

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.