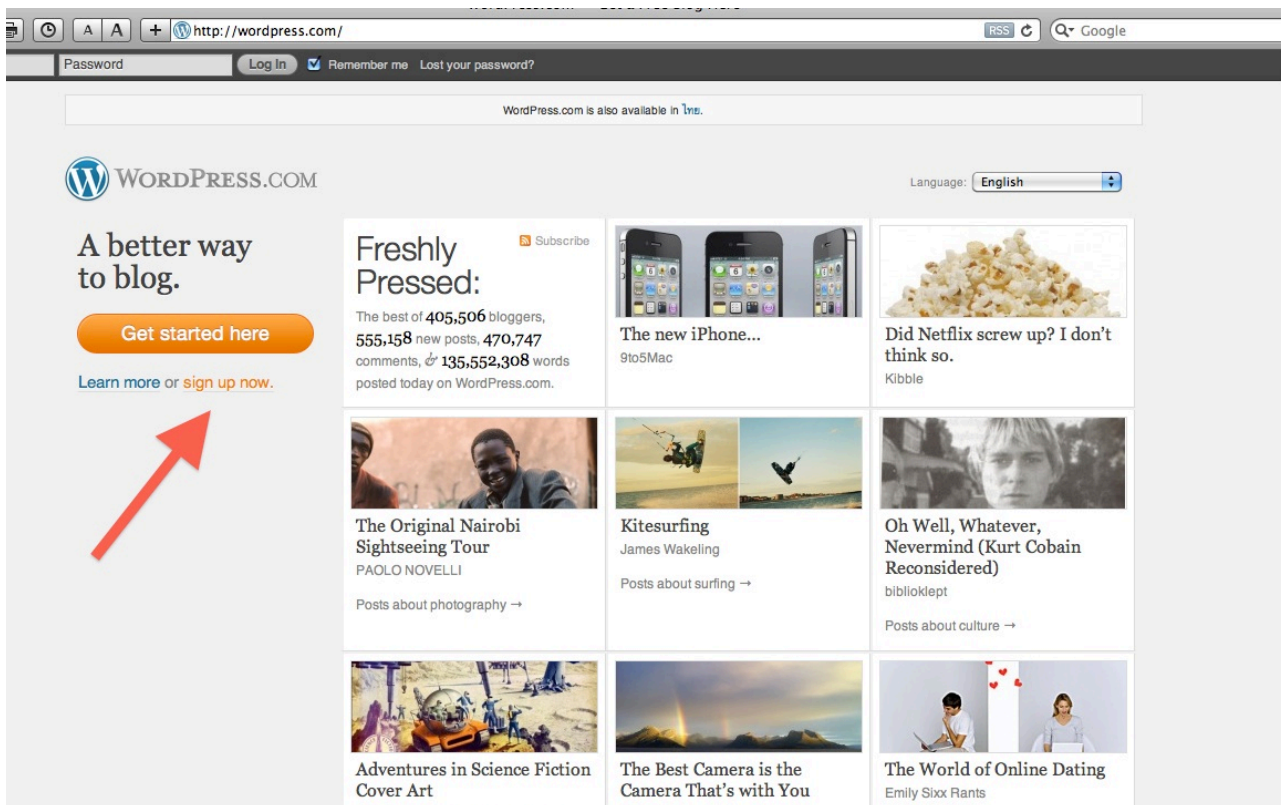
2. Clicking on "sign up now" will take you to a blog sign-up page. You are NOT signing up for a blog, you are signing up for a USER NAME only. So, on the blog sign-up page, click under the second box: **"sign up for just a user name"**, as shown on the following screen shot:

A | + | https://en.wordpress.com/signup/ | RSS

Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

WordPress.com is also available in ไทย.

Blog Address

Don't worry, you can change this later.

.wordpress.com $0 ▼

Username

Sign up for just a username.

Password   **Confirm**

E-mail Address

☐ Subscribe to our blog to learn about new themes, features, and other news.

Blog Posts Language

en – English ▼

You agree to the fascinating terms of service by submitting this form.

Sign up →

3. Clicking on "sign up for just a username" will bring you to the sign-up page as follows:

4. Enter your Assigned Username and Password of your choice by completing all the boxes. Note: **The Username and password will be your PERMANENT username and password for all courses!!!! It may not be possible or may be difficult to change your user name or password in the future, so please select carefully.** Once you have inserted the information including your email address, click "Sign Up". You will then receive a welcome email from wordpress.com confirming your sign-up. Please follow any instructions given, which may include you clicking on some link to activate or confirm your registration.

5. This last step is extremely important. Please confirm to us that you registered the assigned **User Name, and also please tell us the Email address** you used to signup. We need this information to install in our course portals in order to register you as an authorized student using our website. Kindly send the information to: Mail@panamacollegeofcellscience.org or you will not have any access to your courses.

Once we have added your Username to our records, you will be able to sign in to your private course portal.

(14) A Final Word About Accreditation

Accreditation was not important 5-10 years ago, no one cared about it. Then the "diploma mills" began churning out fake degrees, and then "accreditation" became a big thing and is now a Big Business. Some people feel that "Accreditation" is now being used as a bludgeon to stifle educational innovation.

The concept of "accreditation" is applicable primarily to US colleges and universities and does not apply to international educational institutions, such as Blue Marble University. Accreditation in some circles is losing its force as employers and other educators have come to realize that it is the body of work and dissertation completed by a student in a program that is important and not so much whether a program is "accredited".

It is the policy of Blue Marble University to seek international recognition of its program as soon as appropriate, and in fact, is working toward this goal for 2013. The University believes that it is in the best interest of both the Faculty and the students to obtain in due course some type of validation of its program by an independent oversight organization that can pass upon the bona fides of a virtual college and an organization that hopefully specializes in the review of online programs as well.

Blue Marble University is an international (foreign) graduate school. The US Government accepts foreign degrees for purposes of employment. On the Federal Government Official Jobs Site (currently www.usajobs.gov, url may change from time to time), typical language is: "…the candidate must substantiate that the foreign course work is equal to the curriculum recognized by an accredited foreign evaluation organization."

Consequently, **foreign graduate programs** such as ours are qualified based on "equivalency". Our **Graduate** programs require the same number of credits as required of a USA regionally accredited USA college or university. Consequently, at the conclusion of your studies, you will be entitled to receive, for a nominal sum, a certificate stating same, from one or more foreign credential evaluators approved by the USA Department of Education.

(15) Email Abuse and Other Improper Messaging

It is one of the great advantages of the online learning environment that students have convenient, unrestricted access to their Instructors. And likewise the Instructors benefit from the interaction as well. There is a far better opportunity for communications with Faculty in our online environment than can ever be achieved in a campus lecture hall with 300 or more students, taught by a professor who just wants to get out of there and get back to his/her research lab. So we cherish this opportunity that we have and that can be afforded to our students.

Having said that, however, there are two areas of activity that may constitute "abuse" of the communications privilege: Volume of emails, and rude or disparaging messages.

(A) Volume: Many Adjunct Professors complain about email volume and that it not only detracts from handling their course duties, but that overall, answering emails leads to their spending significantly more time teaching an online course than for a campus-based course. On the other hand, students very much enjoy the instant access to their course instructors, and some like it so much, they email daily or even more than that with any and all ideas that pop into their heads! Sometimes is it hard to know or find a good balance.

As an online institution, we must strive for an excellent communication policy, particularly in practice. **We are all on the "honor system"** in that our Instructors must make themselves reasonably accessible, and our students must try to use email and other contact messages for important questions and interactions. We are not going to specify what volume of email constitutes "abuse", but for sure we can all probably agree that daily emails from students are not appropriate. If your email volume becomes too difficult to manage, your Instructor may notify you. Or you may find some of your messages unanswered.

(B) Rude or Disparaging Email and Messages: Rude or disparaging email and messages are not tolerated and will subject the student to immediate suspension or dismissal from our program with no refund of tuition being made. Feedback that may tend to make our program better, and legitimate constructive complaints are welcome, and can be addressed to either the Instructor for the course or to our central administrative staff. We will make every effort to answer such inputs. But name calling, lewd commentary, repeated complaining about our academic program, or any other inappropriate comments or messages are not welcome and will be dealt with by suspension and/or dismissal. As a graduate student, you are a scholar, and should therefore act as one.

(16) Suspension and Dismissal

We all have to recognize that sometimes "things" just don't work out. From our perspective, we want each and every student to complete our program, and go on to do great things in their careers. We will try our best to help you get through our programs, which are not geared toward the geniuses among us but rather toward that student, even an average student, willing to make an "honest effort" to complete our program.

But life has a way sometimes of interfering with our plans. Students may find that changing circumstances make it impossible to complete the program. This could be due to changed financial circumstances, family obligations, time constraints, wrongful estimation of interest in the program, medical issues, or other unexpected events. So, we recognize that not everyone will in fact complete our program successfully.

In addition to circumstances which arise not under the student's control, are those things related to performance and interaction with our program that may require suspension or dismissal. Poor academic performance, failure to timely pay tuition or buy books, or rude and unpleasant emails, are the three main causes of Suspension and/or Dismissal.

Respecting academic performance, a student must read and study the texts and other learning materials. You then have to demonstrate that have acquired an understanding of the material. And you have to do this in the context that this is a graduate school, not a high school, not an undergraduate school, not a degree mill. We do not grade on a bell shaped curve, but rather expect every student to achieve a "B" in each

course in order to receive a Passing grade. If you will work at it, this will be achieved. But on the other hand, sloppy work, borderline effort, or worse, no effort at all, may, and most likely will, result in a Suspension or Dismissal from the University.

(17) Five Year Limit for Completion

Any student that has not completed a **3 year graduate program** within 5 years will be considered to have abandoned the program. The student will be removed from the rolls of active students, and the Transcript will be finalized, recorded, and made available online. In some cases, in the absolute discretion of the faculty, a Master's Degree may be awarded to acknowledge those students that have satisfactorily completed ALL coursework for a doctoral degree but have not completed their dissertation or Online Portfolio, but this **is not favored**.

The Five Year time limitation may be waived in appropriate circumstances such as for medical treatment, or in those cases where independent dissertation work is not yet completed but where clear and definite progress is shown. The burden is on the Student to show appropriate circumstances for waiver of the 5 year completion requirement, and all decisions in this regard are solely within the discretion of the Faculty.

(18) Problems

It is believed that most problems including complaints can be resolved between you and your instructor. Don't hesitate to bring problems to his/her attention. Don't let problems or concerns fester and become bigger than they should be.

We are in this together. It is a joint adventure. We want you to succeed and bring favorable commentary to our program.

If you are having any kind of problem or concern or complaint relating to any matter, then please contact:

Walter P. Drake, JD, PhD
Director
Blue Marble University

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P.S. Our main email address, Info@BlueMarbleUniversity.com, is only accessible to our administrative staff and is not accessible by our faculty members. Although sometimes email directed to Info@BlueMarbleUniversity.com is forwarded on to faculty for handling, comments concerning faculty, particularly negative teaching comments from Students concerning faculty, are not forwarded to any faculty members. Such student comments are kept confidential and are used for in-house faculty evaluation. We encourage our students assessment of their Instructors and the individual courses.