

Admissions and Academics

GENERAL ACADEMIC INFORMATION

Students are expected to be informed concerning the regulations governing academic matters. This bulletin presents answers to general questions regarding academic policies. Students with unique problems and special circumstances should consult the appropriate dean or program coordinator.

Responsibility for meeting degree requirements rests upon the student. Each student is expected to be aware of the various requirements as published in the bulletin under which he/she plans to graduate. The bulletin in force at the time of initial registration is the binding document between the student and the university. However, a student may file an official petition with his/her dean requesting to be allowed to meet the requirements of another bulletin in force during his/her time of residence. The student's freedom to choose the bulletin under which he/she will graduate has certain restrictions. Undergraduates should see the section "Student's Governing Bulletin" (p. 23). Graduate students should see "Residency Requirements and Time Limits" (p. 36).

ATTENDANCE AT THE UNIVERSITY

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the university. It reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

School deans reserve the right to review their students' performances periodically. In consultation with the faculty, the deans may recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university is vested in the president by right, and in the vice presidents, deans, and other officers on whom jurisdiction is conferred for specific cases and in restricted areas.

CHANGES IN BULLETIN REQUIREMENTS

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement at any time within the student's term of residence. All regulations adopted and published by the Board of Trustees or the faculty subsequent to the publication of this bulletin have the same force as those published here.

REGISTRATION

Students should plan to register no later than the days assigned to registration on the official academic calendar. Pre-registration by web is open in advance (see www.andrews.edu). Registration is not official until all parts of the registration process have been completed, including financial arrangements.

Orientation for First-year Students. Students

attending Andrews for the first time are expected to participate in Orientation activities held during the weekend prior to the start of Fall term classes.

Late Registration. Students who fail to register during the regular registration period must pay a late registration fee. Students who seek registration after the last official day to enter any class will be denied registration.

Changes in Registration. A course may be dropped or added by means of a *Change of Registration* (Drop/Add) form obtained from the Academic Records Office. After completing the form, the student must obtain all needed signatures and return the form to the Academic Records Office. The official academic calendar indicates the deadline each semester for dropping or adding classes (*Last day to enter a class, drop a class?*) without an entry on the permanent academic record. It also indicates the deadline to withdraw from a class with a "W" (Withdrawal) on the permanent record.

GRADING SYSTEM AND GRADE-POINT AVERAGES

Grades and Quality Points. The authority to determine grades rests with the teacher of the course. Quality points (on a 4.00 scale) are assigned to each letter grade (A–F) for use in computing a student's grade-point average (GPA). The GPA is the average number of quality points earned per credit hour in all courses which are assigned grades A–F.

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

How to Compute Your GPA. You may calculate your semester GPA by following these steps:

- Multiply the number of credit hours by the number of quality points assigned to the letter grade earned in each class. (Do the same for each class graded A–F.)
- Add the number of quality points earned in all classes for the semester.
- Divide the total number of quality points by the total number of credit hours attempted.

OTHER GRADE REPORT ENTRIES

Additional grades may appear on a student's academic record as defined below.

AU—Audited Classes (including HN, UA, and UH). A grade of AU is given for an audited course if the student has met the obligations of the audit agreement. It is possible to audit any class except private music lessons and independent study courses provided (1) there is room in the class, (2) the student has an appropriate background, and (3) permission from the instructor is obtained. The term audit refers to registration for attendance only. All auditors, including honors auditors (HN), are expected to attend all class appointments as agreed upon when the instructor granted auditing privileges.

Auditors must attend at least 80% of the class periods. Those who fail to do so are assigned a notation of UA; honors auditors a UH.

A student may change from "credit" to "audit" registration and *vice versa* for any course within the published time schedule. To do this the student must present the Academic Records Office with a *Change of Registration* form with the appropriate

signatures including that of the instructor.

The tuition charge for an audited course is the same as a course taken for credit. Full-time honors students may audit one course per term free of charge.

DG—Deferred Grade (including DN). A DG may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, courses requiring research, and courses where mastery-level learning is required. The Academic Records Office records a DG only for courses previously recommended by a department and approved by the dean of the relevant school and/or graduate program committee.

An instructor may designate a time limit for a given course or for a specific situation for the DG to be changed to a letter grade. An instructor may change the DG to a **DN—Deferred and Not completable**, signifying that the course has not been completed and no longer can be completed because time has run out.

A DG may remain on a student's transcript at graduation if the course does not count toward the degree.

I—Incomplete. An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. An "I" may be received upon mutual agreement between the instructor and the student by completing an Incomplete Contract signed by both the instructor and student. In exceptional cases, the signature of the student may not be required. The "I" is assigned to a student and a contract is signed only when the major portion of the work for the course has been completed. The contract designates (1) the work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student automatically will receive should the work not be completed within the agreed upon time. The Incomplete Contract, signed by both the student and faculty member, is to be filed in the Academic Records Office by the faculty member along with the grade sheet at the appropriate time.

Ordinarily, an "I" shall be removed during the following semester—though an "I" contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be done by written petition approved by the dean of the college/school in which the course is offered and prior to the end of the contracted date. The number of "I" s on a student's record is used to determine the student's class and workload.

Undergraduate restrictions: Students with 8 credits of incompletes may not register for more than 12 credits of new courses; those with 12 or more credits of incompletes will have the number of new credits limited by the dean of their respective college/school. All "I" s are removed before graduation, either by completion or because the Incomplete Contract has run out.

R—Reregister. Assigned only for designated remedial courses.

S/U—Satisfactory/Unsatisfactory. The grading pattern for lecture and lecture/laboratory courses is A–F. Certain designated courses, such as individual study/readings, independent research, research projects, workshops, seminars, field/clinical experiences, and practica may be graded with either an S/U or A–F pattern as the

school/college determines. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period. An "S" means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade "U" signifies unsatisfactory performance. Credit is earned only if an "S" is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

W—Withdrawal. Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated by the academic calendar. The designation of "W" is also given in cases where a student, who has previously registered for thesis or project credit and obtained a deferred grade (DG), subsequently decides not to complete the work for the thesis or project and instead selects another option for completing the degree. Under certain circumstances the institution may initiate the withdrawal.

Repeating Classes. Students may repeat only once a course in which they have received an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory component also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, 3) a student who earns an F for one semester automatically must repeat that course before being permitted to enroll or remain enrolled in subsequent courses in that sequence. A student who earns a D in such a course should counsel with the teacher as to the advisability of continuing the course.

Factors Influencing Grades. Several factors are used to compute the final grade in a particular course. These include such items as scores in oral or written examinations, quizzes, practical and written projects, papers, reports, laboratory practice, skill demonstration, clinical performance, and class attendance/participation. The teacher selects the grading components for a given course according to the nature of that course. The course outline (syllabus) clearly outlines how the students' final grades shall be computed.

Grade Reports. No hard copies of grades are mailed to students. They may view and print their grades via the web. Students who need a parent or organization to receive their printed grade reports may make that request via the web or at the Academic Records Office.

TRANSCRIPTS

The Academic Records Office issues transcripts of the student's academic record upon written request by the student. Requests should reach the Academic Records Office at least ten days before the transcripts are needed. Transcripts are not issued for students with unpaid Student or Housing accounts or defaulted loans. (See the Financial Section of this bulletin for transcript charges and an explanation of exceptions to the

policy of restricting the issuance of transcripts.)

STUDENT RESPONSIBILITIES

Examinations. Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to adhere to the published examination schedule. In the case of exam schedule overload where the schedule requires a student to complete four exams in one day, arrangements may be made with the dean to complete one of the examinations at another time.

Class Attendance. Regular attendance at all classes, laboratories, and other academic appointments is required of each student. Faculty members are expected to keep regular attendance records. The syllabus notifies students of the attendance requirements.

Class Absences. Whenever the number of absences exceeds 20% (10% for graduate classes) of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences incurred due to late registration, suspension, and early/late vacation leaves are not considered as excused, and the work missed may not be made up except to the extent the teacher allows. Three tardinesses are the equivalent of an absence.

Students are counted as class members and are charged tuition until they file a *Change of Registration* form in the Academic Records Office.

Excused Absences. Excuses for absences due to illness are granted by the individual teacher who shall require verification of illness. Residence-hall students are required to see the nurse on the first day of any illness which interferes with class attendance. Non-residence-hall students are required to show written verification of illness obtained from their own physician. Excuses for absences not due to illness are issued directly from the dean's office.

Excused absences do not remove the responsibility of the student to complete all requirements of a course. Work is made up at the discretion of the teacher.

Performance in Related Non-academic Areas. Certain professional programs require satisfactory personality traits, acceptable lifestyle, satisfactory clinical aptitudes, or other published special requirements and competencies. For programs in which such items are stipulated, students are evaluated in terms of these requirements. These requirements are specified in departmental handbooks or in course syllabi.

Academic Honesty. Honesty in all activities of life is important to the integrity of every Christian and every trustworthy citizen. The goal of education is to develop in students the ability for original thinking, critical judgment, and high standards of academic and professional integrity and accountability. Andrews University expects each student to display honesty in all academic matters.

Academic dishonesty is a serious offense. It is punishable by warning, receipt of a lower or failing grade, suspension or dismissal from the class, expulsion from the university, degree annulment, or if official documents have been falsified, non-admission or annulment of admission.

Academic dishonesty includes (but is not

limited to) such acts as (a) falsification of official documents; (b) plagiarism (copying others' published works); (c) presenting assignments that are not based on the student's own work; (d) using materials during a quiz or examination besides those specifically allowed by the teacher; (e) stealing, accepting, or studying from stolen quizzes or examination materials; (f) working or copying from the paper of another student during a formal or take-home examination or quiz. Students who collaborate in dishonest acts are also held responsible for them.

A student may be dismissed or suspended from the university for cheating or plagiarizing. Cheating or plagiarizing on a comprehensive examination will result in being dropped from the program.

Additional forms of dishonesty include violations of copyrights and licensing agreements by using university equipment to make illegal copies of copyrighted and/or licensed materials such as computer software, musical recordings, or printed materials. Making and using unauthorized copies of materials which the university has provided for controlled student use also violates copyright law. These acts are considered as serious as other forms of academic dishonesty. In addition to possible disciplinary action taken by the university, students may face possible legal action.

Human Subjects Research. Students and faculty conducting research involving human subjects must apply for approval from the Human Subjects Review Board (HSRB). Application forms are available in the graduate dean's office.

GRADUATION PROCEDURES AND DEGREE CONFERRAL

The responsibility for meeting graduation requirements rests primarily on the student. Each one should become acquainted with and fulfill all specified requirements to complete his/her degree. Normally, only students who have completed all requirements for graduation and who have filed the applications and received the clearances noted below take part in graduation services.

Applications and Final Clearances

- Students must file an *Undergraduate Graduation Application and Agreement* form or a *Graduate Application and Agreement* form. Graduate students must also file an *Advancement to Candidacy* form. (All forms are available at and must be returned to the Academic Records Office.) Students filing for December conferral and May graduation must complete this form no later than the date in October specified in the academic calendar. The form for the August graduation must be filed no later than the date in May specified in the academic calendar.
- Transcripts for transfer credit must be in the Academic Records Office a minimum of 15 days before graduation.
- All Incompletes and Deferred Grades (if used for the degree) must be changed to a satisfactory grade in the Academic Records Office a minimum of 15 days before graduation.
- Students must receive financial clearance from the Student Financial Services Office before they can participate in graduation exercises or receive a diploma.

Graduation in Absentia. Two on-campus commencement services are scheduled each

year—in May and August. Students are expected to participate in all services associated with graduation unless graduating in absentia.

Students must indicate at the time of application for graduation whether or not they plan to participate in the ceremony.

UNDER-GRADUATE PROGRAMS

Admission

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission; any qualified student who will be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, national or ethnic origin, gender, marital status, or physical challenge.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.

HOW TO APPLY

- Request application materials
Telephone: 800-253-2874 toll free
Web site: <http://www.andrews.edu>
Postal Address:
Undergraduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740
- Return a completed *Undergraduate Application* form with the \$30 fee.
- Use a *Transcript Request* form(s) to request that official transcript(s) be sent directly to Andrews University from the secondary school and/or any college attended.
- Give the *Evaluation Forms* to two appropriate persons for recommendations and request that they fill them out and send them in.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Apply Early. Some departments have admission deadlines. Consult departmental sections of this bulletin for details. All students are encouraged to apply several months before they plan to enroll at the university.

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office to assign a provisional admission category. All students must submit a final secondary-school transcript before they complete their first registration to change the provisional enrollment to a regular admission

status.

GENERAL ADMISSION STANDARDS AND REQUIREMENTS

All undergraduate students must meet minimum general admission standards. Individual schools or departments may set additional specific program standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

Undergraduate General Admission Standards
Official documentation of completion of secondary-school studies from <ul style="list-style-type: none"> an accredited secondary school or an equivalent overseas school (to be assessed by AACRAO guidelines) or GED certification with a minimum average score of 60 on five sections of test with no section lower than 50.
A minimum of 13 units of solid subjects in secondary school.
Minimum GPA of 2.25 overall and college-bound percentile on ACT/SAT of 50th percentile.
Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.
Completion of grades 7-12 in English in an English-speaking country, or a minimum score of 550 on TOEFL, plus 5 on TWE, or a minimum score of 80 on MELAB.

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed, according to policy, by the academic dean of the college or school in which admission is sought. After the review, the student will receive a letter which will outline the conditions to be achieved for regular-student standing or indicate that admission has been denied.

HOME SCHOOLED STUDENTS

Students who have completed their high-school education in a home-school setting must submit the following documentation along with the regular undergraduate application:

- The GED certificate or a detailed description of the home-based program of study. The description must be written by the one who directed the program and include the courses used, the length of study, texts used, samples of graded work, books read and other experiences, as well as reflections on the value of this Home School experience by the student.
- ACT (or SAT) test results.
- Two recommendations from non-relatives.

Commitment to Abide by Rules and Standards.

Each prospective student must sign a statement on the *Undergraduate Application* Form agreeing to respect and abide by the rules and standards of the university.

English Proficiency Requirement. All students whose mother tongue is not English must demonstrate that they have the capability to read, speak, and understand English. A minimum score

of 550 on the TOEFL exam or 80 on the MELAB exam must be submitted for clearance to take a full academic load. Students who score below these levels must complete preparatory study in the English Language Institute and successfully complete an exit exam.

Required Medical Records. In compliance with recommendations from the Centers for Disease Control, the Michigan Health Department and the American College Health Association, all first-time students must supply certain medical records to the school of their choice before registration can be completed.

Tuberculosis Screening. Students with a previous positive TB skin test must submit a report of a chest X-ray taken anytime within 12 months before registration. All other students must submit proof of a negative TB skin test taken anytime within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization. Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months of age
- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

ADMISSION OF TRANSFER STUDENTS

Students who have previously attended a community college or other post-secondary school are admitted based on the same general admission standards required of all applicants.

Transfer students who have earned at least 24 semester credits prior to applying to Andrews are evaluated on the basis of their college GPA and not their secondary-school GPA.

Transfer credits do not appear on the student's Andrews transcript. The transfer GPA is not reflected on the Andrews transcript until after graduation.

Transfer of Credits. When students enroll at Andrews University, they may transfer to their current program a limited number of credits for courses taken at other schools, if the following expectations are met.

- Complete official transcripts are submitted from each institution where work was done. (Registrars of these institutions should send transcripts directly to the Undergraduate Admissions Office of Andrews University.)
- The credits presented for transfer are credits in which the student has earned a grade of C- or higher.
- All credits presented for transfer come directly from accredited institutions.

Limit on Number of Transfer Credits. The schools of the university allow no more than 70 semester hours to be transferred from community colleges (two-year) and applied on a baccalaureate degree, unless more is approved by the dean as part of a planned professional program. Requests for transfer of credits must be made at the time of admission to the university, or at the time when a change of program is filed.

Only 6 transfer credits, including correspondence credits, may be applied on the last 36 semester credits of a degree program. Individual schools and programs may have other limitations on credits which may be transferred.

Transfer of Credits from an Unaccredited School. Transfer credits from an unaccredited school are accepted on an individual basis after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the Undergraduate Admissions Office and Academic Records Office, the dean of the relevant school determines the credits to be accepted, based on satisfactory performance in advanced-level courses and/or validation examinations. Likewise, departments determine the credits that can be applied toward a major or minor.

DUAL ENROLLMENT STATUS

Dual enrollment status is available to undergraduate students nearly finished with an undergraduate degree who wish to begin work on a graduate program. However, taking graduate courses *does not guarantee or imply future admission* to a degree program.

Requirements for Dual Enrollment. To be eligible for dual enrollment status the student must satisfy *all* of these requirements:

- Be an undergraduate student at Andrews University
- Be within 12 credits of finishing an undergraduate degree
- Be in process for admission to a graduate program and meet all other *regular* admission standards for a graduate program
- Be enrolled in no more than 12 credits (combined graduate and undergraduate) each semester.

Limitation on Graduate Credits. The limitations on graduate credits taken while a student has dual enrollment status are the following:

- Credits may not be used to satisfy undergraduate requirements.
- A maximum of 16 credits of graduate courses may be reserved and applied to a subsequent graduate degree at Andrews University.

PERMISSION TO TAKE CLASSES (PTC) STATUS

Permission to Take Classes (PTC) is a temporary enrollment status, not an admission category.

Qualifications for PTC Status. PTC status is assigned to any of the following:

- Guest students who are already regular students at another school but wish to take courses at Andrews without being admitted.
- Persons who need certain courses to qualify for certification.
- Adult students in off-campus classes who do not wish to enroll for a degree program.
- Gifted secondary-school students enrolled in special programs for academic enrichment.

Limitation of Credits Taken on PTC

Status. If the student eventually applies and receives regular admission, up to 21 of the credits taken on a PTC basis may be petitioned to apply towards the proposed degree if a minimum grade of C has been obtained in each course to be accepted for degree credit.

ADMISSION TO THE GIFTED SCHOLARS PROGRAM

Gifted scholars who have not graduated from secondary school may be admitted to the Gifted Scholars Program on the basis of current exceptional achievement. Such students are

admitted on a regular admission basis only.

Admission Requirements. The requirements considered for gifted scholars admission include

- A transcript showing a consistently maintained GPA of 3.75 or above in all secondary-school work with at least 13 solids (no fewer than 4 solids each year) and a college-bound percentile rank of 90 or above on the ACT/SAT.
- Evidence of English capability as noted in general-admission requirements.
- Recommendations from the principal and guidance counselor of the secondary school where the student is presently enrolled.
- Completion of the required tests in math and reading prior to enrollment.

The Gifted Scholars Admission Committee requires an interview with the student seeking admission and with his/her parents/legal guardians.

ADMISSION OF INTERNATIONAL STUDENTS

International students must pay an advance deposit and a housing deposit. Such students are also required to present a satisfactory budget for financing their studies and living costs (see the financial section of this bulletin).

Only after the above provisions have been met will an I-20 Form be issued to enable a student to obtain the necessary entry visa to the U.S.

REFUSAL OR ANNULMENT OF ADMISSION

- Applicants may be refused admission
- when they do not meet the admission standards.
 - when they submit transcripts or records found to be fraudulent.
- Admission status may be canceled or annulled
- when students do not meet the conditions specified for continuing enrollment.
 - when the admission status was based on documents later found to be fraudulent.

Academic Information

PLANNING PROGRAMS

Advisers. Students are assigned academic advisers based on the major the students have chosen. These advisers function as academic guidance counselors to help students to schedule their courses, to learn how to follow academic rules and regulations, and to make decisions regarding their future as well.

Required Placement Tests. Before registration, all new students must take two placement tests for use in academic advising:

- ACT or SAT
The ACT or SAT is required for admission and should be taken before arriving on campus.
- Mathematics Placement Test
The Mathematics Placement Test is given on campus.

Direct any questions concerning advising, tutoring, and placement testing to the Office of Academic Support & Advising Services (phone 471-6096, e-mail: hstout@andrews.edu)

CLASS STANDING

At the beginning of the autumn semester undergraduate students are classified according to the number of semester credits earned.

Freshman	0-24	Sophomore	25-56
Junior	57-86	Senior	87+

AREAS OF STUDY

Specific requirements for majors, minors, and professional-degree programs are listed under each department section. Courses in other departments which are needed for a degree program also may be required as cognate requirements. All courses used to meet major requirements must be selected in consultation with the major professor or adviser.

HONOR LISTS

Dean's List. Students with a minimum semester GPA of 3.50 are eligible to be on the Andrews University Dean's List. They must carry a minimum load of 12 letter-graded credits, have no letter grades below a B (3.00), and have no incompletes. Receipt of a DG does not affect eligibility for the Dean's List. Each semester this list may be published or posted.

The National Dean's List. Students who have a minimum cumulative GPA at Andrews University of 3.75 on at least 30 credits earned by the end of fall semester in any given year are eligible to have their names published in the annual edition of the *National Dean's List*. They are eligible to compete for \$25,000 in scholarship awards based on merit and financial need.

STUDY-WORK LOADS

Course Load. The course load is expressed in semester credits. Each semester credit represents one fifty-minute class period or equivalent per week for one semester. Preparation time of approximately two hours for each class period is assumed. Thus a 3-credit class meets for the equivalent of three 50-minute periods a week. A laboratory or practicum experience of 3 hours is considered equal to one regular class period unless otherwise noted in the course syllabus.

The normal undergraduate class load is 15 to 16 credits per semester. Those wishing to register for more than 17 credits must secure permission from their dean. If good scholarship has been demonstrated by the student, the dean may permit a freshman to register for a maximum load of 17 credits; sophomores, juniors, and seniors for 18 credits. Adding to the course load by receiving private instruction, by correspondence, or by registering in another university or college while being currently registered at Andrews University is prohibited. Exceptions must have permission from the dean of the school in which the student is enrolled. If permission is granted, the total study load per term must not be greater than the maximum load permitted in residence. A student is not permitted to earn more than 20 credits during one semester.

Work Load. The course load of students who engage in part-time employment must be adjusted to provide a reasonable balance of work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered. Students taking 12 to 16 credit hours are recommended a maximum work load of 10 to 20 hours per week. Students taking 7 to 11 credits are recommended a maximum 20 to 30 hours of work per week.

Students should consult their advisers in planning a proper balance of study and work. Exceptions to the above guidelines require the prior approval of the dean of the school in which the student is enrolled. On-campus employment is

limited as specified in the financial section of this bulletin.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain the following minimum academic performance standards:

- Successfully complete at least 60% of all courses attempted following initial enrollment.
- Maintain a minimum cumulative GPA of 2.00 (Average grade of C).

If a student fails to maintain an overall GPA of 2.00 (on a 4.00 system), his/her enrollment category is changed to probationary.

ACADEMIC PROBATION AND SUSPENSION

Academic Probation. Students whose cumulative GPA for previous course work is below C (2.00) are placed on academic probation. Students on academic probation are removed from probation after earning at Andrews a minimum of 12 credits with a GPA of at least 2.00. Students who are on academic probation are expected to limit extracurricular activities and part-time employment. This is done to ensure students have ample time to work on courses and to develop personal habits which should ensure greater success in future semesters. Students who remain on academic probation for a period of one year may not be permitted to re-register.

Many students on academic probation have excellent potential, but, for one reason or another, they have never learned to make use of the potential they have. Therefore, any student admitted on academic probation may be required to take one or more of nine special courses:

- EDPC115 Academic Learning Assessment—individual help and guidance to make students successful at Andrews University. Through comprehensive evaluations and individualized plans, the instructors will help students break the patterns of failure and achieve success.
- EDPC116 Academic Development, GTEC110 Freshman Seminar, and GTEC115 College Seminar help students clarify personal goals and values and attain effective study skills. Students on academic probation are expected to enroll in one of these courses.
- ENGL110 Beginning Composition—to help students learn to write clear, effective sentences and paragraphs with a minimum of mechanical errors.
- EDTE140 Reading Vocabulary Development and EDTE160 College Reading Efficiency—to improve the reading skills of those with reading problems.
- MATH105 and 106 Mathematical Skills—to remedy inadequacies in students' mathematical backgrounds.

Academic Suspension/Dismissal. Students become subject to academic dismissal in three ways:

- By earning during a given semester a GPA of 1.00 (D) or less.
- By failure for three successive semesters to reach the standards of Satisfactory Academic Progress as defined in the financial section of this bulletin (p. 42).
- By displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments. Failure to honor the *Scholastic Study Lab Contract* is sufficient grounds for academic dismissal.

Academically suspended students may appeal to the dean for semester-by-semester admission. However, such permission may be granted only with the understanding that the student successfully completes a minimum of 12 credits per semester with a GPA of the semester of at least 2.00. Failure to achieve this minimum GPA results in academic dismissal. Students suspended for poor academic performance normally are not considered for readmission for at least two semesters and then only after demonstrating how their chances of success are improved.

ADVANCED PLACEMENT OPPORTUNITIES

Andrews University provides opportunities for advanced placement by the following means. Regardless of the method, the maximum amount of credit which may be applied to a baccalaureate degree is 32 semester credits.

International Baccalaureate Exam. Andrews University recognizes scores from the International Baccalaureate (IB) exam as follows:

- For general education courses, a score of 4 (Higher Level) is considered for general education credit.
- For major-level courses, a score of at least 5 (Higher Level) will be considered through review by the department for credit towards major requirements.
- The student may be allowed to enroll in a sophomore level major-level course with the purpose of validating the IB experience. If a grade of at least B- is obtained in the sophomore level course, credit for the freshman level major course(s) would be given.

Advanced Placement Program. Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year, the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates in the Advanced Placement Program, awarding college credit for all AP courses passed with an exam score of three (3.00) or better.

Credit by Examination. Some students have achieved college-level proficiency on the basis of work experience or informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) recognized standardized tests such as the *College Level Examination Program (CLEP)* and the *Defense Activity for Non-Traditional Education Support (DANTES)*, and (2) through examinations administered and/or prepared by an academic department within the university.

Regardless of the method, the maximum amount of credit which may be applied to a baccalaureate degree is 32 semester credits. All *CLEP* and *DANTES* examinations must be taken during the student's first year in residence. No credit by examination of any type may be taken during the last semester immediately preceding graduation.

Transfer students wishing to apply *CLEP* or *DANTES* credits to their Andrews degree must have a *CLEP* or *DANTES* transcript sent to the Andrews Counseling and Testing Center for score

evaluation by Andrews University standards. A fee is charged for this evaluation (see the financial section). Credit is allowed if the student scores at or above the 70th percentile in a *CLEP* General Examination and at or above the 50th percentile in a *CLEP* Subject Examination. Selected *DANTES* Subject Standardized Tests have been approved as a basis for credit at Andrews University.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews.

Complete information on the subjects accepted by Andrews University for *CLEP* or *DANTES* is available from the university's Counseling and Testing Center. Information on challenge exams administered within individual university departments should be sought directly from the respective department(s).

Validation or Proficiency Exams. Special examinations may also be taken for reasons other than earning credit. Certain published curricular or degree requirements may be waived, or transfer credits from an unaccredited college may be validated through special examinations. For further information, contact the dean of the respective school.

SPECIAL LEARNING EXPERIENCES

Correspondence Courses. A maximum of 16 semester credits by correspondence, other than credits taken through Andrews University distance-education courses, is accepted toward a baccalaureate degree. However, such credit may be applied on a major or a minor only with the approval of the department chair. Normally students do not take correspondence courses while in residence but may be allowed to do so because of a schedule conflict. Permission must be obtained in writing from the dean of the respective school. The correspondence work is counted as part of the regular college load. A course should be completed within six months from the time of enrollment.

Only 10 transfer credits, including correspondence credits, may be applied toward the last 36 semester credits of a baccalaureate degree. Correspondence courses cannot be used to replace failures or other low grades earned in residence. All transcripts for correspondence work must be in the Academic Records Office at least 15 days prior to commencement.

PLA: Prior Learning Assessment. Credit for PLA is validated and granted through a prescribed portfolio presentation process. This credit-granting option is available only to students 24 years of age or older. It is for adult learners who desire tangible recognition through academic credit for their achievements and expertise. Credit can be given for knowledge already acquired in subject areas as a result of on-the-job training, community service activities, non-credit courses, and/or special accomplishments.

Cooperative Education. Andrews University has developed official cooperative educational opportunities for students. In this program students are employed off-campus for specific periods of time as an integral part of their academic program. The employment is related as closely as possible to the students' courses of study and provides involvement in the practical application of theory. The working period may be full- or part-time. Students are usually paid for services by the cooperating employer and may receive college credit for the experience.

Arrangements are made in consultation with the student's department chair.

BACCALAUREATE DEGREE REQUIREMENTS

The general requirements are the minimum required to receive a baccalaureate degree. Departments often have higher standards and additional requirements. The minimum general standards are listed below.

Credit Requirement

- A minimum of 124 semester credits must be earned and applied toward the degree.

Course Requirements

- *Bachelor of Arts or Bachelor of Science degrees.* Students must complete required courses including the following: General Education requirements plus the requirements for a major, a minor (if required), and specified cognates.
- *Professional baccalaureate degrees.* Students must complete all required courses including the following: General Education requirements plus the specific requirements for a degree as outlined in the appropriate section of this bulletin, including core, major, emphasis, and cognate requirements.
- *All baccalaureate degrees.* Students must complete a minimum of 30 semester credits from courses numbered 300 or above.

Residence Requirements

- A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned in residence. The dean of the college/school in which the student is enrolled must approve the student's taking non-Andrews University courses for any part of the other 6 semester credits.
- A minimum of 1/3 of the credits required for a major, and 3 credits required for a minor must be earned in residence, in courses numbered 300 or above.
- School of Business students seeking a BBA must complete at least 50% of the core and major (33 of the total 66 credits) in residence.

Grade Requirements

- *Overall GPA:* A minimum GPA of 2.00 (C) is required in all credits, and in credits earned at Andrews University that are used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements.)
- *Major GPA:* A minimum GPA of 2.25 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a major. (Individual schools or departments may have higher minimum GPA requirements.)
- *Minor GPA:* A minimum GPA of 2.00 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a minor. (Individual schools or departments may have higher minimum GPA requirements.)
- No course with a grade below C- may count toward a major or minor.

Multiple Majors. Students may earn more than one major for a single degree. All requirements for each major must be met including cognates. If the majors are offered for different degrees, students must specify which degree they wish to receive, and complete the General Education requirements

for that degree. If one of the majors is for a professional degree, the specific requirements for that degree must be met.

A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the credits is not also counted for another major or minor. A course may not be used to fulfill the requirements of more than one major or minor used for teacher certification.

Assessment Requirements. Baccalaureate degree candidates must complete general and departmental assessment examinations administered by the Counseling and Testing Center. These senior exit testing experiences consist of nationally normed standardized tests for all candidates and major field exams for selected departments and majors. In addition to the senior exit tests required for graduation, some departments may ask you to participate in other assessment activities to be carried out by the department. Results from assessment activities are reviewed by departments and the General Education Committee as part of the university's commitment to the continuous improvement of student learning.

Request for Graduation. Degree candidates must file a request for graduation with approval of the adviser and a designated academic records officer.

SECOND BACCALAUREATE DEGREE REQUIREMENTS

If a student wishes to earn a second baccalaureate degree, he/she must

- Complete, in residence, 30 credits beyond those required for the first baccalaureate degree.
- Meet all of the published requirements of the second degree major/professional component, including prerequisites, cognates, degree core, and General Education requirements specific to the program of study for the second degree.
- Complete a minimum of 3 credits in religion if the first degree did not include a comparable General Education component in religion.

ASSOCIATE DEGREE REQUIREMENTS

Credit Requirement. A total of 62 semester credits must be earned and applied toward the degree.

Course Requirements. Students must complete the General Education requirements plus the specific requirements for the degree as specified in the appropriate section of this bulletin, including core, major, emphasis, and cognates as required.

Residence Requirements

- A minimum of 15 of the last 21 semester credits applied to a degree must be earned in residence. The dean of the college/school in which the student is enrolled must approve the student's taking non-Andrews courses for any part of the final 6 credits.
- A minimum of 9 credits of the major must be taken in residence.

Grade Requirements

- *Overall GPA:* A minimum GPA of 2.00 (C) is required in all transfer credits, and in credits earned at Andrews University that are used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements.)

- *Major GPA:* A minimum GPA of 2.25 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a major. (Individual schools or departments may have higher minimum GPA requirements.)

Request for Graduation. A degree candidate must file a request for graduation with approval by the student's adviser and a designated records officer.

STUDENT'S GOVERNING BULLETIN

Students may graduate under the bulletin for any school year they attend Andrews as long as that bulletin was published no more than ten years before the planned date of graduation. If student leaves the university after earning at least 8 semester credits and then tries to transfer more than 12 semester credits earned in the interim from another college, they are governed by the bulletin for the school year in which they return. The dean of the college in which the student is enrolled may authorize exceptions.

The university reserves the right to require students (1) to take an alternative course when a course required under an earlier bulletin is no longer offered, and (2) to graduate under a recent bulletin if they are working for certification by a governmental or professional agency.

General Education

PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multicultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives and the exposure to knowledge gained from many disciplines forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills.

Thus, the General Education program encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential—that of producing Christian alumni notable for their culture, character, civility, and intellect. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service, so that they may contribute effectively to their homes, companies, communities, and churches. Transmitting this common yet distinctive heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of General Education at Andrews.

General Education is more than simply completing a specified list of courses. The faculty desires that undergraduates go beyond the mere study of their chosen disciplines to focus on developing spiritual strength, Christian values, and social abilities. As a result, the General Education program strives to foster an atmosphere where each student is encouraged to

- Construct a thoughtfully conceived world view that recognizes the roles of Scripture, nature, and human discovery as sources of truth. Moreover, living from this perspective means consciously making Christian convictions explicit and applying them ethically, as well as articulating individual values from the viewpoint of one's chosen profession.
- Understand the heritage and mission of Andrews University in furthering the cause of Christ within the context of Seventh-day Adventist faith and practice. Affirm in mind and practice the importance of the Christian way of life as revealed in Scripture. This implies compassionate behavior toward other individuals as well as respect for the dignity of all peoples, recognizing their creation in the image of God.
- Enjoy comradery with many individuals, form enduring friendships within the diverse campus community, and esteem the sacred nature of marriage.
- Evaluate one's interpersonal effectiveness, including the ability to work in groups while maintaining the ability to think for oneself, and strive to enlarge the scope of all personal abilities.
- Understand one's role and responsibilities as a citizen in a secular society and as a member of a religious community; and then beyond understanding, to respond with thought with emotion, and with action to the needs of their wider communities.
- Strengthen the ability to judge clearly, observe accurately, draw reasonable inferences, and perceive relationships, and to show the ability to discriminate among alternatives and design creative strategies to solve problems.
- Enjoy the cultural achievements of humanity and foster participation in creative and aesthetic activity.

GENERAL EDUCATION GOALS

To be well-informed participating members of society, graduates must be knowledgeable in many areas. Andrews University considers the following areas to be important and designs its curriculum to help students meet the goals.

Religion—From a study of faith, ethics, and doctrine, students will gain an experiential understanding of God's divine plan for their lives.

Language and Communication—Through practice, students will develop strategies for effective oral and written English communication. A Bachelor of Arts student will learn to communicate in a foreign language at the intermediate level.

Arts and Humanities—As students study and experience literature, ideas, and the performing and visual arts, they will come to understand how civilization expresses itself.

Social Science—Students will come to understand human-behavioral theories and perspectives as manifested in social, geographic, political, and economic relationships.

Service—Students will apply their knowledge and skills to the benefit of others by identifying with and serving in a selected community.

Physical/Natural Science—Students will experience the scientific method of studying the natural universe and the current way of understanding it.

Wellness—Students will study and apply the principles of health and fitness to their own lives.

Mathematics and Computer Science—Students will develop the logical, mathematical, and computer skills vital to life in a modern problem-solving world.

RELIGION COURSE REQUIREMENTS

Students must take one religion course each school year or school-year equivalent. Students in their senior year are encouraged to take RELP400 Senior Seminar, a discipline-oriented course which emphasizes the relationship of religious values to professional goals and community commitments. Transfer students must take one course per year of residency or full-time equivalent at Andrews University or another Seventh-day Adventist college or university.

PROFESSIONAL DEGREE GENERAL EDUCATION REQUIREMENT ADJUSTMENTS

Requirements may vary slightly for professional degrees. The General Education tables summarize these adjustments.

TABLE 1**GENERAL EDUCATION: B.A. AND B.S. DEGREES**

<u>SEMESTER CREDITS</u>	
RELIGION	12
REL1100 God and Human Life and Choose 9 credits from the following:	3
REL210 Jesus in His Time & Ours	3
REL250 Personal Spirituality & Faith	3
REL340 Religion and Ethics in Mod. Soc.	3
REL400 Senior Seminar: Area	3
REL225 Doctrines of Adv. Faith	3
LANGUAGE/COMMUNICATION	8-12
ENGL115 English Composition I	3
ENGL215 English Composition II	3
COMM104 Communication Skills Intermediate Language (For BA only)	2 4
ARTS/HUMANITIES	11
HIST117 Civ. and Ideas I	2
HIST118 Civ. and Ideas II	3
IDSC211 Creativity and the Arts and Choose 3 credits from the following:	3
ARTH220 Language of Art	3
ENGL255 Studies in Literature	3
PHIL224 Intro. to Philosophy	3
MUHL214 Enjoyment of Music	3
PHOTO210 History of Photography or 3 credits of Studio Art/Ensemble Music	3 3
NATURAL/PHYSICAL SCIENCES	9
Non-science majors take the following:	
IDSC321 Scientific Inquiry I	3
IDSC322 Scientific Inquiry II	3
And one of the following:	
PHYS110 Astronomy	3
BIOL208 Principles of Environmental Science	4
BIOL330 History of Earth and Life	3
PHYS405 Acoustics of Music/Hearing	3
CHEM110 Intro. to Inorganic/Org. Chem.	4
Science majors and majors requiring science cognates take minimum of 9 credits of science lab courses from two areas of science.	

MATH	3
MATH165 College Algebra	3
COMPUTER TOOLS	0-3
Take competency exam; credits taken from INFS110 Computer Tools as needed.	
SOCIAL SCIENCES	6
Take one foundation course from the following:	
ANTH124 Intro. to Anthropology	3
ECON225 Macroeconomics	3
GEOG110 Survey of Geography	3
PLSC104 American Government	3
PSYC101 Introduction to Psychology	3
SOC119 Principles of Sociology and Take one of the following:	3
BHSC220 Contemporary Social Issues	3
BHSC235 Culture, Place and Interdependence	3
IDSC237 The Individual, State, & Marketplace	3
PE/WELLNESS	3
HLED130 Essentials of Wellness and Two activity courses (each .5 credits)	2 1
SERVICE	2+
BHSC100 Philosophy of Service and Fieldwork ("S" designated major course or service plan or two credits of fieldwork)	2 0-2
BREADTH	0
No longer required	
BS TOTAL	54-57+
BA TOTAL	58-61+

TABLE 2**GENERAL EDUCATION: A.A. AND A.S. DEGREES IN THE COLLEGE OF ARTS AND SCIENCES**

SEMESTER CREDITS		SOCIAL SCIENCES	3
RELIGION	6	Choose one of the following foundation courses:	
REL100 God and Human Life and One of the following:	3	ANTH124 Intro. to Anthropology	3
REL210 Jesus in His Time and Ours	3	ECON225 Macroeconomics	3
REL250 Personal Spirituality & Faith	3	GEOG110 Survey of Geography	3
LANGUAGE/COMMUNICATION	8	PLSC104 American Government	3
ENGL115 English Composition	3	PSYC101 Introduction to Psychology	3
ENGL215 English Composition II	3	SOCI119 Principles of Sociology	3
COMM104 Communication Skills	2	PE/WELLNESS	2
ARTS/HUMANITIES	3	HLED110 Essentials of Wellness	2
HIST118 Civ. and Ideas II or IDSC211 Creativity and the Arts	3	SERVICE	2
NATURAL/PHYSICAL SCIENCES	3	BHSC100 Philosophy of Service	2
Choose one of the following:		BREADTH	0
BIOL111 Anatomy and Phys. I	4	No longer required	
BIOL165 Found. of Biology	5	AA TOTAL	30-33
BIOL260 General Microbiology	4	AS TOTAL	30-33
CHEM110 Intro. to Inorg./Org. Chemistry	4		
CHEM131 General Chemistry	4		
PHYS110 Astronomy	3		
PHYS131 Applied Physics	3		
PHYS141 General Physics	4		
PHYS241 Physics for Scientists/Engs.	4		
MATH	3		
MATH165 College Algebra	3		
COMPUTER TOOLS	0-3		
Take competency exam; credits taken from INFS110 Computer Tools as needed.			

TABLE 3

GENERAL EDUCATION PROFESSIONAL DEGREE REQUIREMENTS

<u>BACHELOR OF ARCHITECTURE</u>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	5	Take HIST117, 118
Natural/Physical Sciences	3	Take PHYS131
Math	4	Take MATH168
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	3	Take ARCH370
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	40-43+	
<u>BACHELOR OF BUSINESS ADMINISTRATION</u>		
Religion	12	Take RELT100, either RELT340 or 390, and choose two courses from RELB210, RELT250 or RELP400.
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	6	Take HIST118 and one course from ENGL255, MUHL214, ARTH220, PHIL224
Natural/Physical Sciences	6	Take IDSC321, 322
Math	3	Same as B.S. requirements
Computer Tools	Major	See major
Social Sciences	6	Take PSYC101 and SOCI119
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	46+	
<u>BACHELOR OF FINE ARTS</u>		Same as B.S. requirements
<u>BACHELOR OF MUSIC</u>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	8	Take HIST117, 118 and IDSC211
Natural/Physical Sciences	3	Take one course from PHYS110, 405, BIOL208 or 330
Math	3	Same as B.S. requirements
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	3	Take foundation course or interdisciplinary course
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	42-	
45+		

<u>BACHELOR OF SCIENCE: ANATOMY AND PHYSIOLOGY (PHYSICAL THERAPY)</u>		
Religion	10.5	See major: In first two years, take RELT100, one course from RELB210, RELT340 or RELT250; in last two years take RELG360 Topics: World Religions and RELG360
Language/Communication	8	Topics: Witnessing in a Medical Context
Arts/Humanities	5	Same as B.S. requirements Choose one Fine Arts course from IDSC211, PHTO210, MUHL214, ARTH220; or 2 semesters of Music Ensemble
Natural/Physical Sciences	36.5	Choose one Humanities course from HIST117, 118, 204, 205, ENGL255, PHIL224, Second Language
Math	3	See major
Computer Tools	0-3	STAT285
Social Sciences	8	Same as B.S. requirements Take PSYC101, EDPC301, and one course from BHSC220, 235, IDSC237, SOCI119, GEOG110, ANTH124, 200, PLSC104, or ECON225.
PE/Wellness	2	
Service	0	Take HLED130 or all activity courses (.5 credits each)
Total	73-76	See major
<u>BACHELOR OF SCIENCE IN CLINICAL LABORATORY SCIENCE</u>		
Religion	12	Same as B.S. requirements (one per year for transfer students)
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	3	Choose with adviser from B.S. list
Natural/Physical Sciences	Major	See major
Math	3	STAT285 or suitable equivalent
Social Sciences	3	Choose with adviser from B.S. list
PE/Wellness	2	Take HLED130
Service	Major	See major
Directed Electives	6	Choose with adviser
Total	37	
<u>BACHELOR OF SCIENCE: DIETETICS</u>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	11	Same as B.S. requirements
Natural/Physical Sciences	Major	See major
Math	3	Same as B.S. requirements
Social Sciences	9	Take PSYC101, ECON225, and either BHSC220 or 235
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	48+	

<p><u>BACHELOR OF SCIENCE/ BACHELOR OF ARTS: ELEMENTARY EDUCATION</u></p>		
Religion	14	Take RELT100, 208, 225, RELB210, RELP400 (Seminar: Education)
Language/Communication	8	Same as B.S. requirements
Intermediate Language (BA only)	(4)	Only needed for B.A. degree
Arts/Humanities	12	Take HIST205, 230, ENGL407, EDTE410, IDSC211
Natural/Physical Sciences	9	Select credits from BIOL111, 112, 113, 165, 166, 208, 330, CHEM110, 131, 132, PHYS115, 110, 131, 132, 141, 142, IDSC321, 322
Math	3	Take STAT285
Computer Tools	2-5	Competency exam for Computer Tools plus EDTE476
Social Sciences	10	Take GEOG110, PLSC104, EDPC302, EDTE328
PE/Wellness	3	Same as B.S. requirements
Service	2+	Take EDTE215
Total	63-70+	
<p><u>BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY</u></p>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Take ENGL115, 220, and COMM104
Arts/Humanities	3	Take HIST118 or IDSC211
Natural Sciences	12	Take CHEM131 and PHYS141, 142
Math	13	Take MATH168, 182, 215, and STAT340 or 285
Computer Tools	3	Take CPTR125
Social Sciences	3	Take one foundation course from B.S. list
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	59+	
<p><u>BACHELOR OF SCIENCE: HEALTH ADMINISTRATION</u></p>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	11	Same as B.S. requirements
Natural/Physical Sciences	Major	See major
Math	3	Same as B.S. requirements
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	6	Same as B.S. requirements
PE/Wellness	3	Same as B.S. requirements
Service	2+	Same as B.S. requirements
Total	37-40+	
<p><u>BACHELOR OF SCIENCE: NURSING</u></p>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	11	Same as B.S. requirements
Natural/Physical Sciences	Major	See major
Math	3	Same as B.S. requirements
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	6	Take PSYC101 and one interdisciplinary course
PE/Wellness	1	Take two activity courses
Service	2+	Same as B.S. requirements
Total	43-46+	

<u>BACHELOR OF SOCIAL WORK</u>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	11	Same as B.S. requirements
Natural/Physical Sciences	9	Same as B.S. requirements
Math	3	BHSC 230 <i>Research Methods I: Statistics for the Behavioral Sciences</i>
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	6	Take one foundation course and IDSC237
PE/Wellness	3	Same as B.S. requirements
Service	0	Fieldwork required for major; omit BHSC100
Total	52-55	
<u>BACHELOR OF TECHNOLOGY</u>		
Religion	12	Same as B.S. requirements
Language/Communication	8	Take ENGL115, 220 and COMM104
Arts/Humanities	3	Take 3 credits from B.S. list
Natural/Physical Sciences	6	Take IDSC321, 322
Math	3	Same as B.S. requirements
Computer Tools	0-3	Same as B.S. requirements
Social Sciences	3	Take one foundation course from B.S. list
PE/Wellness	2	Take HLED130
Service	2+	Same as B.S. requirements
Total	39-42+	
<u>ASSOCIATE OF SCIENCE (SCHOOL OF BUSINESS)</u>		
Religion	6	Take RELT100 and either RELB210 or RELT250
Language/Communication	8	Same as B.S. requirements
Arts/Humanities	6	Take HIST118 and one course from ENGL255, MUHL214, ARTH220, or PHIL224
Natural/Physical Sciences/Math	3	Take MATH165
Computer Tools	Major	See major
Social Sciences	3	Take PSYC101
PE/Wellness	2	Take HLED130
Service	2	Take BHSC100
Total	30	
<u>ASSOCIATE OF TECHNOLOGY</u>		
Religion	6	Take RELT100 and one course from RELB210, RELT225, 250
Language/Communication	5	Take ENGL115 and COMM104
Arts/Humanities/Social Sciences	3	Choose with adviser one course from B.S. list
Natural/Physical Sciences/Math	0-3	Satisfactory Math Placement Score or MATH106
Computer Tools	0-3	Same as B.S. requirements
PE/Wellness	2	Take HLED130
Service	0	Not required
Total	16-22	

Distance Education

Nethery Hall, Room 103
1-800-471-6210
(616) 471-6200
AU-HSI@andrews.edu
<http://www.andrews.edu/AUHSI>

Susan P. Zork, *Coordinator*

Andrews University offers distance education on two levels. Undergraduate courses and degrees are offered in partnership with Home Study International (HSI) and its delivery system.

Graduate courses are offered by the College of Arts and Sciences Nursing Department, the School of Education, and the Seventh-Day Adventist Theological Seminary. For graduate level courses and programs please see their respective sections for further descriptions.

HSI is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC), which in turn is recognized by the U.S. Department of Education and the Commission on Recognition of Post-Secondary Accreditation (CORPA).

College courses completed through this partnership earn Andrews University credits. All course materials and teachers are approved by Andrews University, which also issues all transcripts and grade reports. Students receive an Andrews University diploma when they graduate from the program.

ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 20.

An admission packet may be obtained from the HSI Office, Andrews University. The packet outlines all information and requirements necessary for seeking admission to Andrews. The student is responsible for providing all requested information, transcripts, and any other pertinent data needed to complete the process.

- Admission requirements include
- \$30 application fee (non-refundable)
 - Completed application form
 - Final official secondary-school transcript
 - Official transcripts from all accredited degree-granting colleges and universities attended
 - A statement (maximum of a page) explaining why distance education is desirable.

The above items must be submitted together. Incomplete submissions are not processed.

When requesting official transcripts from other institutions, request that the transcripts be mailed to YOU with a school seal across the closure of the envelope. DO NOT OPEN the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the requested items to the following address:

HSI Office, Nethery Hall
Andrews University
Berrien Springs, MI 49104-0070

Pre-evaluation of Transcripts. Students can make a relatively accurate estimate of how their previous course work applies toward an AU degree by noting the General Education and degree requirements listed in this bulletin. A "check-sheet" listing all requirements is

obtainable from the HSI office. Unofficial advice in this process may be given via telephone or e-mail.

Students who wish an official pre-evaluation of their transcripts may do so by sending

- a written request to the HSI Office, Andrews University
- official (sealed) transcript(s)
- a non-refundable \$ 50.00 fee

Prospective students may use the Prior Learning Assessment (PLA) process to determine if experiences they have had in employment or other life situations might translate to course or degree requirements. See the PLA section, p. 22 of this bulletin under Special Learning Experiences, for further information.

REGISTRATION

To register for a distance education course, students should first obtain an *Andrews University Distance Education Catalog* from the HSI Office. This lists course offerings, tuition rates, fees, payment information, procedural information, and actual enrollment forms. The catalog may be requested from the HSI Office at Andrews University (1-800-471-6210), or the General Offices of Home Study International at 301-680-6590.

On-campus students seeking to enroll in an Andrews University distance education course must obtain enrollment forms from the HSI office. These enrollment forms require an adviser's signature. Students majoring in education must clear courses through the Teacher Certification Office to ensure acceptability for degree requirements.

ACADEMIC PROGRAM

Available courses. A number of college-level courses are now available as listed below. Course descriptions are found in the appropriate departmental sections. Distance education courses are offered in semester credits, but transcripts record the equivalents in semester credits.

Department of Behavioral Sciences: p. 72
BHSC220, 235, GEOG260, PSYC101, 252, 315, 364, 434, 469, 495, SOCI119, 425, 488
Communication Department: p. 85
COMM104

English Department: p. 87
ENGL115, 270, 378, 464

Department of History and Political Science: p. 93
HIST117, 118, 204, 205, 316, 317, 404, PLSC104

Mathematics Department: p. 102
Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.

MATH165, STAT285
Music Department: p. 104
MUHL214

Nutrition Department: p. 113
FDNT230

Physics Department: p. 126
PHYS110

Department of Religion and Biblical Languages: p. 128
BIBL204, 205, 304, 305, RELB210, 304, 305, 335, 374, 375, RELG360, RELH316, 317, RELP441, RELT100, 225, 235, 290, 308, 320, 340

For additional available courses, contact the HSI Office.

Degrees by Distance Education. Three degrees are available through the Andrews-HSI

partnership:

- General Studies (AA)
- General Studies (BA and BS)
- Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences, p. 92, or the Department of Religion and Biblical Languages section p. 128 of this bulletin.

OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by exam, repeat courses, issuance of transcripts, and graduation apply to study by distance education. They are described elsewhere in this bulletin.

Submission of Lessons. Students are urged to plan their study so they submit lessons on a regular basis, e.g., once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As lessons are completed, students should submit them to HSI. Students are advised to make duplicate copies of lessons to protect themselves in the event lessons are lost in transit. The Distance Education Program is not responsible for lessons lost in the mail.

Proctored Examinations. Most courses include at least two examinations. A student may take the examinations under the supervision of a dean or registrar in a college or under the supervision of a school principal or a responsible official of the town where the student resides. Students in the armed forces may take their examinations under the supervision of the education officer. Examinations may also be taken at the Counseling and Testing Center at Andrews University or at Home Study International. The student may make the necessary arrangements and then send the name, academic title, and address of the examination proctor to HSI using the form provided with the study materials. *HSI has the right to reject a proctor.*

Library Access. Distance education students receive course mailings which include syllabi, text, and/or other materials necessary to meet the primary objectives for each course. For research assignments, students may access the resources and services of the James White Library via the APO system, fax, and the Internet.

Students with Internet or Web access may obtain an Andrews University computer account which allows free access to the library's electronic databases including Encyclopedia Britannica Online and the full text of millions of periodical articles. Reference service is available via mail, telephone, fax, and e-mail. Below are instructions for accessing James White Library.

Phone: (616) 471-3283
FAX: (616) 471-6166
E-mail: jwl@andrews.edu
Telnet: <telnet:library.libr.andrews.edu>
Internet: <http://www.andrews.edu/library>

FINANCIAL INFORMATION

Distance education tuition costs: \$170 per credit, unless the student is on-campus and receiving an Andrews University financial-aid package. Under those conditions, regular, on-campus tuition rates apply.

Prior Learning Assessment tuition fee: One-third of regular Andrews tuition rate after the first 2 credits

Pre-evaluation transcript fee, non-refundable: \$50.

Math Placement Exam: \$75.

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. Non-resident students normally pay tuition directly to Home Study International.

Financial Aid for Distance Education. To be considered for financial aid, a student must have regular or provisional status as a student at Andrews University. Permission to Take Courses (PTC) enrollment is not recognized for aid purposes. The student must be enrolled in a program of study leading toward a degree and be registered for a minimum of one-half of a full class load: 6-8 credits. In addition, the student must demonstrate financial need. See specific information on application for financial aid in the Financial Information section, p. 42. A financial-aid packet with all necessary materials to apply for financial aid is available on request from the HSI office at Andrews University.

Students enrolled in courses on the Andrews University campus who wish to have a distance-learning course included in their financial-aid package are eligible for university aid as well as for state and federal funds. They must pay the usual Andrews University tuition rate in order for financial aid to apply toward distance-education courses.

All students approved for financial aid must be registered for the course within the usual registration periods and must complete the courses within the time periods designated by the Andrews University academic calendar and regulated by Home Study International. Contact the Home Study office for calendar information.

The John Nevins Andrews Honors Program

Nethery Hall, Main Floor
(616) 471-3297
honors@andrews.edu
russell@andrews.edu
<http://www.andrews.edu/>

Malcolm B. Russell, *Director*

In 1966 Andrews University determined to offer undergraduate students greater opportunities for intellectual, spiritual, and social development. To reach this goal, it created the honors program to foster an atmosphere that is both intellectually challenging and distinctively Christian.

To help qualified students develop their talents by working closely with faculty, the honors program offers distinctive sections of required courses, specially designed honors topics, and independent research leading to the senior honors thesis. The honors program also strives to maintain its traditions of an interdisciplinary focus and participation in regional and national honors conventions. Successful completion of the honors program results in the distinction of graduation as a John Nevins Andrews Honors Scholar.

SOCIETY OF ANDREWS SCHOLARS

Students in the honors program form a society led by elected officers and dedicated to spiritual, social, and intellectual activities outside the classroom. The society's logo depicts hands sheltering the flame of truth, symbolizing the search for truth by students and faculty together. *Excellence, Commitment, and Service* is the society's motto.

ADMISSION

Each summer the honors program admits a limited number of prospective freshmen whose interests and achievements—portrayed in part by the application essay—suggest they will benefit from participation in the program.

Students who are invited to participate in the honors program typically have the following qualifications:

- A minimum overall GPA of 3.50 on all secondary credits.
- A minimum score of 80th percentile on the ACT or SAT.

A letter of recommendation from a previous teacher or guidance counselor is also required.

During the academic year, currently enrolled students and transfer students who desire to participate in the program may also apply for membership in the Society of Andrews Scholars. Successful applicants demonstrate an interest in Honors and possess at least a B+ average on all college courses. Application forms are available in the Honors Office, and the fee charged at the time of application is used exclusively for student activities by the Society of Andrews Scholars.

PROGRESS IN HONORS

The honors program offers a number of courses that satisfy General Education requirements for graduation as well as elective and research courses. Scholars are expected to take at least four scheduled honors courses by the end of the sophomore year. Upper division students lacking sufficient honors credits must submit and follow an acceptable proposal to enroll in honors courses. A GPA of 3.33, calculated each summer, is required for continuation in the program.

NATIONAL HONORS SOCIETIES

The honors program works with the university's seventeen departmental national honor societies to coordinate information and enhance their activities. It also works closely with the prestigious interdisciplinary national honor society Phi Kappa Phi which inducts about 30 junior and senior Andrews scholars each year who meet the rigorous requirements. See Appendix on p. 248.

GRADUATION AS A JOHN NEVINS ANDREWS HONORS SCHOLAR

At graduation, the university confers the distinctive title John Nevins Andrews Honors Scholar on students recommended by the Honors Council who

- Display outstanding scholarship and achieve a minimum overall college and honors GPA of 3.50
- Earn a minimum of 16 honors credits
- Participate in creative or research activities culminating in a Senior Honors Thesis and Interdisciplinary Honors Seminar presentation.

Graduates who have maintained membership in the honors program but did not complete these three requirements are also noted in the graduation program.

GRADUATION DISTINCTIONS

Designations are conferred at graduation on

students who, one semester before graduation, have completed at least 45 credits at Andrews University with the following overall GPAs:

3.500–3.749	Cum Laude
3.750–3.899	Magna Cum Laude
3.900–4.000	Summa Cum Laude

HONORS AUDITS

To enhance Scholars' opportunities to learn for the sake of learning, an Andrews Scholar enrolled full time (a minimum of 12 regular credits) may attend one course free each semester, registering as an Honors Audit (HN), which is indicated on the transcript. Though no credit is earned, an Honors Audit provides a significant opportunity to broaden one's knowledge at no cost even if it forms an overload. Registration for an Honors Audit (HN) should take place during regular registration, and in no case later than the regular drop/add date. Attendance and other regulations for an audit apply.

SCHEDULING HONORS COURSES

Because honors courses often meet General Education requirements, students typically take most of their courses in the first two years. Some honors courses are designated sections (H-50) of regular courses; others are designed exclusively to meet the needs and interests of honors students. Because the availability of specific courses varies from year to year, the honors program publishes an annual schedule of honors courses.

Students who plan to graduate as John Nevins Andrews Scholars typically earn 16-20 semester credits in honors courses during the freshman and sophomore years. As juniors, they enroll in Honors Writing Seminar (ENGL306) and begin research for the Senior Honors Thesis (HONS497; minimum 2 credits required). In the senior year the thesis is presented to the Interdisciplinary Honors Seminar (HONS498).

To meet student interests, the honors program also offers courses designated HONS180 and HONS380, as well as HONS290, 490 Independent Readings (in any department) and HONS295, 495 Independent Study (in any department). These courses require approval of a faculty member willing to work with the student in designing a program of study.

Courses

(Credits)

See inside front cover for symbol code.

HONS180, 380 (1-4) *Topics in _____*

Disciplinary and interdisciplinary topics selected for their interest and importance. Typically the course revolves around reading, discussion, and individual projects. Repeatable as topics vary.

HONS290, 490 (1-9) *Independent Readings [in any department]*

Independent readings under the guidance of an instructor. The student selects appropriate readings and reacts through discussion, critical review(s), or bibliographic essays. Requires a minimum of 30 hours of study per credit. Repeatable to 9 credits.

HONS295, 495 (1-9) *Independent Study [in any department]*

Research on a topic agreed upon between student and professor. Implies 30 hours of work per credit. Repeatable to 9 credits.

HONS497**Senior Honors Research**

Independent research or creative work to produce the Honors Thesis, typically supervised by a professor within the student's major field. The thesis is filed in the James White Library to facilitate wider academic access. An approved thesis requires 2-6 credits.

(1-6)

HONS498**Interdisciplinary Honors Seminar**

Presentation of the Honors Thesis to an interdisciplinary audience; requires previous thesis approval by the Honors Council. Grades assigned according to both research and communication.

(1)

GRADUATE PROGRAMS

Admission

The graduate programs at Andrews University are characterized by academic quality, attention to research, close individual student/professor interaction, and an emphasis on the spiritual dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

HOW TO APPLY**Request Application Materials**

Telephone: 800-253-2874 toll free

Web site: <http://www.andrews.edu>

Postal Address:

Graduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0620

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, and/or university housing, students should file their applications 6-12 months before their anticipated date of enrollment.

Follow These Procedures. The Graduate Admissions Office will send an application packet which contains the items mentioned in the instructions below. Students must:

- Fill out the *Application for Graduate Admission* form and return it with the \$40 application fee.
- Prepare a 500-word Statement of Purpose explaining their desire to pursue a graduate degree at Andrews University.
- Complete the information requested on the *Professional Experience* form. Applicants for the MS: Nursing program need to submit a copy of their current nursing license.
- Request professionals who know them well, such as advisers, major professors, an administrative officer of current employing organizations, etc., to complete *Graduate Evaluation* forms and submit them directly to Andrews University. Respondents should not be relatives of the applicant. Most programs require two recommendations, but students applying for doctoral, EdS, MSA in International Development, and all seminary programs are required to submit three recommendations. Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.
- Request an official transcript of credit from the registrar(s) of the school(s) where undergraduate and/or graduate courses were taken. Official transcripts of all previous post-secondary academic work must be sent directly to the Andrews University Graduate Admissions Office. All transcripts must be mailed by the school or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap.
- Arrange to have *Graduate Record Examination (GRE)* or *Graduate Management Aptitude Test (GMAT)* scores sent directly to Andrews University. Seminary

professional-degree applicants are not required to take these exams unless requested to do so; all other applicants see below.

GENERAL ADMISSION REQUIREMENTS

Required Examinations. Applicants for all graduate programs except the professional degree programs in the Theological Seminary must take either the GRE General Test or the GMAT.

Exams are to be taken no more than five years before the date of admission. Official transcripts of test results must be on file in the Graduate Admissions Office before applicants are accepted on regular status. Some programs, including all doctoral, all counseling, and nursing, require GRE scores prior to admission.

The examination for each degree is listed below:

GRE—AMPT, MA, MAT, MMus, MPT, MS, MSA: Community and International Development, MSW MSCLS, MSPT, MTh, EdS, EdD, PhD, ThD, and as requested for Seminary professional degrees

GMAT—MBA

GRE or GMAT—MSA: Engineering Management, MSA: Church Administration

The *GRE* subject exams can be taken at colleges or universities in the United States (U.S.) or at appointed *GRE* test centers in countries outside the U.S. The *GMAT* and general *GRE*, as well as *TOEFL* exams are available five days a week at certain Sylvan Learning Centers in the U.S. and at other international sites. The closest Sylvan Learning Center to give the *GRE*, *GMAT*, and *TOEFL* exams is located in Mishawaka, Indiana. Their telephone number is 219-254-1055.

A student unable to take the required exam before admission can be accepted only on a provisional basis. To have enrollment status changed from provisional to regular, the student should take the exam at the first opportunity after enrollment.

Required Medical Records. Andrews University requires that all first-time students must supply certain medical before registration can be completed. For full details, see p. 20.

Required English Proficiency. English is the language of instruction for most programs on the Michigan campus or at other United States or Canadian sites. Students whose first language is not English and who apply for admission to a graduate program at any of these sites must give proof of proficiency in English before they can officially register for classes. Proficiency is demonstrated by meeting one of the following criteria:

- All education from at least the ninth grade through the twelfth grade or equivalent in a country where English is the spoken language and the medium of instruction.
- Four years in and graduation from an undergraduate program in a college or university in a country where English is the spoken language and medium of instruction.
- Completion of a graduate program from a college or university in a country where English is the spoken language and medium of instruction.
- A score of 550* or higher on the written *TOEFL* or a score of 213* or higher on the computer-based *TOEFL—Test of English as a Foreign Language*.
- A score of 80* or higher on the *MELAB*—

Michigan English Language Assessment Battery.

- Completion of the Andrews University English Language Institute course *Advanced Level* (ENSL115, 116) with a grade of B or above in all classes, and an exit exam.
* *Some programs require higher scores.*

ADMISSION TO GRADUATE PROGRAMS

Although graduate students register for course work in one of the colleges/schools of the university, the School of Graduate Studies, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty monitors decisions regarding admission, academic progress, and eligibility for graduation of students in most programs. Departments and programs may have additional requirements for admission. Consult the relevant portions of this bulletin for such requirements.

THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES

Master of Arts in Pastoral Ministry
Master of Arts in Youth Ministry
Master of Divinity
Doctor of Ministry

Professional degrees in the Theological Seminary are not under the supervision of the School of Graduate Studies. See the Theological Seminary section of this bulletin for academic standards for these degrees.

SCHOOL OF GRADUATE STUDIES MASTER'S DEGREE PROGRAMS

AMPT, MA, MAT, MBA, MMus, MPT, MS, MSA, MSCLS, MSPT, MSW, MTh

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies and listed above, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 33.

- Hold a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent from a comparable institution outside the U.S.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in breadth of general education, assessed by the respective schools and departments which designate certain prerequisites and achievement standards in the applicant's undergraduate subject-matter preparation. See specific school and departmental requirements.
- Indicate ability to handle master's-level work in the language of instruction. See Required English Proficiency standards on p. 33.
- Show evidence of ability to pursue advanced study as listed below. Some specific programs require a higher GPA for admission—see department/program requirements in other sections of this bulletin.

Minimum GPA Requirements for

Admission. Satisfy one of the criteria below:

- 2.60 cumulative undergraduate GPA.
- 2.75 GPA on last 50% of undergraduate courses.
- 3.50 graduate GPA on at least 12 credits earned in courses graded A–F.
- Previous master's degree.

ADVANCED DEGREES IN THE SCHOOL OF EDUCATION AND THE THEOLOGICAL SEMINARY

Educational Specialist (EdS)
Doctor of Education (EdD)
Doctor of Philosophy (PhD)
Doctor of Theology (ThD)

To qualify for regular admission to a specialist or doctoral program, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 33.

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from an accredited American university or college, or its equivalent from a comparable institution outside the U.S.
- Show evidence of superior scholarship in undergraduate- or graduate-level work with a minimum of 18 credits. This normally is demonstrated by a cumulative GPA of no less than 3.50 for doctoral or 3.20 for specialist.
- Provide evidence of adequate preparation in the proposed field of graduate study and in breadth of general education, assessed by the respective schools and departments which designate certain prerequisites and achievement standards in the applicant's subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See Required English Proficiency standards on p. 33.

ADMISSION/ENROLLMENT CATEGORIES

Students are admitted and enrolled under one of the following categories:

Regular Status. Students are admitted on a regular basis who meet

- General admission requirements
- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

Provisional Status. Students who fail to meet one or more of the requirements for regular admission may be admitted on a provisional basis. However, in the judgment of the appropriate department chair, program director, dean, or graduate program coordinator, they must have the ability to successfully undertake the proposed program. At the time of provisional admission, the nature of the deficiency and the plan and deadline for its removal is specified. The deadline for completion of this plan to meet all the regular status requirements is no later than the completion of 50% of the total graduate program requirements for master's programs and 16 credits for EdS and doctoral programs. Students failing to meet these specifications are dropped from the program to which they were provisionally admitted.

Students enrolled on provisional status may not

- register for thesis or independent study,
- request advancement to degree candidacy,
- take comprehensive examinations.

Permission to Take Classes (PTC). PTC is a temporary enrollment designation, not an admission category. The PTC status is especially designed to facilitate the enrollment of qualified students in special classes including workshops and guest students from other universities. Permission to take classes status is for

- Applicants who have no intention of earning a graduate degree from Andrews University.
- Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students.
- Students who have applied for admission to a graduate program but for some reason, the application has not yet been completely processed. In such cases, PTC status is available for one semester only.

Enrollment on a PTC basis does not guarantee or imply future admission to a degree program. Normally, transcripts are not required for PTC enrollment, but on occasion for specific reasons, they may be required. PTC enrollment must be requested at registration each semester that the student wishes to enroll in a course on this basis. Courses taken on a PTC basis generally do not count toward a graduate degree. However, a maximum of 12 credits (15 in some Theological Seminary programs) may be applied by petition after the student has applied for and been accepted into a graduate-degree program. The petition should be filed within the first semester that the student is enrolled in the graduate program. Petitions are evaluated on an individual basis and are not automatically approved. Dual enrollment status is not available to students admitted with the PTC designation.

ADMISSION NOTIFICATION

If a student is pursuing a degree, when the department and school reach a decision, they inform the student in writing of the status of his/her acceptance: regular, provisional, PTC, or denial.

INTERNATIONAL STUDENT ADMISSION Special Admission Requirements.

Before international students can be admitted, they must satisfy the university regarding the following items:

- The equivalency of their previous education to an American baccalaureate degree. To facilitate a fair evaluation of their previous education, prospective students must send a transcript or transcripts of all education completed. If the transcript(s) is/are not in English, a certified translation, not interpretation, may be required to accompany the original document(s).
- Their financial ability to undertake the proposed course of study. An advance deposit and housing deposit are required of all international students. They are also required to present a satisfactory budget for financing their studies and living costs. See Financial Information in this bulletin.

Only after the above provisions have been met will an *I-20 Form* be issued to enable a student to obtain the necessary entry visa to the U.S.

- Their proficiency in using English as the language of instruction. See Required English Proficiency standards on p. 33.

Students who do not meet the English-language proficiency requirements may be given provisional acceptance while they enroll in the Andrews University English Language Institute (AU-ELI).

AU-ELI offers courses for those who need preparatory work. The student's academic program is formulated on the basis of MELAB or TOEFL, and placement test results, and the student's course load is adjusted accordingly.

Some students may be required to take English language studies full time for the first and/or second semester(s) in residence until English language skills are at an acceptable level. Because students will incur additional expenses by having to take remedial English, they are encouraged, wherever possible, to obtain an acceptable proficiency in English before enrolling at Andrews University.

The MELAB is offered at Andrews University five times per year. Check with the Counseling and Testing Center for exact dates and registration applications. The Institutional TOEFL is offered three times per year.

Full-time Status. For international graduate students to retain their status as full-time students as required by the United States Immigration and Naturalization Service (INS), they must enroll for a minimum of 8 credits each semester while in the U.S. They may also work on a part-time basis only if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students, see full-time status, p. 176.

DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees simultaneously.

Graduate/Undergraduate Dual Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on regular or provisional status in a graduate program at Andrews University
- Normally take no more than 16 credits combined graduate and undergraduate each semester.

The limitations on the undergraduate credits taken are the following:

- Credits earned toward the additional baccalaureate degree may not be used also to count towards the total necessary for completion of the graduate program
- The GPA on undergraduate credit does not count toward the graduate GPA.

Graduate/Graduate Dual Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on a regular or provisional basis into the two graduate programs in which enrollment is desired
- Submit a planned program for completion of the two graduate programs to advisers from both programs for their approval. The advisers must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the dual enrollment status on a provisional basis only. When the planned program has been approved, the advisers communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate

Studies, who will clear the student for regular admission into the two programs. Advisers from both programs continue to approve course work on a semester to semester basis as the student continues on dual enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

- The student must satisfy the GPA requirements and program expectations of both programs.
- The usual regulations and limits with respect to transfer credit apply when taking two degrees concurrently. Students taking more than one master's degree concurrently may not use more than 20% of the credits from one degree program to apply to another degree program, unless appropriate approvals are obtained for an exception. Students enrolled for two degrees at different levels—for example, the EdS and the PhD—must meet the minimum requirements for total credits taken from Andrews University for each degree.
- The same provisions for normal course loads at the graduate level apply as for all graduate programs.
- If the two degrees are at the same level (i.e., each is a master's degree), the two courses of study cannot be within the same major field.

SPECIAL TYPES OF ADMISSION

Admission for Returning Students. Students returning after an absence of one semester or more, including the summer semester, must notify the Graduate Admissions Office of their intention to return. Students who arrive on campus without having notified the Graduate Admissions Office may encounter a delay in their registration. Application materials may be obtained from the Graduate Admissions Office.

Enrollment of Guest Students. Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See *Permission to Take Classes*, p. 34). Application forms for such admission are available at the Graduate Admissions Office.

Admission to a Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet the department requirements for admission to such a degree program and if the proposed course of study is not within the same major field or is not similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See p. 37 on transfer credit.)

Admission—Resident Scholars. Scholars who have attained doctoral status or the equivalent from a recognized university, and other recognized scholars who wish to continue study and research in special fields, may be granted the use of the library facilities as guests of the university upon application to the appropriate dean or graduate program coordinator. Such

privileges are granted upon recommendation of the department in which the work will be done. Formal courses may be attended subject to the permission of the instructor in charge. No official record is made of the work done. If credit is desired, regular enrollment is required.

Readmission of Students After Cancellation.

Students whose previous admission to a graduate-degree program at Andrews University has been canceled because of academic and/or conduct reasons may reapply for admission after a reasonable period of time has elapsed. Under no circumstances are such students readmitted into a graduate program before at least one academic year has elapsed.

The reasons for the cancellation of the student's admission status, a statement of intent, a report of subsequent rehabilitation, and a record of improved scholarship and/or conduct at another institution are all factors that are taken into account when the student reapplies for admission. The decision to approve such a re-application for admission, as well as the status of such a student, is made by a special admissions committee composed of appropriate administrative and faculty representatives.

Academic Information

Graduate education at Andrews University looks beyond the traditional preservation of knowledge and the advancement of disciplines to the integration of learning with Christian faith. The graduate faculty seek to challenge and guide students in their search for knowledge, to motivate them with a keen desire to learn, and to develop both personal resourcefulness and a sense of their own responsibility in the quest for greater competence in their chosen academic discipline.

HELPFUL DOCUMENTS

Several specialized documents are available to assist students in planning their graduate programs of study. The documents include the following:

Manual for Graduate Programs. The *Graduate Programs Manual* contains the voted minimum admission and academic standards policies for all Andrews University graduate programs except the professional ministerial degrees. Copies of the manual are available for student consultation in all departments and schools with graduate programs.

Handbooks for Graduate Students. The *Handbook for Educational Specialist Students* and the *Handbook for Doctoral Students* may be obtained from the School of Education; the *Doctoral Student Handbook* may be obtained from the SDA Theological Seminary. Some master's-degree programs also have handbooks. These handbooks give detailed information about admission requirements, advanced-degree course and research requirements, and comprehensive examinations.

The doctoral handbooks also provide information about approval of the dissertation proposal, dissertation preparation, oral defense of the dissertation, and the general schedule of deadlines for doctoral students as they approach the final stages of their programs in preparation for graduation.

Standards for Written Work. *Andrews University Standards for Written Work* gives detailed instructions about formatting term papers, theses, and dissertations according to standards approved for use at Andrews University. This manual may be purchased at the University Book Store.

ACADEMIC CREDIT AND COURSE LOADS

The course load is expressed in semester credits. A semester credit represents a class with one 50-minute class period or equivalent per week for one semester. Thus, a 4-credit class ordinarily meets four periods (200 minutes) per week and requires additional appropriate time for class preparation.

Course Loads. The normal full-time graduate course load is 8-12 credits per semester (9-16 credits for MDiv students). Loads in excess of a full load require the approval of the adviser and the appropriate dean/graduate program coordinator before completing registration. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer. Students engaged in part-time employment must confer with their advisers and adjust their course loads accordingly.

Credits for Workshops and Independent Study. Normally, master's-degree students may accumulate up to 6 appropriate workshop/tour credits and up to 6 independent study credits toward a degree with a maximum of 9 credits combined. If workshops are taken during the semester breaks, the credits are counted as part of the class load for either the previous or the following semester. Specialist or doctoral students in the School of Education or the SDA Theological Seminary should consult the applicable section in this bulletin or the appropriate specialist or doctoral handbook for information about limits on workshops or independent study.

RESIDENCY REQUIREMENTS

Master's-degree and specialist students maintain residency by enrolling for credit for at least one semester during each academic year. If a student fails to do so, residency is broken. When residency is thus broken, the student must follow the bulletin in force when residency is reestablished. This rule does not affect students who have completed all course work and comprehensive examinations and have only a project or projects, or a thesis left to complete.

All PhD and ThD students must establish doctoral residency by enrolling in full-time doctoral course work at Andrews University three out of any four consecutive semesters. EdD students establish residency by enrolling full time for any three out of nine consecutive semesters.

Students enrolled in the professional ministerial programs of the Theological Seminary or in the School of Education leadership or religious education Track II programs should see the appropriate section of this bulletin for residency requirements and time limitations.

TIME LIMITS ON GRADUATE DEGREES

A student must normally complete the requirements for a master's degree within six calendar years from the beginning of the first semester of class work irrespective of admission classification.

- No course taken earlier than six calendar years

before a student's graduation year may normally be applied to the degree without appropriate updating.

- A petition for a one-year extension of time may be granted by the dean of the School of Graduate Studies upon the recommendation of the student's adviser and the dean/graduate program coordinator of the school/college. Such an extension may be renewed at the discretion of the dean of the School of Graduate Studies.
- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be required to take additional courses.
- Grades from all graduate courses taken at Andrews University, including those more than six years old, and those taken on a PTC basis, are used in computing the final GPA.
- Students in the School of Education, see time limit section, p. 174.

Time Limits on the Specialist Degree. A student must complete the requirements for a specialist degree within six calendar years from the beginning of the first semester of class work irrespective of admission classification.

Time Limits on Doctoral Degrees. All doctoral course work and the comprehensive examinations must be completed within six years from the initial registration after acceptance into the doctoral program. The student must complete the dissertation within a period of five years after passing the comprehensive examinations. However, all requirements must be met within a total of ten years (seven years for Department of Educational and Counseling Psychology). A petition for an extension of time may be granted by the dean/doctoral program director after appropriate committee action, but such an extension may require additional qualifying examinations, additional course work, or both.

During the time of the entire doctoral program, the student is expected to make progress and to keep in contact with the department. If there is a lapse of two years without progress and without approval of the student's adviser, or there is a two-year period without contact with the department, the student is put on inactive status and must apply to be reactivated. Students in the Department of Educational and Counseling Psychology, see p. 176. The student must comply with the bulletin in effect when the reactivation is approved. Course work taken previously may apply by petition, subject to the normal time limits and GPA standards. The cumulative GPA from all courses taken, including any that may not apply to the new program, is used to compute the GPA requirements for satisfactory progress and completion of the degree.

UPDATING COURSES

Updating Master's Degree Courses. Students pursuing a master's degree may update some outdated course work. However, graduate classes in the School of Business and computer courses in the College of Technology may not be updated. Those courses that may be updated are subject to the following policies:

- No more than 25% of the total program credits from courses 6-10 years old may be updated.
- No work over 10 calendar years old,

calculated from the graduation year, may be updated.

- Not all courses between 6 and 10 years old may be updated. Each course must be approved by the department.
- No course work with a grade below a B (3.00) may be updated.
- Outdated work done elsewhere cannot be updated at Andrews University.
- Independent study, workshops, and directed readings cannot be updated.
- The requirements for updating are specified by the department on a course-by-course basis.
- Written evidence of the updating must be approved by the department chair and the appropriate dean or graduate program coordinator.
- Updating a course does not change the grade in the course used in computing the GPA.
- The updating fee is 20% of regular graduate tuition.

ACADEMIC STANDARDS

Students enrolled in graduate programs governed by the School of Graduate Studies should note the following standards of scholarship. Students enrolled in the Theological Seminary professional ministerial programs or in the School of Education EdS, EdD, and PhD programs should see the requirements for their specific programs elsewhere in this bulletin.

Absolute Standards of Scholarship. Candidates for graduate degrees must satisfactorily fulfill the course of study for the degree program they select subject to these standards:

- A minimum GPA of 3.00 (4.00 system) is required in those courses that apply to the degree.
- No course with a grade of D or F (or U) may count toward a graduate degree. Some departments may require a higher satisfactory grade in certain courses.
- If a student receives an unsatisfactory grade as defined above, the course may be repeated *once*. However, both the original grade and the grade in the repeated class are used in computing the GPA.
- Credit by examination is not accepted toward a graduate degree.
- Candidates for a master's degree must pass comprehensive examinations and/or formally defend a master's thesis or an acceptable alternative for a particular program as approved by the Graduate Council. Candidates for specialist and doctoral degrees must pass comprehensive examinations successfully. Doctoral degree candidates must complete and formally defend a dissertation.

Standards for Progression. In addition to the following standards, master's, specialist, and doctoral students should consult the appropriate section of this bulletin and their respective handbook.

- The cumulative GPA must be at least 3.00 calculated using all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the time limits for degrees, and courses taken PTC. Exceptions to this standard must be recommended by the dean/graduate program coordinator and approved by the dean of the School of Graduate Studies.
- A student whose cumulative GPA drops below 3.00 in any given semester is placed on academic probation. Such a student must work with the

adviser to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner, normally the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.

- Students who accumulate more than 4 grades below B- (including U) normally are not allowed to continue. Exceptions must be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
 1. English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work or 25% of his/her course work for doctoral students.
 2. Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work. Doctoral students should take care of background deficiencies before starting on required doctoral course work.
 3. A minimum GPA of 3.00 must be met by the time the student has completed 9 graduate credits.
 4. A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.
- Students on academic probation or provisional status may not
 1. Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
 2. Register for project credit except by permission from the dean/graduate program coordinator of the college/school
 3. Advance to degree candidacy or take comprehensive examinations.

AWARDING DEGREES FOR GRADUATE PROGRAMS

General Minimum Requirements for a Master's Degree (AMPT, MA, MAT, MBA, MMus, MPT, MS, MSA, MSCLS, MSPT, MSW, MTh)

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must satisfactorily fulfill a schedule of studies approved by the student's adviser and the graduate program coordinator or dean of the appropriate school.
 1. The number of credits to be completed depends on the minimum requirements for the degree.
 2. The student's schedule of studies must include at least one-half of the required minimum credits in course work numbered 500 and above except where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.
- The student must submit evidence of

competence in conducting investigation in his/her field of study. Depending on the particular degree program, a student may fulfill this requirement by one of the following:

1. A thesis.
 2. Written reports of one or two research projects.
 3. Research methods or other appropriate course work.
- Where required, and only after a student has been advanced to degree candidacy, he/she must successfully complete general written and/or oral comprehensive examination(s) as prescribed by the student's major department, usually done within the last semester of a student's program.
 - In general, no foreign language is required; but in cases where an individual student's program requires a reading knowledge of a foreign language such as French or German, the student must demonstrate competence in the language, normally by examination, before receiving advancement-to-degree candidacy. The department prescribes the appropriate method of demonstrating competence. A student's adviser or supervising committee informs the student regarding the foreign language required for his/her course of study.

General Minimum Requirements for the Educational Specialist Degree (EdS)

See the School of Education section of this bulletin and the *School of Education Handbook for Educational Specialist Students* for information on degree procedures.

General Minimum Requirements for Doctoral Degrees (EdD, PhD, ThD)

Doctoral programs include a master's degree or equivalent as a prerequisite. The School of Education Leadership and Counseling Psychology programs allow selected students to be admitted with a bachelor's degree.

- Each program shall include post-master's doctoral course work approved by the school and the student's adviser.
 1. A minimum of two years of doctoral study is required.
 2. At least two-thirds of the required doctoral course work must be in courses graded with an A-F grading scheme.
 3. A minimum of 32 credits of the doctoral course work must be taken in residence at Andrews University. A portion of an EdS that is completed elsewhere may apply to this minimum residence requirement as defined by the school.
 4. The minimum number of dissertation credits required is 16.
- Written and/or oral comprehensive examinations are required of all doctoral students, normally after all course work has been completed.
- The doctoral student must demonstrate competence in conducting research in his/her field of study by completing an approved dissertation.

General Minimum Requirements for Theological Seminary Professional Ministerial Degrees. See the respective departmental/program requirements in the Theological Seminary section of this bulletin.

TRANSFER CREDITS

Transferring Master's Degree Credits from Another Graduate School.

Graduate courses taken at another recognized institution less than six calendar years before the expected graduation year may be transferred and applied toward a master's degree at Andrews University subject to the following conditions:

- The grade earned in each course accepted for transfer is at least a B (3.00).
 - The courses are applicable toward a comparable degree at the institution where the credit was earned.
 - The courses meet similar requirements or electives within the master's program at Andrews University.
 - The credits to be transferred do not exceed 20% of the minimum credits required for the master's-degree program.
 - Grades earned in transfer courses are not included in the computation of the GPA.
 - Courses to be taken at another university and transferred to Andrews after a student is enrolled in an Andrews' graduate program must be approved by petition before being taken.
 - Such transfer courses are identified and approved by the dean/graduate program coordinator within the first semester of the student's residence.
 - An official transcript listing transfer courses is on file in the Academic Records Office.
- Seminary professional degree programs have transfer limitations unique to each program. See the appropriate section of this bulletin for details.

Transferring Master's Degree Credits from Another Andrews Program.

Graduate courses taken at Andrews University as part of another completed graduate degree may be transferred subject to the following conditions:

- The grade earned in each course is at least a B (3.00) and the cumulative GPA at Andrews University is at least 3.00.
- The courses meet similar requirements or electives within the new master's program.
- The credits to be transferred do not exceed 20% of the minimum credits required for the new master's program.
- The grades earned in courses transferred from another master's program at Andrews University are included in the computation of the GPA. Both the overall GPA and the GPA of the remaining courses taken for the master's degree must meet the minimum required (3.00) for graduation.
- The credits to be transferred were taken less than six calendar years before the expected graduation year of the master's program.

Seminary professional ministerial degree programs have special transfer limitations. See the appropriate section of this bulletin for details.

Transferring Specialist Degree Credits. See the School of Education section of this bulletin or the *School of Education Handbook for Educational Specialist Students*.

Transferring Doctoral Degree Credits. Post-master's transfer credit, if appropriate to the student's program, may be accepted if (1) the credits were completed within the time limitations as indicated in the appropriate section of this bulletin and (2) the transfer complies with the provisions in the *School of Education Handbook*

for *Doctoral Students*. A petition for transfer of credit is considered only after an official transcript for the course is received.

Exceptions. Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions.

STUDENT SUPERVISORY COMMITTEES

Master's Degree Committees. A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis adviser and normally two other members. Except for an interdisciplinary master's degree for which a committee is appointed prior to initial registration, all other master's-degree student committees are appointed after some course work has been completed and prior to registration for thesis credits. On rare occasions, a student's committee may be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief adviser. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

Doctoral Degree Committees. A doctoral student's supervisory committee consists of no fewer than three members appointed by the appropriate dean and/or doctoral program director. The appointment is made in consultation with the department chair or program director and the student and after appropriate school approval. See the *School of Education Handbook for Doctoral Students* or the *Graduate Programs Manual* for further details.

COMPREHENSIVE EXAMINATIONS

Most master's- and all specialist- and doctoral-degree candidates are required to take prescribed written and/or oral comprehensive examinations as required by the department.

Master's-degree students are not permitted to sit for these examinations until they have been officially advanced to degree candidacy. EdS and doctoral students normally sit for comprehensive examinations after all course work is completed and after applying for degree candidacy. Candidacy is not granted to doctoral students until the comprehensive examinations have been passed.

See the appropriate section of this bulletin and the

School of Education Handbook for Doctoral Students, the *School of Education Handbook for Educational Specialist Students*, or the *Graduate Programs Manual* for details about examinations for master's, specialist, or doctoral students.

ADVANCEMENT TO DEGREE CANDIDACY

Master's Degree. Upon completion of 50% of course work, a student must apply for advancement to degree candidacy. Forms are available at the office of the appropriate dean or graduate program coordinator. The forms should be completed by the student, approved by the adviser and the department chair, and returned to the office of the dean or graduate program coordinator.

- At the time a student files an application for advancement to degree candidacy, he/she must have
 1. Received *regular* admission status
 2. Applied for graduation
 3. Completed all curriculum and English-language deficiencies that may have existed
 4. Demonstrated foreign-language proficiency where required.
- A student who has completed 75% of his/her program is not allowed to register for further course work until the advancement to degree candidacy forms have been filed with the appropriate dean or graduate program coordinator.
- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

Educational Specialist Degree. See the School of Education section of this bulletin and the *School of Education Handbook for Educational Specialist Students* for information on degree procedures.

Doctoral Degree. The *Application for Admission to Doctoral Candidacy* form must be filed at least one month prior to the scheduled date of the comprehensive examination.

Approval for degree candidacy is granted when the student has

- Received regular admission status
- Completed all curriculum and English-language deficiencies that may have existed
- Demonstrated research tool proficiency, including foreign language when required
- Passed all comprehensive examinations
- Completed all other degree requirements except the dissertation.

PROJECTS, THESES, AND DISSERTATIONS

Projects. The student who elects to complete a research project or projects as part of fulfilling the research requirement for the master's degree reports it/them in conformity to the *Andrews University Standards for Written Work*. One copy of each report is submitted to the instructor under whose supervision it was prepared and becomes the property of the department. Completed and signed approval forms for the project(s) must be filed in the Academic Records Office no later than noon on Friday, one week

preceding graduation, unless an earlier time is specified by the department. Some departments require approval of the project(s) prior to writing the comprehensive examinations. If students need time for project preparation beyond the semester(s) when regular project credits are accumulated, they may register for project continuation. Project continuation is a non-credit enrollment status that requires a small fee for each semester of registration.

Master's Thesis. To fulfill the thesis option for the master's degree, a student is required to write a thesis and successfully defend it in an oral examination at an officially designated time and place.

Doctoral Dissertation. In order to fulfill the dissertation requirement for the doctoral degree, the student is required to write a dissertation and successfully defend it in an oral examination at an officially designated time and place.

Registration for Thesis Credits—Committee Guidance. When a master's student is required or elects to write a thesis, he/she should register for it initially no later than one semester before the anticipated graduation date. The student may register for 2-6 thesis credits per semester with a maximum of 9 total credits for the thesis. The student is guided from the beginning of thesis preparation by a committee, normally consisting of two to three members, appointed before registering for thesis credits. The committee chair serves as thesis adviser.

Dissertation Credits—Committee Guidance. Doctoral students are required to register for a minimum of 16 dissertation credits. Students should consult the appropriate section of this bulletin and the appropriate handbook for doctoral students for information regarding registering for the dissertation credits. The doctoral committee is appointed following the guidelines of the appropriate section of this bulletin and the appropriate handbook for doctoral students.

Standards for Writing—Dissertation Secretary. The master's thesis and doctoral dissertation must demonstrate the candidate's capacity for original and independent work, include a critical evaluation of previous research, and emphasize new conclusions. The format of the thesis/dissertation also must conform to the guidelines found in the *Andrews University Standards for Written Work*.

When, in the opinion of the student and his/her full committee, the thesis/dissertation has been completed satisfactorily and a final draft has been submitted, the committee, by official action, declares it to be ready for the oral defense. Before a defense can take place, however, the candidate must submit the committee-approved thesis/dissertation to the dissertation secretary (preferably six to eight weeks before graduation) who checks it for conformity to the *Andrews University Standards for Written Work*. After it is approved, a date for the defense may be set in consultation with the chair of the department or the program director.

Defense of Thesis/Dissertation. The oral defense must be completed no later than four weeks before a candidate plans to graduate. A defense is scheduled after the committee has officially cleared the thesis/dissertation as ready for defense.

A thesis/dissertation is approved if there is no more than one negative vote, an abstention being recorded as a negative vote. The department chair or program director is responsible for notifying the appropriate dean or graduate program coordinator of the outcome of the defense.

The decision of a student's examining committee is recorded and signed on the appropriate form and submitted to the appropriate dean or graduate program coordinator with a copy to the Academic Records Office.

After the defense:

- The student makes all corrections.
- No later than two weeks before graduation, the student submits the thesis/dissertation to the School of Graduate Studies via the dissertation secretary for approval to duplicate, at which time changes made after the defense should be pointed out.
- After the dissertation secretary has given approval to duplicate, the student has two options:
 1. The student personally arranges for duplicating the thesis/dissertation. Masters' students deliver three unbound copies of the thesis to the Library Director's office (James White Library, Room 200). Doctoral students deliver three unbound copies of the dissertation to the Library Director's office and also deliver one unbound copy to the dissertation secretary to be processed for microfiching.
 2. The dissertation secretary arranges for duplicating with Andrews University's LithoTech, and the student's account is billed.
- The deadline for theses/dissertations to be turned in to the Library is no later than Wednesday, a week and a half before graduation. Strict adherence to this deadline is essential or graduation is postponed.
- Students wanting to purchase additional bound copies identical to those housed at Andrews University must fill out mailing labels and customs declaration forms (when applicable). Students are billed for binding, postage, and handling.

A committee chair usually assists a student by way of a check sheet to ensure the prescribed deadlines are met. The thesis/dissertation may be handed in at any time during the year, but the deadlines listed here determine date of graduation.

The grade for a thesis is S or U. A deferred grade (DG) is given while a thesis/dissertation is still being written or corrected.

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