

GENERAL ACADEMIC INFORMATION

Students are expected to know the rules that govern academic matters. This bulletin presents answers to general questions regarding academic policies. Students with special problems and circumstances should consult the dean or program coordinator of the school that interests them. *Responsibility for meeting degree requirements rests upon the student.* Each student is expected to be aware of all relevant requirements published in the bulletin under which he/she plans to graduate. The bulletin in force when one first registers is the binding document between the student and the university. However, a student may request permission to meet the requirements of another bulletin in force during his/her years at the university. The student's freedom to choose the bulletin under which he/she will graduate is limited. Undergraduates should see the section "Student's Governing Bulletin" (p. 29). Graduate students should see "Residency Requirements and Time Limits" (p. 42).

ATTENDANCE AT THE UNIVERSITY

The admission of candidates, their remaining as students, their 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' grades periodically. Together with the faculty, they may also recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university president is absolute. The vice presidents, deans, and other officers are responsible 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 after publication of this bulletin have the same force as those published here.

REGISTRATION

Students should plan to register during the days assigned to registration on the official academic calendar. 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 approximately one week before Fall semester classes begin.

Matriculation of First-year Students. Documentation of readiness to matriculate is required before admitted students will be allowed to register: official high school transcript or GED certificate, ACT or SAT scores, and for international students, minimum TOEFL scores.

Late Registration. Students who fail to register during the regular registration period must pay a late-registration fee. Students may not register after the last official day to enter classes.

Changes in Registration. A course may be dropped or added by means of a *Change of Registration* form. This Drop/Add form is obtained from the Academic Records Office. After completing the form, the student must get all needed signatures and return the form to the Academic Records Office. The official academic calendar says when the deadline is in each semester for dropping or adding classes without an entry on the permanent academic record. It also notes 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 right to assign grades rests with the teacher of the course. Quality points (on a 4.00 scale) are given to each letter grade (A–F) for use in figuring 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 given 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 that may appear on a student's academic record are 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) the instructor gives permission to attend. 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 given a grade of UA; honors auditors a UH.

A student may change from "credit" to "audit" registration and *vice versa* within the published time limits. To make this change the student must present the Academic Records Office with a *Change of Registration* form with the required signatures.

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 semester 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 appropriate 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**, meaning 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 given when the instructor and the student agree to terms stated in an Incomplete Contract and signed by both. The I is given to a student and a contract is signed only when the major portion of the work for the course has been completed. The contract states (1) the remaining work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student will receive if the work is not completed by the agreed-upon time. The signed Incomplete Contract along with the grade sheet is to be filed in the Academic Records Office by the faculty member at the appropriate time.

Ordinarily, an I shall be removed during the following semester. However, 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 made in writing before the end of the contracted date and approved by the dean of the college/school in which the course is offered. The number of I's on a student's record affects 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; for those with 12 or more credits of Incompletes the number of new credits is limited by the dean of the respective college/school. Incompletes must be removed before graduation.

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 college/school decides. 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 within the date limitations indicated by the academic calendar. The designation of W is also used to grade a student who has previously registered for thesis or project credit and obtained a deferred grade (DG), and then decides not to complete the work for the thesis or project. Of course, the student must then select 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 receive 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 part also must be repeated.

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

Grade Reports. No hard copies of grades are mailed to students because they can view and print their grades via the web. Students who want a parent or organization to receive printed grade reports may request this 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 accounts, housing costs or loans that have not been paid on time.* (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 follow the published examination schedule. In cases 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 recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows. Three tardies are equal to one absence.

Students are considered 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 teacher. Proof of illness is required. Residence-hall students are required to see a nurse on the first day of any illness which interferes with class attendance. Non-residence-hall students should 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 student's responsibility to complete all requirements of a course. Class work is made up by permission of the teacher.

Performance in Related Non-academic Areas. Professional programs sometimes require certain personality traits, lifestyles, clinical aptitudes, or other special competencies. For programs in which such items are specified, students are evaluated in terms of these requirements. These requirements are described in departmental handbooks or in course syllabi.

Academic Honesty. Honesty is virtuous in all spheres of life. 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 students to display honesty in all academic matters.

Academic dishonesty is a serious offense. It is punishable by warning, receipt of a reduced or failing grade, suspension or dismissal from the class, expulsion from the university, degree cancellation, or, if official documents have been falsified, non-admission or revocation 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) copying from another student during a regular or take-home test. 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 that 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 Institutional Review Board. Application forms are available in the Office of Scholarly Research.

GRADUATION PROCEDURES AND DEGREE CONFERRAL

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* 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.) *All students* filing for December conferral and *undergraduate* students applying for May graduation must complete the graduation application no later than the October date specified in the academic calendar. All *graduate* students applying for May graduation must complete the graduation application no later than the January date specified in the academic calendar.

- Transcripts for transfer credit must reach 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 pick up graduation tickets or receive a diploma.

Graduation in Absentia. On-campus commencement services occur 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.

MARCHING WITHOUT COMPLETION

Students who are nearly completed with their degree requirements are permitted to march and participate in the graduation ceremonies with the following limits designed to maintain integrity of the degree awarding process:

- Undergraduate students must lack no more than 6 semester credits for completion;
- or
- Students must lack only completion of a practicum or internship or student teaching requirement which would be completed before the next graduation event;
- or
- Masters or Specialist students without a thesis or project option lack no more than 4 semester credits for completion and have met all graduate degree requirements, including passing comprehensive exams (if required in the program).
- Masters or Specialist students with a thesis or project option have completed all coursework, passed comprehensive exams (if required), and obtained the final approval signature of the appropriate graduate committee.
- Doctoral students have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and have the final approval signature of the appropriate graduate committee following successful defense for meeting thesis/project/dissertation requirements (if required in the program).

Any student wishing to march using one of the above provisions must complete an application to march without completion that includes the endorsement of the chair/program director and school dean and file this application with the Records Office by the last day to change letter grades to AU or W marks.

The graduation program distinguishes between those students who have actually completed all requirements and those who have nearly completed and are expected to complete before the next event. Candidates marching before completion will receive diploma covers and, if doctoral students, will be hooded with other candidates.

A list of graduates who have completed all requirements and received degrees for each commencement will be made public through a posting on the Andrews University website.