



Preschool - High School
Catalog of Courses
2010-2012



Providing academic stability in a changing world!



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Griggs Headquarters

Mailing Address

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Submission Fax Line

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Silver Spring, MD 20904-6601 USA

General Inquiries

Tel: 301-680-6570

Tel: 1-800-782-4769

E: enrollmentservices@griggs.edu

Web: www.griggs.edu

Admissions/Records Office

Tel: 301-680-6579 (Registrar)

Tel: 301-680-6578 (Transcripts and Grades)

Tel: 301-680-6588 (Kindergarten–Grade 6)

Fax: 301-680-6587 (Kindergarten–Grade 6)

Enrollment Services

Tel: 800-782-4769 or 301-680-6570

Fax: 301-680-6577

Student Accounts Office

Tel: 301-680-6572

Office Hours (Eastern Time)

If you plan to enroll in person, please arrive at least two hours prior to closing time.

Appointments are recommended; please call 301-680-6570 to schedule appointment.

For directions to Griggs, please refer to our Web site or enrollment packets.

Monday–Thursday: 8:30 a.m.–5:00 p.m.

Friday: 8:30 a.m.–11:30 a.m.



Accredited by the Accrediting Commission of the Distance Education and Training Council

1601 18th Street NW • Washington, DC 20009-2529 • Tel: 202.234.5100

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.



Accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a recognized member of the National Council for Private School Accreditation

General Conference of Seventh-day Adventists

12501 Old Columbia Pike • Silver Spring, MD 20904-6601 • Tel: 301-680-6000



Approved as a non-public school by the Maryland State Board of Education for Kindergarten, Elementary, and High School



Member of Adventist Colleges Abroad



Accredited by Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

Address: 3624 Market Street, Philadelphia, PA 19104-2680

Tel. 215-662-5600



Accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI) with the protocol of the AdvancED Accrediting Commission.

Address: 2520 Northwinds Parkway, Suite 600, Alpharetta, GA 30009

Tel. 888-413-3669

Griggs International Academy is regionally accredited by the Southern Association of Colleges and Schools (SACS) Commissions on Elementary, Middle, and Secondary Schools, and Middle States Association (MSA) Commission on Elementary Schools. GIA is accredited by Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools, the Accrediting Commission of the Distance Education and Training Council (DETC), and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. GIA is approved as a non-public school by the Maryland State Board of Education for Kindergarten, Elementary, and High School.

This catalog is an official publication of Griggs International Academy. The contents of this catalog, including academic policies, financial policies, tuition charges and fees, are subject to change through normal administrative channels. Any such revision will apply to current and new students alike.



Welcome to Griggs International Academy!

As a global Seventh-day Adventist educational institution, the mission of Griggs International Academy is to provide educationally sound, values-based, guided independent study and distance education programs that build a foundation for service to God, church, and society. Educational offerings include preschool, elementary, secondary, and higher education programs. These programs and courses, which respond to learner needs in the context of a lifetime learning experience, are available to all who can benefit from them.



A Note to Our Students and Parents

We believe that a good Christian education is one of the most important gifts children can be given. It helps to prepare them for the future while guiding and shaping their present. It opens children’s eyes to the beauties of a God-created universe, the marvels of modern science, the problem-solving and analysis of mathematics and philosophy, and an appreciation for literature and the fine arts. While building academic achievement, a Christian education also recognizes the importance of faith in everyday life, especially a faith that transforms individual behavior.

We at Griggs International Academy are dedicated to providing an academically rich, faith-infused experience for your child. Your child’s success is vitally important to us. With the growth of our online programs and our new Web-supported student services, we are making it easier for students and parents to communicate with teachers, advisors, and office staff. We look forward to working with you and your family!

Sincerely,

Donald R. Sahly

At GIA, your child's education is our first priority. We understand that each child is a unique and special gift from God, and we have devised a number of options so that you can use our services to create a program that meets your child's individual needs. You may enroll in a full program or any one course, and you can choose from online or paper-based options. It's up to you!

Web-Supported Courses

All GIA courses, whether online or paper-based, have online student support services. These support services are available through the GIA Web site to all enrolled students. There is no need to download software or access the service from a special computer. When students register, they are given an e-mail address and access to a course site where they can communicate with their teacher through e-mail and instant messaging, view their grades, request exams, and receive announcements.

Accredited Plan (K–12)

Parents and qualified teachers of GIA serve as partners in the education of the child. This plan offers the following services:

- Regionally accredited curriculum
- Teaching (answering questions, helping solve problems)
- Advising, grading, and record keeping
- K–6 instructional guides*/daily lesson plans and lesson answer keys/tests (no answer keys for tests), and worksheets
- Grades 6–12 online
- Grades 7–8 instructional guides* with daily assignments/tests (no answer keys for tests)
- Grades 9–12 instructional guides* with daily assignments
- High school diploma; report cards
- Verification of enrollment upon request
- Tuition may be financed
- Students may enroll for an entire grade or for individual subjects.

Online Instruction

Parents with students in Grades 6–12 may choose either online courses or paper-based courses. Online courses provide students with an opportunity to communicate with teachers via e-mail and text messaging, to get quick turnaround on lessons, and to make use of Internet resources to broaden the educational experience.

Non-Accredited Plan (K–8 only)

Some parents prefer to have maximum freedom in educating their children but still like to use GIA's well-developed curriculum. The non-accredited plan is for homeschooling parents who choose not to use GIA's teaching, grading, advising, or record-keeping services.

This plan is neither state-approved nor accredited. No report card or verification of enrollment is given. The Non-Accredited Plan does not include web support.

All supplies, costs, and fees are due in full when ordering. Students may order an entire grade or individual subjects.

** Instructional guides contain daily instruction and assignments for each subject for the year and coordinate with a specified textbook.*

Seventh-day Adventists Believe

- There is only one God—Father, Son, and Holy Spirit—an eternal unity of the three Persons.
- Christ is the Eternal Son of God, through whom all things were created and the character of God is revealed. Christ offered Himself as a living sacrifice, died as our Substitute on the Cross, was resurrected and ascended to heaven where He is interceding for us. He will come a second time for His people.
- The Holy Spirit, in harmony with Scripture, leads to all truth.
- The Bible, as the divinely inspired Word of God, reveals God's will, sets standards for character, acts as the test of experience, reveals true doctrine, and records God's acts in history.
- God provided Christ as the only means of salvation by grace to those who by faith accept Him as their personal Savior.
- The law of God is an expression of His love and will. We are justified by faith, but obedience to the law demonstrates our love for the Lord and concern for our fellow human beings.
- The wages of sin is death, but eternal life is a gift of God.
- The second coming of Christ will be literal, personal, and worldwide. At the second coming the righteous will be resurrected and together with the living righteous will be caught up to meet the Lord in the air. Until the resurrection, the dead are in a state of total unconsciousness. The wicked will be destroyed, and sin will arise no more.
- The church is the Body of Christ on earth since the resurrection. It is made up of those in whose hearts the living Christ, through the Holy Spirit, dwells, and who are committed to continuing His work on earth and exhibiting His life in their conduct.
- The Sabbath of the fourth commandment is a memorial of creation and a symbol of redemption in Christ. Its observance on the seventh day is a sign of our sanctification, a token of our allegiance to Christ, and a foretaste of our eternal future in God's kingdom.

Core Values

To accomplish our mission, Griggs International Academy is committed to these core values:

Excellence

We view each student as a special creation, endowed by God with individual talents and abilities that we encourage them to develop by providing a quality, academically rigorous Seventh-day Adventist Christian education at all levels.

Respect

We believe that it is our responsibility to uplift one another by demonstrating respect and consideration for all parents, students and educators through learning that is student centered and redemptive, and customer service that is helpful and friendly.

Integrity

We recognize that mutual trust rests upon a foundation of honesty and transparency. We are honest and straightforward in our dealings, both business and academic, and expect no less from our parents, students, and faculty.

Community

We believe that a safe learning environment and an accepting community are important to effective learning, especially in distance education. We strive to create a learning community where all participants (parents, students, faculty, and administrators) feel valued and understand that they are part of a team by providing opportunities for constructive interaction, and sharing of experiences.

*Providing a lifetime
learning experience...*

Elementary



Bonnie Perkins

Tel: 301-680-6588

Fax: 301-680-6587

E: k-6@griggs.edu

Bonnie Perkins, supervisor of Preschool–Grade 6, has a Master of Arts in Teaching from Andrews University. Mrs. Perkins takes a personal interest in the progress of each student. If you have a question about the placement of your child or your child's progress, Mrs. Perkins is ready to help in any way.

"I love children. Working with families from around the world is very rewarding, and I have formed many friendships through the years.

GIA's aim is to provide quality education that will prepare children for a life of service on this earth and for Christ's kingdom."

Junior & Senior High School



A. Lamar Nangle

Tel: 301-680-6584

Fax: 301-680-6526

E: highschool@griggs.edu

A. Lamar Nangle, M.S., assistant registrar for high school, is enthusiastic and eager to help the students he advises. Because GIA's teachers for Grades 7–12 work outside our office, Mr. Nangle is the link between students and teachers.

"I love helping students learn. If you have a question, I will do everything I can to find an answer for you."

Preschool: Play to learn with Griggs International Academy’s Bible-based Preschool course. This course makes learning fun for preschoolers and is designed for a child at least 4 years of age. This program gently builds your child’s readiness skills through play activities in language arts, math, social studies, art, music, health, and safety. The Preschool Handbook answers questions many parents raise about child development.

Interchangeable Courses: If you have students in more than one grade or if you wish to follow the scheduling of a local school, you may treat the following as interchangeable:

Grades 3 and 4: Health/Science and Social Studies

Grades 5 and 6: Bible, Health/Science, and Social Studies

Please make a notation on FORMS 2 and 3 of any needed substitutions.

CORE CURRICULUM					
GRADE	HANDWRITING	HEALTH/ SCIENCE	LANGUAGE	MATH	READING
K*		Insects, the body, birds, rainbow, sky, transportation, wild creatures.	Listening and speaking experiences through poems and stories, shapes, colors, numbers, rhyming words, name recognition, role-playing, address, safety, vocabulary, senses.	Math readiness: sets, comparing, sorting, counting, putting together and taking away objects, classifying, simple math terms, ordinal numbers, shapes, number sentences, patterns, graphing, calendar, money, time.	Identifying the uppercase and lowercase letters, beginning and some final consonant sounds, short vowel sounds, basic vocabulary words; reading simple sentences.
1	Correct formation of numbers and uppercase and lowercase letters.	Creation, plants, animals, habitats, sound, light, heat, magnets, simple machines, earth, weather, sky, senses, health.	Following directions, capital letters, ABC order, nouns, verbs, adjectives, pronouns, word usage, sentences, plurals, compound words, letter writing, poetry appreciation, creative writing.	Addition and subtraction facts through 18, place value to 100, addition and subtraction of two and three-digit numbers, money, time, geometric shapes, measurement, simple fractions, problem solving, graphs.	Vocabulary, comprehension (main idea, sequencing), phonics, study skills, literature appreciation.
2	Correct formation of numbers and uppercase and lowercase letters.	Healthful living, safety, nutrition, exercise, environment, animals, matter, energy, air and water, sun, how the body works.	Subjects, predicates, nouns, verbs, pronouns, adjectives, plurals, capitalization, punctuation, ABC order, guide words, writing sentences and paragraphs, letter writing, composition, literature appreciation.	Addition and subtraction with and without re-naming, place value to 1000, multiplication facts to 5, geometric shapes, simple fractions, problem solving, measurement, time, money, graphs.	Vocabulary, comprehension (cause/effect, predict outcomes), phonics, study skills, literature appreciation.
3	Correct formation of cursive uppercase and lowercase letters.	Nutrition, weather, solar system, machines, animal families, family.	Sentences, subject/predicate, nouns, pronouns, verbs, adjectives, adverbs, plurals, capitalization, punctuation, ABC order, guide words, letter writing, literature appreciation, writing skills.	Addition, subtraction, multiplication, division with and without regrouping, place value to hundred thousands, decimals, rounding, money, time, measurement, geometry, fractions, problem solving, graphing, probability.	Vocabulary, comprehension (main idea, cause/effect, predict outcomes, sequences), phonics (schwa, digraphs, blends), study skills, literature appreciation.
4	Correct formation of cursive uppercase and lowercase letters.	Plants, air, water, soil, minerals, fossils, trees, wildlife, environment, substance abuse, matter and molecules.	Sentences, capitalization, punctuation, parts of speech, word usage, dictionary skills, letter writing, more emphasis on writing skills, poetry, literature appreciation, library skills.	Operations review with up to five digits, problem solving, place value to millions, graphs, averages, money, time, estimation, measurement, fractions, decimals, geometry, probability.	Vocabulary, comprehension (main idea, supporting details, predict outcomes), phonics, prefixes and suffixes, study skills (outlines), literature appreciation.
5	Correct formation of cursive uppercase and lowercase letters.	Living things, classification, self, animals, reproduction, light, sound, heat, oceans, meteorology.	Sentences, capitalization, punctuation, parts of speech, word usage, contractions, dictionary skills, letter writing, heavy emphasis on writing skills, different kinds of writing.	Operations review, emphasis on division by two-digit numbers, place value, problem solving, measurement, geometry, fractions, decimals, graphs, integers, ratio, percentage, probability, pre-algebra.	Vocabulary, comprehension (main idea, supporting details), phonics, prefixes, suffixes, study skills (outline), literature appreciation (idioms, story elements), creative writing.
6	Correct formation of cursive uppercase and lowercase letters.	Earth’s structure, human body, digestion, nutrition, drugs, electricity, magnetism, safety.	Sentences, capitalization, punctuation, parts of speech, writing skills, word usage, study skills, reference materials.	Numeration, operations review, number theory, graphs, decimals, measurement, fractions, geometry, ratio, percent, integers, probability, expressions, equations, pre-algebra.	Vocabulary, comprehension (main idea, supporting details), phonics, prefixes and suffixes, study skills (reference materials), literature appreciation.

* This program consists of three modules (Bible, Reading, and Activities Unit) that cover the subjects stated here.

Core Program: A full-time student with GIA must take and pass the core courses to be promoted to the next grade. Each course has two semesters.

- **Kindergarten/core courses:** Activity Units, Reading
- **Grades 1-6*/core courses:** Handwriting, Health/Science, Language, Math, Reading, Social Studies, and Spelling.

* Some states require art, music, and physical education. Check with your local school district for the requirements in your area.

CORE CURRICULUM		ENRICHED CURRICULUM			
SOCIAL STUDIES	SPELLING	ART	BIBLE	MUSIC	PHYS. ED.
School, home, community, helpers, Thanksgiving, Christmas in other lands.		Incorporated in the Bible and Activity Units.	Learning to worship, giving thanks, being like Jesus, learning to make choices, the life of Jesus, Jesus as the Lamb, spreading the gospel, the Bible.	Incorporated in the Bible and Activity Units.	Developing gross motor and fine motor skills.
Child's world occupations, U.S. history, special days, maps, charts, graphs.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading, sentence dictation.	Art appreciation, hands-on art projects.	A four-year cycle of Old and New Testament Bible stories with emphasis on applying principles to life.	Music appreciation, learn tunes and words to new songs, rhythm instruments.	
Families, occupations, government, maps, graphs, directions, time lines, world geography, U.S. history, holidays.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading skills, sentence dictation.	Art appreciation, hands-on art projects.	A four-year cycle of Old and New Testament Bible stories with emphasis on applying principles to life.	Music appreciation, learn tunes and words to new songs.	
Communities in different parts of the world, maps, charts, graphs, time lines, U.S. history, District of Columbia, government, citizenship.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading skills, sentence dictation.	Art appreciation, hands-on art projects.	A four-year cycle of Old and New Testament Bible stories with emphasis on applying principles to life.	Music appreciation, learn tunes and words to new songs, percussion instruments.	Physical fitness through exercise and directed activities.
Regions in different parts of the world, environment, U.S. government resources and economy, U.S. history, geography, state history and its geography, identify and locate continents and oceans, maps.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading skills, sentence dictation.	Famous paintings, hands-on art projects.	A four-year cycle of Old and New Testament Bible stories with emphasis on applying principles to life.	Famous composers, learn tunes and words to new songs, brass instruments.	Physical fitness through exercise and directed activities.
United States history and geography, latitude and longitude, maps, graphs, charts, time lines.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading skills, sentence dictation.	Famous paintings, hands-on art projects.	Study will be about the Fruits of the Spirit, God's gift, from Galatians 5:22, 23, and how these gifts can impact our lives if we allow the Holy Spirit to dwell within us. Bible stories from the past that illustrate these gifts are included.	Famous composers, learn tunes and words to new songs, string instruments.	Physical fitness through exercise and directed activities.
World history and geography, maps, graphs, charts, time lines.	Systematic development of spelling skills appropriate for grade level, spelling patterns, proofreading skills, sentence dictation.	Famous paintings, hands-on art projects.	Study will be about the life the Jesus and His free gift of salvation. Also included are stories of individuals through the ages who have reflected Christ's character.	Famous composers, learn tunes and words to new songs, string instruments.	Physical fitness through exercise and directed activities.

Junior High Scope and Sequence

Core Program: A full-time student with GIA must take and pass the four core courses to be promoted to the next grade. Each course has two semesters.

- **Grade 7 core courses:** English, Math, Science/Health, Social Studies
- **Grade 8 core courses:** English, Math, Science/Health, U.S. History

	COURSE TITLE	GRADE 7	GRADE 8
CORE CURRICULUM	English	Sentence structure, oral and written compositions, parts of speech, word usage, punctuation, capitalization, vocabulary, word histories, different types of writing (report, expressive), reference aids.	Sentences and sentence patterns, paragraphs, composition, parts of speech, reports, letter writing, library and dictionary skills, grammar.
	History	N/A	U.S. history with emphasis on the social as distinct from the political development.
	Math	Whole numbers, decimals, statistics, number theory, fractions, algebra expressions and equations, geometry, ratio, proportion, percents, integers, graphing, rational numbers, probability, measurement, problem solving.	Integers, basic operations, equations, decimals, exponents, metric system, fractions, graphing, geometric figures, right triangle relations, flow charts, probability, statistics, pre-algebra skills.
	Science/Health	Cells, genes, invertebrates, forces, motion, astronomy, sexual issues.	Cells, genes, invertebrates, forces, motion, astronomy, sexual issues.
	Social Studies	Independence of peoples and nations, world patterns and geography, maps, graphs, charts, time lines.	N/A
ENRICHED CURRICULUM	Bible	Reasons for the great controversy between Christ and Satan; plan of salvation.	Joys and responsibilities of a life that is transformed into Christ's likeness.
	Reading	Systematic learning of a variety of methods for attacking unfamiliar words, comprehension through planned sequential learning activities, importance of inferential and literal comprehension.	Context clues, structural analysis, literal and inferential comprehension, reference materials, writing skills, literature analysis (plot structure, theme, character development, point of view).
	Spanish	Greetings, country, names, professions, common school information, the alphabet, counting 0-199, months, days of week, activities, seasons, meals, family members, and clothing are the topics covered. Grammar includes basic parts of speech (plurals, possessives, direct objects, subjects) and conjugating some verbs.	Prerequisite: Grade 7 Spanish. New topics include leisure activities, vacations, nature, weather, clothing, the home, health, body parts, community information, giving directions, activities, transportation, counting to 1000, time, food, and the environment. More verbs are taught (including past tense), as well as indirect objects, comparisons, commands, better sentence construction.
	Basic Keyboarding	Designed for grades 4 through 8, this course will teach the student correct keyboarding techniques. The student will learn the position of the letters, numbers, and symbols on the keyboard and how to type them correctly. Graded on a pass/fail basis, with 20 lessons total, this course is ideal for summer work.	

Diploma Eligibility

To be eligible for a high school diploma through Griggs International Academy, a student must have successfully completed a minimum number of units, of which the last three must be completed with GIA during the student's senior year. A fee is charged for each diploma issued.

GIA offers two types of diplomas: Basic, which requires completion of 21.0 units of credit in specific areas of study; and College Preparatory (College Prep), which requires at least 24.0 units of credit in specific areas of study. GIA will prepare a personalized diploma worksheet that lists the units (courses) needed for a Basic diploma and a College Prep diploma. Requirements for each type of diploma are listed below:

For those desiring a Basic high school diploma, the 21 units must include:

- 4 units of English (must include at least one unit of American Literature)
- 3 units of Math (must include Algebra 1; may include Pre-Algebra, Algebra 1: Part 1, and Algebra 1: Part 2)
- 2 units of Science (must include one Life Science)
- ½ unit of Health
- 3 units of Social Studies (must include U.S. History)
- 1 unit of Keyboarding or Computer Applications for the Office
- 1 unit of Fine Arts
- 4 units of Religion (1 unit of Religion required for each 5 units taken with GIA, or make a petition)
- 2½ units of electives

For those desiring a College Preparatory diploma, the 24 units must include:

- 4 units of English (must include at least one unit of American Literature)
- 3 units of Math (must include Algebra 1, Geometry, and Algebra 2)
- 3 units of Science (must include Biology)
- ½ unit of Health
- 3 units of Social Studies (must include U.S. History)
- 1 unit of Keyboarding or Computer Applications for the Office
- 1 unit of Fine Arts
- 2 units of Foreign Language
- 4 units of Religion (1 unit of Religion required for each 5 units taken with GIA, or make a petition)
- 2½ units of electives

Recommended High School Course Schedule

The charts on the next page represent a recommended pattern of study for the high school diploma program. The order in which these courses are studied will vary from student to student. High school graduation requirements are listed on page 9 (see Diploma Eligibility). If taking GIA Bible courses conflicts with your personal convictions, please inform the GIA registrar.

GIA diploma students may earn a half unit of credit by submitting a certificate of completion for driver's education or for a Red Cross swimming course. Credit for these courses is given during the student's senior year with GIA.

Transferring of GIA Credits

Students may enroll with GIA at any time. However, if they are enrolled in another school, they should have written permission from that school to enroll with GIA. A registrar or principal should sign FORM 1 in the Enrollment Packet or write a letter of approval. If students do not provide proof of permission and a school does not accept the credit, GIA will not be held responsible.

College Courses That May Be Taken by Qualified High School Students:

- Precalculus
- Introductory French 1 (equivalent to high school French 2)
- Other courses with permission of the Registrar

BASIC DIPLOMA*Minimum of 21 Carnegie Units***Grade 9** **Units**

Bible 1.....	1
Basic English/Intermediate English	1
Basic Math/Pre-Algebra	1
Keyboarding/Computer Applications for the Office ¹	1
Earth Science/Physical Science.....	1

Grade 10

Bible 2.....	1
Intermediate English/Advanced English..	1
World History	1
Algebra 1	1
Biology.....	1
Elective	½

Grade 11

Bible 3.....	1
American Literature.....	1
U.S. History	1
Geometry ²	1
Elective	1
Health.....	½

Grade 12

Bible 4.....	1
English Literature.....	1
American Government.....	1
Fine Arts ³	1
Elective	1
Community Service ⁴	0

¹ First semester of Keyboarding recommended.² Algebra 1 or its equivalent must be completed before Geometry may be taken.³ Fine Arts electives will first be used to fulfill the Fine Arts requirement.⁴ A minimum of 20 hours of community service should be performed during the senior year.⁵ This course is an elective and cannot be used to satisfy an English requirement.**COLLEGE PREPARATORY DIPLOMA***Minimum of 24 Carnegie Units***Grade 9** **Units**

Bible 1.....	1
Basic English/Intermediate English	1
Algebra 1.....	1
Keyboarding/Computer Applications for the Office ¹	1
Earth Science/Physical Science.....	1
Elective	1

Grade 10

Bible 2.....	1
Intermediate English/Advanced English..	1
World History	1
Geometry.....	1
Biology.....	1
Health	½
Elective	½

Grade 11

Bible 3.....	1
American Literature.....	1
U.S. History	1
Algebra 2.....	1
Chemistry/Physics	1
Fine Arts ³	1
Foreign Language	1

Grade 12

Bible 4.....	1
English Literature.....	1
American Government.....	1
Foreign Language	1
Elective	1
Community Service ⁴	0

ELECTIVES FOR BOTH DIPLOMAS**English** **Units**

Adventist Literature ⁵	½
Structure of Writing	½

Health and Home Economics

Clothing Construction	½
Foods.....	½
Home Planning.....	½

Business

Accounting.....	1
Keyboarding	1
Computer Applications for the Office	1

Fine Arts

Art History	1
Music Appreciation.....	1
Digital Photography	½

Foreign Languages

French 1.....	1
Spanish 1	1
Spanish 2.....	1
Spanish 3.....	1

Geography

Geography	1
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Sciences

Physical Science	1
Physics.....	1

Mathematics

Consumer Math.....	1
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Alternate Mathematics Subjects

Pre-Algebra.....	1
Algebra 1, Part 1	1
Algebra 2, Part 2.....	1

Online Advising for Diploma-Seeking Students

All diploma-seeking students with access to the Internet can track their progress toward graduation; GIA's graduation checklists are available online to all students who have indicated a desire to graduate with Griggs.

Transcript Request for GIA Diploma-Seeking Students

Students who transfer from other schools and wish to receive a high school diploma through Griggs International Academy must submit an official transcript listing all credits earned in other institutions.

For transcript evaluations and advisement, a faxed transcript is acceptable. Official transcripts are required before a diploma can be granted.

Official transcripts must be signed and sealed. Transcripts received from accredited high schools will be accepted in accordance with graduation requirements. Transcripts from foreign or non-accredited institutions will be evaluated by the registrar and accepted at the discretion of GIA. If a transcript is not in English, a certified translation must accompany it.

Transcript request forms for an official transcript have been included on page 12. These forms are also available online.

If you are seeking to graduate from Griggs International Academy, **use this form to request an official transcript from your previous school.**

Contact the registrar of each school previously or currently attending to find out if there is a fee that should be included with this request.



TO THE REGISTRAR OF PREVIOUS SCHOOL (Please Print)

Name

Address

Date

Please forward an official copy of my transcript to the address below. If for any reason, this is not possible, please let me know. Thank you very much.

Admissions/Records Office
Griggs International Academy
P.O. Box 4437
Silver Spring, MD 20914-4437 U.S.A.

FROM THE STUDENT

Name

Other names used on unofficial documents

Address

Phone

Date of Birth

Social Security Number

Date Attended

Signature

TO THE REGISTRAR OF PREVIOUS SCHOOL (Please Print)

Name

Address

Date

Please forward an official copy of my transcript to the address below. If for any reason, this is not possible, please let me know. Thank you very much.

Admissions/Records Office
Griggs International Academy
P.O. Box 4437
Silver Spring, MD 20914-4437 U.S.A.

FROM THE STUDENT

Name

Other names used on unofficial documents

Address

Phone

Date of Birth

Social Security Number

Date Attended

Signature

TO THE REGISTRAR OF PREVIOUS SCHOOL (Please Print)

Name

Address

Date

Please forward an official copy of my transcript to the address below. If for any reason, this is not possible, please let me know. Thank you very much.

Admissions/Records Office
Griggs International Academy
P.O. Box 4437
Silver Spring, MD 20914-4437 U.S.A.

FROM THE STUDENT

Name

Other names used on unofficial documents

Address

Phone

Date of Birth

Social Security Number

Date Attended

Signature

Most courses are available with online instruction for students. For students who do not have access to high-speed Internet, courses are also available via paper-based instruction. Refer to the enrollment packet to choose the course that is right for you.

Business and Secretarial

Accounting (1 Unit)

You will examine basic procedures used by businesses organized as proprietorships, partnerships, and corporations to record, classify, and summarize business transactions in accounting records. You will learn the methods of preparation and the various uses for financial statements in the accounting cycle. (20 submissions, 4 exams)

Topics: Forms of ownership, assets and liabilities, owners' equity, financial statements, payroll, income tax.

Keyboarding (1 Unit)

A skill-building course that emphasizes good technique. The student works toward goals that develop speed and accuracy while learning to type letters, reports, tables, and forms. Skills taught in the course are valuable for use in school, office, or home and may be applied to computer keyboarding. An observer who knows how to type is needed for the first six weeks. (12 submissions, 4 exams)

Topics: Business and personal letters, business forms, tables, reports, applications and résumés, research papers.

Computer Applications for the Office (1 unit)

Prerequisite: Student must have basic keyboarding skills. In this course you will be introduced to the Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, and FrontPage. (30 submissions, 4 exams)

Topics: Word processing, spreadsheets, presentations, managing desktop information through Outlook, creating Web pages. While you will not be an expert in any area, you will have a foundation in each application. To take this course, students must have access to a computer.

Minimum computer requirements

Computer Processor

- Personal computer with an Intel Pentium 233-MHz or faster processor (Pentium III recommended)

Memory

- 128 MB of RAM or greater

Hard Disk

- 260 MB of available hard-disk space; optional installation files cache (recommended) requires an additional 250 MB of available hard-disk space

Drive

- CD-ROM or DVD drive

Display

- Super VGA (800x 600) or higher-resolution monitor

Operating System

- Microsoft Windows® 2000 with service pack 3 (SP3), Windows XP

Other

- Microsoft Exchange Server is required for certain advanced functionality in Microsoft Office Outlook; Microsoft Windows Server™ 2003 running Microsoft Windows SharePoint™ Services required for certain advanced collaboration functionality; certain inking features require running Microsoft Office on the Microsoft Windows XP Tablet PC Edition; speech recognition functionality requires a Pentium II 400-MHz or faster processor and a close-talk microphone and audio output device

Internet Connection

- Internet functionality requires dial-up or broadband Internet access (provided separately); local or long-distance charges may apply

Printer

A printer is needed to print documents and assignments. MS Word will interface with most printers. Check the MS Word CD to see if your printer is supported.

Software is not available through GIA.

English

Note: *Students may wish to consult with an advisor before deciding which sequence of English courses best meets their needs.*

Basic English (1 unit)

Basic English may be used to meet the requirement for 9th grade English by students who can benefit from a good, basic review of the principles of writing effectively and reading with understanding. It is best suited for students who received a C or lower in English (or Language Arts) for the 8th grade.

Students are introduced to the elements of literature and literary forms such as the short story, play, and poem. Students develop language skills by studying sentence structure and style and writing paragraphs and short compositions. The student who takes Basic English for 9th grade should enroll in Intermediate English for 10th grade. (30 submissions, 6 exams)

Topics: Narration, exposition, description, argumentation, punctuation, usage, spelling, sentence and paragraph structures.

Intermediate English (1 Unit)

Intermediate English may be used to meet the requirement for 9th grade English by students who have received a B or better in English (or Language Arts) for the 8th grade and who have good, basic writing and reading skills.

Intermediate English may also be used by students who have taken Basic English in 9th grade to meet the requirements for 10th grade English. The student who takes Intermediate English for 9th grade should enroll in English 2 for 10th grade. (30 submissions, 4 exams, 2 papers)

Topics: Basic elements of writing, literary forms, research report.

Advanced English (1 Unit)

Prerequisite: Intermediate English or equivalent. Advanced English may be used to meet the requirement for 10th grade English by students who can benefit from a review of the principles of writing effectively and reading with understanding. Students are introduced to the elements of literature and literary forms such as the short story, essay, play, and poem. Students develop language skills by studying grammar topics, conducting literary analysis, and writing short compositions in different literary genres. (29 submissions including 9 short writing assignments, 4 exams)

Topics: Grammar, literary genres, literary analysis, reading strategies, short compositions.

American Literature (1 Unit)

A study of the leading American authors from colonial days to the present, with attention to the times in which they lived and the changes in literary thought that affected their work. Practice in composition is provided, and the ability to analyze literary works is emphasized. (28 submissions, 4 exams)

Topics: Puritanism, Deism, the Neoclassical Movement, the Romantic Movement, Realism and Naturalism, Expressionism.

English Literature (1 Unit)

A study of the major English writers in the context of historical time periods. Composition practice is included, chiefly within the framework of the analysis of literary works. (36 submissions, 4 exams)

Topics: The Anglo-Saxon, Medieval, and Renaissance eras; Puritan, Cavalier, and metaphysical poetry; the Enlightenment; the Romantic, Victorian, and Modern eras.

Structure of Writing (½ Unit)

A thorough study of the fundamentals of grammar and usage provides a basis for sharpening writing skills. Includes numerous short writing assignments. (14 submissions, 2 exams)

Topics: Vocabulary; spelling; coordination; subordination; simple, compound, and complex sentences; paragraphing.

Adventist Literature (½ Unit)

Concepts of good literature are examined through examples from the works of representative Seventh-day Adventist writers, past and present. A large part of the course is devoted to the study of Ellen White's book *The Desire of Ages*. (This course is an elective and cannot be used to satisfy the English requirement.) (18 submissions, 2 exams)

Topics: The literary value of *The Desire of Ages*; early Adventist literature; Bible stories retold; works by Annie Smith, F. E. Belden, and Uriah Smith.

Family and Consumer Sciences

Health (½ Unit)

The student becomes aware of the importance of mental, social, physical, and environmental health. The student explores how choices and behavior affect the components of good health. (13 submissions, 3 exams)

Topics: Stress, relationships, public health, nutrition, body structure and systems, the human life cycle, substance abuse, diseases and disorders, safety.

Clothing Construction (½ Unit)

Sewing can be both economical and enjoyable with this practical course that requires no previous experience. Students learn sewing techniques and expand their wardrobes by preparing the attractive garments assigned. An observer/supervisor who knows how to sew well is required. **A sewing machine is required.** (11 submissions, 3 exams)

Topics: Selection and alteration of patterns, techniques for repairing and laundering garments, principles of dress and grooming.

Foods (½ Unit)

“You are what you eat” is a fact that cannot be dismissed lightly. This timely course provides a basic knowledge of the fundamentals of nutrition and meal planning. (12 submissions, 3 exams)

Topics: The healthful preparation of food, benefits of a vegetarian diet, managing the food budget, preparing well-balanced meals, setting an attractive table.

Home Planning (½ Unit)

Whether for a townhouse, condominium, or apartment, knowledge of furnishing and interior decorating is a valuable asset. Students will also learn the hows and wherefores of home buying and owning. (15 submissions, 2 exams)

Topics: Choosing the type and location of a new home, financing, furnishing the rooms, interior decorating.

Fine Arts**Art History (1 Unit)**

This course introduces the student to painting, sculpture, and architecture from ancient times to the twentieth century. Students also learn to develop an eye for technique. (32 submissions, 4 exams)

Topics: Greek and Roman art, Renaissance painting and sculpture, Baroque and Neoclassical art, Impressionism, Expressionism, Abstract art.

Digital Photography (½ Unit)

Photography is an exciting medium—a good mix of science and art. This course is designed to give the student an artistic view and the ability to create artistic photos. A digital camera, tripod, and Adobe® Photoshop® Elements are required. (15 submissions, 3 projects)

Topics: Learning to look, filling the frame, texture and pattern, plant life, different views, creating a triptych, color, lighting, architecture, portraits.

Music Appreciation (1 Unit)

The development of a basic understanding of music and a training for sensitivity in music listening. (24 submissions, 6 exams)

Topics: Listening to music; the orchestra; Renaissance, Baroque, Classical, Romantic, and Contemporary periods of music.

History**Geography (1 Unit)**

As you work through this course, you will be introduced to the terms used to describe both human and physical geography. You will learn about the different countries of the world (their languages, religions, political systems, and economics), as well as landforms such as mountain ranges and major rivers. (30 submissions, 4 exams)

Topics: North America, Latin America, Europe, Russia, Asia, Africa, Australia, Oceania.

World History (1 Unit)

A careful and thought-provoking overview of world history from ancient times to the twentieth century. The student will study the great issues, inventions, figures, and ideas that made the past and shaped the present. (8 submissions, 4 exams)

Topics: The ancient world, development of major religions, the Renaissance and Reformation, the world wars.

United States History (1 Unit)

An in-depth examination of the founding and development of the United States. Students will follow the growth of America from a handful of colonies to one of the world's most powerful nations. (27 submissions, 4 exams)

Topics: Europeans in North America, the Revolutionary War, Manifest Destiny, the Civil War, the Industrial Revolution, the United States in the twenty-first century.

American Government (1 Unit)

A comprehensive survey of the operation of federal, state, county, and city governments. The course examines all aspects of government: statute-making, diplomacy, labor policies, public finance, etc. Emphasis is placed on the work of the government in promoting the interests of the people and in addressing itself to current topics. (26 submissions, 6 exams)

Topics: The Constitution; civil rights and equality; the legislative, judicial, and executive branches; the Federal Reserve.

Languages

French 1 (1 Unit)

An introduction to written and spoken French through a study of basic vocabulary and grammar, listening and speaking skills developed with cassette tapes and notes on phonetics, and information about French culture. (32 submissions, 4 exams)

Topics: Pronunciation patterns, verb conjugation, plural nouns and indefinite articles, expressions of quantity.

Spanish 1 (1 Unit)

An introduction to written and spoken Spanish through a study of basic vocabulary and grammar. Reading, speaking, listening, and writing skills are developed. The culture of Spanish-speaking countries is explored. Grammar skills include sentence structure, nouns, pronouns, adjectives, articles, prepositions, and the conjugation of basic verbs in the present and preterite tenses. (17 submissions, 4 exams)

Vocabulary topics: Days, months, numbers, colors, seasons, weather, physical characteristics, emotions, clothing, places in a community, rooms in a house, family members, school, food, restaurants, activities and hobbies, parties, health and exercise, chores, shopping, vacations, transportation, recycling, and volunteering.

Spanish 2 (1 Unit)

Prerequisite: Spanish 1.

Basic reading, speaking, listening, and writing skills taught in Spanish I are expanded and refined. Paragraph writing is developed. The culture of Spanish-speaking countries is explored. Grammar development includes conjugation of basic verbs in the preterite, imperfect, present progressive, imperfect progressive, and future tenses; reflexive verbs; demonstrative and possessive adjectives and pronouns; direct object pronouns; comparative and superlatives; commands; and negative and affirmative words. (33 submissions, 4 exams)

Vocabulary topics: School, daily routine, clothing and currency, leisure activities, childhood, family and holidays, personal possessions, the future, travel, foods and cooking, camping, nature, plants and animals, outdoor activities.

Spanish 3 (1 Unit)

Prerequisite: Spanish 2.

Reading and comprehending short articles and stories is important. Composition writing is emphasized. Listening and speaking skills are refined through practice. Grammar focuses on the subjunctive mood and develops and refines verb tense usage. (34 submissions, 4 exams)

Vocabulary topics: Personal identity, rural and urban life, art, TV, ancient civilizations, communication technology, community service, myths and legends, the workforce, crime and violence, cultural diversity, multilingualism.

Mathematics

Note: *Basic Diploma students may take Basic Math, Pre-Algebra, Algebra 1: Part 1, and Algebra 1: Part 2 to fulfill math requirements. College Prep students must take Algebra 1, Geometry, and Algebra 2 to fulfill math requirements.*

Basic Math (1 Unit)

Basic Math is a course in just that—basic math. It reviews math skills learned in junior high. (24 submissions, 4 exams)

Topics: Algebraic thinking, decimals and data; fractions and integers; algebra, proportions, and percents; geometry and measurement.

Pre-Algebra (1 Unit)

Pre-Algebra is designed to sharpen your arithmetic skills and introduce the abstract concepts that will be used in Algebra 1. A calculator will be used throughout the course. (26 submissions, 4 exams)

Topics: Number patterns, order of operations, equations, evaluating expressions with variables, formulas, polygons, inequalities, absolute value, exponents, scientific notation, fractions, and more.

Consumer Math (1 Unit)

This course is about money. The student will learn to budget, spend, invest, and make a variety of decisions concerning money, along with learning the skills to evaluate financial information. The student will also learn to use an advanced calculator, taking the drudgery out of math. (23 submissions, 4 exams)

Topics: Budgeting money, income and property taxes, investing in stocks and bonds, finding interest rates, choosing a credit union or savings account.

Algebra 1: Part 1 (1 Unit)

This course is designed to lead the student at a slightly slower pace through the concepts of elementary algebra. (16 submissions, 4 exams)

Topics: Real numbers, solving equations and problems, polynomials, fractions.

Algebra 1: Part 2 (1 Unit)

Prerequisite: First semester of Algebra 1 or Algebra 1: Part 1. This course is designed to lead the student at a slightly slower pace through the concepts of elementary algebra. It follows Algebra 1: Part 1. (14 submissions, 4 exams)

Topics: Applying fractions, functions, systems of linear equations, inequalities, rational and irrational numbers, quadratic functions.

Algebra 1 (1 Unit)

A course designed to lead the student through elementary algebra step by step. Students learn the fundamental algebraic operations that are the foundation of all mathematics.

Prerequisite for Semester 2: The student should have demonstrated above-average work (B or above) in a first-semester resident course in order to enroll in the second semester only. (12 submissions, 4 exams)

Topics: Real numbers, solving equations and problems, polynomials, fractions, functions, systems of linear equations, inequalities, rational and irrational numbers, quadratic functions.

Geometry (1 Unit)

Prerequisite: Algebra 1.

The student is introduced to the principal concepts of geometry and is prepared for courses in higher mathematics. (14 submissions, 4 exams)

Topics: Lines, planes, triangles, circles, constructions, measuring solid figures, coordinates, theorems, proofs.

Algebra 2 (1 Unit)

Prerequisite: Algebra 1.

This course carries the advanced student further into the field of mathematics as he or she begins to apply skills taught in Algebra 1. (36 submissions, 4 exams)

Topics: Linear, quadratic, and simultaneous equations; laws of exponents, progression, binomial theorem, logarithms.

Religion

The Bridge

Not all young people attend Adventist schools. That's why GIA offers THE BRIDGE, a one-of-a-kind Bible study course created specifically for Adventist students enrolled in public schools. This 20-week, noncredit course addresses the peculiar challenges faced by Christian teens in a decidedly non-Christian educational environment. THE BRIDGE creates a powerful, spiritual link between young minds, their church, and their God. (6 submissions, 0 exams)

Topics: God and suffering, the Ten Commandments, love, sex, marriage, family, preparing for the workplace.

Bible 1 (1 Unit)

The goal of the Crossroad Series is to lead young people to the loving and redeeming God of Scripture. His self-revelation has its focus and fulfillment in the life, death, resurrection, and intercession of Jesus Christ. His substitutionary death on the Cross is the sole basis of Christian assurance. With Christ as Savior and Lord, each believer is enabled, through the Holy Spirit, to experience a life of worship, growth, and service. Each one is then eager to proclaim and stand ready for His return. (35 submissions, 4 exams)

Topics: God's Word and your life, God's gifts (creation and salvation), God and the human family, Jesus and His world, His kingdom, His people, the Cross.

Bible 2 (1 Unit)

Traces the history of the church from Old Testament times and the early Christian believers to modern times, revealing how God's overall plan and purpose have been carried out in the affairs of nations. This course is part of the Crossroad Series. (22 submissions, 4 exams; online: 35 submissions, 4 exams)

Topics: Moses and the children of Israel, the Decalogue, the prophets, the early Christian Church, God's remnant church.

Bible 3 (1 Unit)

Four nine-week units comprise the religion curriculum for grades 11–12. Each unit is published separately.

- **Daniel and Revelation**

Through these books, God offers you His perspective of the past, reassuring views of the future, and for today, hope and forgiveness that only a loving Creator can provide. (8 submissions, 1 exam)

- **Beliefs**

The beliefs of the Seventh-day Adventist Church are introduced and evaluated to see how each leads to a personal relationship with Jesus. (8 submissions, 1 exam)

- **Friendships**

This course helps the student to understand the mechanics behind friendships, the test of true love, and self-worth in a relationship. (8 submissions, 1 exam)

- **Romans**

Through this unit the student studies the book of Romans and how the gospel is available to all who believe. (8 submissions, 1 exam)

Bible 4 (1 Unit)

Four nine-week units comprise the religion curriculum for grade 12. Each unit is published separately.

- **Hebrews**

A study of the book of Hebrews: discovering its central theme, the author's main concern, and how Jesus is the only solution. (7 submissions, 1 exam).

- **Marriage and Family**

God's design for love and companionship in the context of marriage and the family is studied. Practical information such as disciplining children, money management, and divorce are explored. (7 submissions, 1 exam).

- **Worldviews and Religion**

This course discusses not only the major world religions, but also worldviews, cults, and alternative religions and the Christian's response to them. (8 submissions, 1 exam).

- **Life Philosophy and Moral Issues**

This course leads students to know their life philosophy, introducing students to the key words of philosophy, moral issues, and how a Christian responds to philosophical problems in life. (8 submissions, 1 exam).

Sciences**Physical Science (1 Unit)**

Physical Science is the study of physics and chemistry. It is an introductory science course, one that will introduce you to the topics listed below. Virtual lab. (35 submissions, 4 exams)

Topics: Energy, sound, light, matter, elements, compounds, solutions, chemical reactions.

Note: *Computer operating system must be Windows 95/98, ME, 2000, XP, Vista or NT.*

Earth Science (1 Unit)

An introductory course that surveys the basic physical sciences. Students are introduced to the natural laws that form the building blocks of all sciences. (34 submissions, 4 exams).

Topics: Geology, biology, meteorology, oceanography, astronomy, physics, creation vs. evolution.

Biology (1 Unit)

An introductory course that surveys the structure, function, classification, and inter-relationships of living organisms. This course takes a creationist stance but discusses the theory of evolution. (36 submissions, 4 exams)

Topics: Forms, functions, and groupings of flora and fauna, human physiology, ecology.

Chemistry (1 Unit)

This is an introductory course covering chemical theory and descriptive chemistry, with emphasis on the structure and periodicity of the elements. Concepts are reinforced with numerous simple lab experiments. Virtual lab. (35 submissions, 4 exams)

Topics: Chemical energetics, measurement, structure of atoms, bonding, stoichiometry, gases, ionization, hydrocarbons, oxidation, reduction.

Physics (1 Unit)

An introductory, qualitative course in the physics of motion, properties of matter, electromagnetism, and light. The course progresses in historical sequence from the discoveries of Galileo and Newton through the classical physics of electricity, magnetism, and light to the insights of modern physics and relativity. Emphasis is on explanation rather than calculation. The course will prepare the student for introductory, quantitative (algebra/calculus-based) physics at the college level. (24 submissions, 4 exams)

Topics: Motion, energy, gases and liquids, atoms, waves and vibrations, sound, electric current, magnetism, light.

Curriculum

Web Support

Students who register with GIA will be assigned an e-mail address and have access to Web student support services, whether they are studying online or using paper-based courses. All students, Grades K–12, who have access to the Internet will be able to communicate by e-mail directly with teachers and advisors, view grades in an online gradebook, request tests, read announcements, and view their progress toward a high school diploma if applicable.

Elementary

GIA operates one of the few nationally-accredited global distance education programs in the United States and offers a complete elementary curriculum from Kindergarten through Grade 6. The subjects offered are on the K–6 Scope and Sequence chart (pages 6 and 7).

Core areas for Kindergarten are:

- Activity Units
- Reading

Core subjects* for promotion in Grades 1–6 are:

- Handwriting
- Health/Science
- Language
- Math
- Reading
- Social Studies
- Spelling

** Some states require art, music, and physical education. Check with your local school district for the requirements in your area.*

Junior High

GIA offers programs for Grades 7 and 8. Students may enroll for an entire program or for individual courses. When students complete all core subjects for the eighth grade, they may request an eighth grade diploma.

Core subjects for promotion in Grade 7 are:

- English
- Language
- Math
- Science/Health
- Social Studies

Core subjects for promotion in Grade 8 are:

- English
- Math
- Science/Health
- U.S. History

High School

The high school curriculum includes courses in all major subject areas—English, math, science, social studies, Bible—and in a selection of electives—foreign languages, home economics, health, business (see page 9). Students earn a State of Maryland approved and regionally accredited high school diploma when they successfully complete their high school graduation requirements. (See Diploma Eligibility on page 10.)

Bible for Students in Public or Secular Private Schools

Through the flexibility of global distance education, Bible courses are available for Christian students enrolled in public or secular private schools. Students in Grades K–8 who are interested in Bible courses should see the Scope and Sequence charts for the desired grade level and refer to the Enrollment Packet and Tuition and Supplies Price List. High school students should see the individual course descriptions for the appropriate grade level and refer to the Enrollment Packet and Tuition and Supplies Order Form.

Note: *Students who take only Bible from GIA are not required to submit a report card at the time of enrollment.*

Admissions

Griggs International Academy welcomes students from all backgrounds. No student is discriminated against because of race, color, ethnic background, religious affiliation, disability, country of origin, or gender.

Admission Policies

- Kindergarten students must be at least 5 years of age at the time of enrollment. A copy of the child's birth certificate must be submitted with the enrollment forms.
- Grade 1 students must be at least 6 years of age at the time of enrollment. A copy of the child's birth certificate must be submitted with the enrollment forms.
- Students entering Grade 1 who live in Maryland or in any other state where Kindergarten is required must show proof of successful completion of Kindergarten or licensed day care center (if acceptable to the state).
- Students who enroll in Grades 2–9 or who are enrolling for three or more courses in Grades 9–12 must submit with their enrollment a current, official report card that indicates grade placement (Grades 2–9) or courses taken (Grades 9–12).

If a report card is not available, students entering Grades 2–9 may submit:

- A letter indicating grade placement from an approved school on school letterhead and signed by the student's teacher, principal, or registrar.

OR

- Scores from standardized tests taken within the last 12 months and administered appropriately under third-party supervision.

If none of these items is available, students entering Grades 2–9 will be required to take a placement test. Please contact GIA for a placement test request form.

Homeschooled High School Students

Students who were homeschooled must submit a portfolio that details the homeschooling experience, and provide standardized test scores taken within the past 12 months and administered appropriately under third-party supervision. If standardized test scores are not available, students will be required to take a placement test for which there is a fee. For more information on how to write the portfolio or to request the test, please contact the registrar or the high school student advisor.

Attendance

Instructional guides are organized on a schedule of 180 teaching days, and instructional guides are organized on a traditional school year. The student may adjust the schedule to suit circumstances (illness, travel, mastery of material, need for remediation, etc.).

GIA must maintain accurate records of the student's attendance.

Time Limit for Course Completion

Kindergarten through Grade 12 students are given 12 months from the date of enrollment to finish their course work.

Materials and Services

Instruction

The instructional guide acts as a teacher's manual, providing directions for the use of the assigned textbooks and additional instruction. It furnishes daily lesson plans, suggests teaching methods and activities, provides answer keys for daily assignments, and offers other information needed to guide children through their courses.

Instructional guides are designed to be used in conjunction with specific course textbooks and materials. GIA recognizes that parents and students may have questions or problems that cannot be answered by the instructional guide or the textbook. We encourage parents to contact GIA's elementary teacher, who will be glad to respond to all inquiries.

Beginning with Grade 7, instruction is shared among the parent, GIA faculty, and the student. Parents and other adults are still an important part of the educational process. Students need daily encouragement and help to maintain a regular study schedule.

For Grades 6–12, instruction may be delivered through a paper-based instructional guide or through an online course. In both cases, interaction between teacher and student is key.

Transfer of credit

Credits for global distance education courses may be transferred to other educational institutions. However, students should realize that decisions on acceptability of credit rest with the receiving institution. It is always a good idea for students to contact the school they plan to attend in the future to make certain that credits will transfer. After the completion of each course, GIA will issue a free transcript if a student requests it and his/her account is paid in full.

Grades and Testing

Elementary

GIA elementary teachers grade tests and return them with comments for encouragement or for improvement. Grades are issued as A, B, C, D, or F. Pluses (B+) and minuses (B-) are also used. All K-8 students in the Accredited Plan who complete their courses receive report cards.

Junior High

Exams may come at the end of chapters, units, or a specified number of submissions. A parent or responsible adult may proctor the exams. Grades are issued as A, B, C, D, or F. Pluses (B+) and minuses (B-) are also used.

High School

Grades are issued as A, B, C, D, or F. Pluses (B+) and minuses (B-) are also used. Exams must be taken under the supervision of a responsible adult who is not related to the student. Test supervisors are approved at the discretion of the testing department.

Final Grades

Final grades are issued as A, B, C, D, or F. Pluses (B+) and minuses (B-) are also used. (A school or parents of a minor may request a transcript; however, students 18 years old and older must contact GIA directly for a transcript.)

Privacy of Student Records

Griggs International Academy/Griggs University complies with the guidelines provided under the Family Educational Rights and Privacy Act of 1974. GIA/GU protects the rights under the law of students who are declared independent.

End-of-Year Achievement Tests

Many local school authorities require year-end achievement tests for children involved in home study programs. GIA offers such testing to students in Grades K-8. Parents of these students may request year-end testing by completing an end-of-year achievement test request form (available from GIA) and by paying a fee.

Behavior and Academic Integrity

Academic Integrity Policy

As a Seventh-day Adventist educational institution, Griggs International Academy is committed to the universal values of truth and honesty, and requires from its administration, faculty and students a like commitment. Therefore, GIA demands the compliance of all its constituent bodies with the principles of academic integrity in the discovery, clarification, and dissemination of information and a commitment to the highest standards of honesty and integrity in the completion of academic requirements. The policy described below follows Academic Integrity guidelines established on many Adventist campuses. It describes the responsibilities of students, faculty, and the Vice President for Education. It also defines and gives examples of academic dishonesty, describes the consequences for violations of academic integrity, and provides an appeals process. As a Christian educational institution, we care for the spiritual development of our community and, therefore, this policy is designed to be not only punitive, but redemptive.

Responsibilities: Students

- Be familiar with and uphold the GIA Academic Integrity Policy.
- Take responsibility to protect academic integrity in their own work by avoiding the practice of plagiarism or the use of another's work in place of one's own.
- Avoid both dishonest practices and the appearance of dishonesty.
- Make the necessary effort to ensure that their work is not used by others.
- Be prepared to offer verification of work and demonstrate abilities in a monitored setting.

Responsibilities: Faculty

- Be familiar with and uphold the GIA Academic Integrity Policy.
- Include in every course instructional guide, the academic integrity policies relating to the particular course.
- File with the Vice President for Education, a written report of all instances of academic dishonesty (as determined by the instructor after informal discussions with student, even if resolved internally within Department) and provide a copy to the student.

Responsibilities: Vice President for Education

- Chair Academic Integrity Council (as non-voting member except to break a tie vote)
- Maintain student files including all Reports of Academic Dishonesty
- Refer all multiple reports of academic dishonesty to Academic Integrity Council

Academic Dishonesty

Violations of academic integrity include, but are not limited, to the following:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating may include but are not limited to:

- Sharing answers or collaborating with another student on any academic exercise unless specifically authorized by the instructor.
- Possessing unauthorized notes, study sheets, or other materials during an examination or other academic exercise.
- Tampering with an examination or other academic requirement after it has been corrected, then returning it for more credit.
- Stealing or attempting to steal an assignment or answer key.
- Submitting substantial portions of the same work for credit in more than one course without the knowledge and approval of all instructors involved.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples of plagiarism may include but are not limited to:

- Copying from another source without quotation marks and appropriate documentation.
- Paraphrasing words, ideas, or sequence of ideas, from another source without appropriate documentation.
- Using material from the Internet or other on-line service without proper documentation.
- Buying or using the whole or any part of a paper from a current or graduated student, research or term paper service, or any other source not representing your own efforts.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples of fabrication include but are not limited to:

- Changing or attempting to change academic records without proper authority.
- Altering documents after signatures have been obtained.
- Forging of signatures on any document.
- Obtaining unauthorized files or accounts.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

Inaccurate information: Provision of inaccurate information, misleading information, or omission of information on a GIA application shall constitute a violation of the Academic Integrity Policy.

Other: Any other instance that undermines or has the potential to undermine academic integrity.

Consequences: Violations of academic integrity may be imposed singularly or in any combination. Possibilities include:

- Reduction in or failing assignment grade
- Reduction in course grade
- Academic suspension from school
- Academic dismissal from school

Procedures

1. Upon instructor suspicion of academic dishonesty, the instructor or the Registrar shall, within ten (10) days after discovery, hold an informal discussion with the student about the incident, try to reach resolution and, if appropriate, recommend a consequence to the student. This meeting should be promptly documented with a memo from the instructor or the Registrar to the student with a copy to the Vice President for Education.
2. If the student elects to appeal the instructor's decision, then within ten (10) days after the instructor's or Registrar's memo, the student shall contact the Vice President for Education's office and request consideration of his/her case. This exchange should be promptly documented with a memo from the Vice President of Education to the student with a copy to the instructor and Registrar.
3. If the student elects to appeal the Vice President of Education's decision, the student may, within ten (10) days after the memo, appeal the situation to the Academic Integrity Council.
4. The Academic Integrity Council shall promptly investigate the facts of the situation and hear formally from the student and the instructor via teleconference, written testimony or physical presence. If the Academic Integrity Council agrees with the fact findings of the Vice President for Education, it will affirm the original decision. If the Academic Integrity Council disagrees, in whole or in part, with the fact findings, the Academic Integrity Council may modify the consequence.
5. Until a final decision has been reached, the student shall remain an active member of the class in which the alleged instance of dishonesty occurred. In the event the student elects to drop or withdraw from the class, the alleged act of academic dishonesty will be pursued to its conclusion and any final consequence shall be unaffected by such drop or withdrawal.

Academic Grievance Procedure

Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the teacher involved to discuss the matter.
2. They may next appeal to the Registrar.
3. If a satisfactory decision still has not been reached, the case may be presented in writing to the Vice President for Education, after which students can appeal in writing, by teleconference, or in person to the Academic Appeals Committee. The decision of the committee is final.
4. Any appeal of a grade must be initiated within six months following the awarding of the grade in question.

Academic Appeal

Elementary, Junior High, and High School students must submit, in writing, appeals for reconsideration of a final grade to the GIA registrar within six months following the date of completion shown on the grade report. Teachers are permitted to change a grade only if there was an error in recording or calculation.

Check Student Handbook for current policies.

Online Programs

In order to create a warm environment, to protect students from the dangers of the Internet, and to ensure understanding of standards of behavior and usages, GIA has developed guidelines (called “netiquette”) for e-mail and Internet use. We also require both students and parents to sign an Online Services Agreement each time students begin an online course. The agreement may be found on the log-in page and at the beginning of each course, and it is based on the policies outlined. These rules apply to all use of the Internet for communication, whether a student is taking an online course or using the student services available on the Web.

Follow generally-accepted rules of “netiquette”:

Common-sense rules

- Be courteous and considerate of others.
- Refrain from vandalism: the malicious attempt to harm or destroy the data of another user, including uploading or creating computer viruses.
- Sign your messages.
- Do not use all caps: it is hard to read and is considered “shouting.”
- Do not reveal personal details about yourself or others (address, phone number, etc.).
- Do not agree to meet face-to-face with someone you meet online without your parent’s approval and accompaniment.
- Access appropriate material and inform your teacher if you come across anything that is illegal, dangerous, or offensive.
- Attempts at sending harassing, obscene and/ or other threatening email to another user are prohibited.
- Attempts at sending unsolicited junk mail, “for-profit” messages, or chain letters are prohibited.

Grammar rules

- Be clear in your communications. Remember, online communication lacks nonverbal cues.
- Divide large blocks of text into paragraphs.
- Check for proper spelling, grammar, punctuation, and capitalization.
- Set a good example by being honest and respectful when publishing material.

Parental responsibility

- Parents or guardians and students must read and sign the Online Services Agreement contract found on the log-in page before Internet access will be permitted.
- Breaches of our email protocol will result in a loss of access to the Internet
- Other users are prohibited.

Financial Information

What to Pay

Parents with students in Grades K–8 who opt for the Non-Accredited Plan must pay for supplies ordered and the cost of shipping at the time of the order. The costs for these supplies are listed in the supplies list in the enrollment packet.

Costs for the Accredited Plan include a non-refundable enrollment fee (and technology fee for online courses), tuition, supplies, shipping, and tax (if levied). Students may pay for GIA services in two ways: upfront at the time of enrollment, or by installment with a downpayment at time of enrollment.

How to Pay

Parents and students may pay in full at the time of enrollment. GIA happily accepts cash (for walk-in customers), checks, or money orders; we also accept Visa, MasterCard, and Discover credit card payments. Please note that there is a fee for returned checks and that GIA reserves the right to verify availability of funds for any check received. When a check is returned, all services are suspended until the account is brought to current or paid off by money order.

GIA also offers a monthly payment plan option for those who would prefer to spread their bill over a period of months. If you opt for the monthly payment plan, you must pay all fees (enrollment and technology fees), the cost of supplies, shipping, and any tax (if levied) at the time of enrollment. Tuition may be paid over a series of months, as long as it is paid off before the student has completed the course. This privilege is extended only to individual students and their parents/guardians. Sponsoring organizations are not eligible to apply for the monthly payment plan.

Monthly Payment Plan Terms and Conditions

Terms and conditions for the monthly payment plan are as follows:

- The person responsible for the student's finances is required to complete the agreement on FORM 3 in the Enrollment Packet. Signature, U.S. Social Security number, address, and phone number are required. By signing this agreement, the student and the person responsible for finances agree to abide by the terms stated in the agreement. The signer of the agreement must be 18 years of age or older.
- The amount financed cannot exceed the amount due for tuition. In case of an error or miscalculation, GIA reserves the right to adjust without notice the amount financed, provided the amount in question does not exceed \$50.
- Please note that your application for the monthly payment plan at the bottom of FORM 3 in the Enrollment Packet is subject to prior credit approval, which may be based on information obtained from a credit reporting agency. GIA reserves the right to deny credit on the basis of one's credit history.
- The Annual Percentage Rate (APR) is 0%.
- The first payment is due approximately 30 days from the date the enrollment is processed; all subsequent payments are due on the 1st of the month.
- The maximum number of payments is 8, and each monthly payment amount cannot be less than \$25.
- If financing more than one course, monthly payments received are automatically applied to all courses. To complete a course ahead of the payment schedule (number of months chosen for your payment plan), the course must be paid off two weeks in advance of the exam request and the student's account as a whole must be current.
- For a final/semester exam to be released, the course must be paid off and the student's account as a whole must be current.
- If a final exam is to be released immediately, payment must be made by credit card or money order.
- An account is past due if the amount due is not received by the due date. Any monies sent to GIA will first be applied to past due amounts. Exams are held on past due accounts.
- An account 30 days or more past due is considered delinquent. A late payment fee of \$20 per month is charged until the account is brought to current, paid off, or inactivated for nonpayment. All services are suspended on delinquent accounts, including grading of submissions and exams, and release of exams, grade reports, and transcripts. GIA or its assignee may, without notice (unless such notice is required by law), require immediate payment in full of the remaining balance.
- GIA holds a security interest in any refund that may be due from GIA if there is an outstanding balance.
- The monthly payment plan is not available to organizations (unions, conferences, etc.). Payment of a student's account is the sole responsibility of the student and/or parent(s).

Purchase Order From Employers

GIA will accept purchase orders from organizations that have established a credit history with GIA. If you are an employee of a Seventh-day Adventist organization located outside North America, GIA will honor purchase orders only when issued by the division treasurer. If you are an employee of a Seventh-day Adventist organization within the North American Division, GIA will honor purchase orders only when issued by the treasurer of the organization, and the maximum that may be covered is 100% of tuition. Payment is due within 30 days from date of enrollment. The monthly payment plan is not available to organizations. Payment of a student's account is the sole responsibility of the student and/or parent(s).

Refund of Small Balance

Because of the cost of processing, any credit balance less than \$2.51 will not be refunded unless specifically requested.

Miscellaneous Fees

The following fees may be charged to the student's account during the course of study. These fees are due as charged for service provided and cannot be included in a payment schedule.

Alternate exam: Grades 7–8.....	\$30
Alternate exam: Grades 9–12.....	\$50
Challenge exam: Grades 9–12.....	\$100 per course
Elementary end-of-year achievement test	\$100
Elementary end-of-year achievement test administered at GIA.....	\$200
Elementary test retake.....	\$20
Expedited delivery: USA.....	\$40 per mailing
Expedited delivery: Non-USA	\$60 per mailing
High school diploma	\$100
Late payment.....	\$20 per month
Nonrefundable enrollment fee: Grades K–6 (payable each time a student enrolls).....	\$20
Nonrefundable enrollment fee: Grades 7–12 (payable each time a student enrolls)	\$80
Nonrefundable technology fee: Grades 6–8 online courses	\$5 per course per semester
Nonrefundable technology fee: Grades 9–12 online course (1 semester of a course = ½ unit)	\$35 per ½ unit
Placement test.....	\$100
Placement test administered at GIA	\$200
Replacement instructional guide: Grades 9–12.....	\$30
Returned check	\$35
Withdrawal/cancellation, Accredited Plan (Kindergarten).....	\$10 per module per semester; \$60 maximum
Withdrawal/cancellation, Accredited Plan (Grades 1–6).....	\$10 per subject per semester; \$160 maximum
Withdrawal/cancellation, Accredited Plan (Grades 7–8).....	\$20 per course per semester; \$200 maximum
Withdrawal/cancellation, Accredited Plan (Grades 9–12).....	\$40 per course per semester; \$200 maximum

Tuition Refund Policy

GIA’s refund policy for cancellation/withdrawal is based on Distance Education and Training Council guidelines. Please remember that the enrollment fee is nonrefundable except when cancellation is made within five business days after the enrollment is processed. Textbooks and supplies are subject to the GIA bookstore return policies. Shipping and handling fees are nonrefundable.

Cancellation occurs if a student wishes to terminate a course of study before beginning it. To qualify for a full refund on tuition, students must cancel within the first five business days after the enrollment is processed. Call 301-680-6572, email studentfinance@griggs.edu, or write to request cancellation. Return all books and supplies unopened.

Cancellation

If you cancel after the first five business days from the date of enrollment and have not started or mailed in any submissions, a cancellation fee will be charged. See *Miscellaneous Fees list on preceding page*.

Withdrawal

Withdrawal occurs if a student wishes to terminate a course of study after GIA begins providing educational services. If you wish to withdraw, a withdrawal fee will be charged. See *Miscellaneous Fees list on preceding page*.

After the withdrawal fee is paid, you may expect a refund (usually to the original payee) of tuition according to the following schedule:

Portion of Course Completed	Percentage of refund
1%–10%	90%
11%–25%	75%
26%–50%	50%
51% and up	None

Return of Books and Buy-Back Policy

General Information: GIA does not pay postage for returned books. When returning books, please address the package as follows:

GIA Bookstore
Attention: Return Books
12501 Old Columbia Pike
Silver Spring, MD 20904 U.S.A.

Please include the student number and list of books returned for each student, as well as your current mailing address and phone number with area code. Do not enclose enrollment forms, payments, cancellation letters, or any communication that does not pertain to the items returned in the package.

Once the returned books are received by GIA, it will take approximately 2-4 weeks for the in-house book return process. While you may drop off books you wish to return, immediate credit for such book returns is not available.

Books required for a course may change without notice. GIA will only accept back those supplies that may be resold for current use. The copyright date of any book GIA may accept must match the copyright date of the book currently in use by GIA. Textbooks that are not used in current GIA courses will not be accepted. If a book that has been returned to GIA cannot be accepted for any reason, it is held for one month (30 days), then discarded; it will only be returned to the customer if he/she requests it within 30 days.

When GIA accepts back a book, the student's account will be credited and the credit will go toward any balance due; if no balance is due, a refund check will be sent to the original payee (unless GIA is instructed otherwise by the original payee).

To find out if a book may be returned for credit or for information regarding book return procedures, please call 800-782-4769 or 301-680-6570.

The GIA Bookstore supervisor has full discretion in the acceptance of returned items.

Book Return Policy

Upon cancellation (before GIA begins providing educational services)

If the enrollment is canceled within the first five business days after the enrollment is processed and the books and supplies are returned to the GIA Bookstore unopened and unused, GIA will give full credit for the books and supplies. If the cancellation of enrollment is made after the first five business days from the date of enrollment and the books and supplies are returned to the GIA Bookstore unopened and unused, GIA will give up to 85% of the purchase price (a 15% restocking fee is charged) for the books and supplies. Credit will not be given for items such as instructional guides, workbooks, and cassettes if the wrapper has been removed or the items have been used.

Book Buy-Back Policy

Upon withdrawal (after GIA begins providing educational services or upon completion of a course)

If you wish to return used books upon withdrawal or after completing your program, GIA may offer from 30% to 50% of the current selling price, depending on the condition of the returned books. GIA does not buy back used consumables such as cassettes, workbooks, lab kits, instructional guides, or other auxiliary supplies. Credit cannot be given for instructional guides not charged to students (Accredited Plan, Grades 7–12).

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301-680-6570

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301-680-5157

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U.S. History, World History

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At the beginning of the twentieth century, an educator by the name of Frederick Griggs envisioned making Christian education available to people around the world. His vision took shape in 1909 with the establishment of The Fireside Correspondence School. Within two years, The Fireside Correspondence School offered 11 secondary and 9 college courses. By 1916 its students represented nearly every state and province in the U.S. and Canada, as well as 10 other countries. The Fireside Correspondence School was later renamed Home Study Institute (HSI); the name was subsequently changed to Home Study International.

In 1990, the HSI Board of Directors assigned names to its three academic divisions; thus, Home Study Elementary School, Home Study High School, and Griggs University became part of HSI's terminology. In 1991, Griggs University began offering college degrees.

In recent years, the homeschool movement has exploded, but the term "homeschool" has taken on special meaning for school districts and families who design their own school programs. Pressure from students, parents, and other institutional partners drove the HSI Board of Directors to re-examine the school's name in order to better reflect the mission and operation of HSI. In 2005, the Board voted to change the name of the organization to Griggs University (GU) and Griggs International Academy (GIA).

Since 1909, more than 200,000 people have studied with Griggs. Griggs plays a unique and vital role in the educational development of students of all ages in all parts of the world. People from all walks of life have discovered that distance education helps develop self-reliance, independent thinking, and responsibility. From its

humble beginnings in a one-room office, Griggs has grown into a worldwide school that maintains high scholastic standards and utilizes the services of qualified professionals in all aspects of its operation. Yet Griggs combines the convenience of a portable education with the personal touch provided by faculty and advisors who care about students.

In 2009, Griggs celebrated its 100th birthday. Our administration, faculty, and staff remain committed to the vision of Frederick Griggs, who believed that every student has the right to a Christian education. All of us at Griggs recognize that we share with parents a sacred responsibility to help students develop the skills, knowledge, and judgment necessary to build a community better than the one they inherited.

Because of God's blessing and one man's vision, Griggs University/Griggs International Academy continues to meet the educational needs of students and families around the world.