

**Probation.** Students who fail to meet all regulations outlined in the SAP policy are placed on probation for one semester. During the probationary semester, students are eligible to receive financial aid as awarded. Performance during the probationary semester determines whether aid is given in following semesters. If students raise their overall GPA to the required minimum (see table above) and reach the minimum number of successfully completed credit hours required (two thirds of all hours attempted), they are returned to SAP status. Students who fail to reach the minimum required standards are no longer eligible for financial aid and their aid is ended. Students placed on probation are encouraged to contact their academic dean for assistance.

**Termination of Aid.** Financial-aid benefits are ended after the probationary semester if the student fails to reestablish a satisfactory overall GPA and/or reach the minimum credits required to be returned to SAP status. To receive financial aid again, the student must register for classes (at his/her own expense), successfully complete the required number of credit hours, and reach the minimum GPA required to meet the SAP criteria.

**Repeat Credits.** Repeat credits are counted only once as part of the total credits attempted.

**Student’s Right of Appeal.** Students who fail to maintain *Satisfactory Academic Progress* and are placed on probation or who lose future financial aid may appeal such an action. All appeals must be made in writing and submitted to the academic dean of the student’s respective school/college.

**First-year College Applicants.** Admission to the undergraduate colleges/schools and eligibility for financial aid are based on the number of the student’s “solid” units and the overall GPA in secondary school. Solids are such subjects as English, foreign language, mathematics, computer science, science (biology, chemistry, physiology, anatomy, physics), social studies (history, political science, geography), behavioral science (sociology, psychology, organizational behavior, anthropology), and religion (up to two units).

Students accepted to the undergraduate programs of the university (whether on regular, provisional, or probationary status) may be eligible for financial aid for the first semester in attendance. Financial aid thereafter is based on the university SAP policy.

Financial aid of all types (federal, state, Andrews, or other) is awarded on the basis of the guidelines given on pp. 54-57 except for Denominational Grants, Colporteur and Summer Camp Bonuses, Andrews University Family Discount, and personal donations.

Transfer students who have earned 11 or fewer college credits are granted financial aid based on their overall secondary GPA and the number of solids rather than on the college GPA.

For more complete information concerning admission policies, see the Undergraduate Admission or Graduate Admission sections of this bulletin.

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR GRADUATE STUDENTS WITH FINANCIAL AID**

Graduate students also must meet the Andrews University Satisfactory Academic Progress (SAP) policy. The following minimum standards must be met for federal and state financial-aid purposes.

Students must maintain the minimum Andrews University graduate overall GPA required for the degree program in which they are enrolled. This SAP summary indicates the minimum GPA required to meet the university’s SAP policy for each type of

degree program.

<u>Degree</u>	<u>School</u>	<u>GPA</u>	Max <u>Below B-</u>
PhD, EdD	Educ	3.30	3
PhD, ThD	Sem	3.00	3
DMin	Sem	3.00	no policy
EdS	Ed	3.20	3
Master’s	All	3.00	4
Professional Master’s	Sem	2.50	no policy

Compliance with these requirements is monitored by Student Financial Services at the beginning of each semester.

**Probation.** Students who fail to meet the required overall GPA are placed on probationary status during the following semester. During the probationary semester, the student is eligible to receive financial aid as awarded. The student is allowed only one probationary semester for each degree program, except under extenuating circumstances. Academic performance during the probationary semester determines the aid given in the following semesters. If the student raises his/her overall GPA to the minimum required, the student is returned to satisfactory progress status and is eligible to continue receiving aid as awarded. Students who fail to attain the minimum required GPA after the probationary semester are no longer eligible for federal or state financial aid, except under extenuating circumstances.

**Appeal Procedure.** When failure to attain the required GPA is due to extenuating circumstances or circumstances beyond the reasonable control of the student, he/she may appeal for a probationary extension of time limits. All master’s-level students may be allowed a maximum of a one semester probation extension. Doctoral- and specialist-level students may be allowed a maximum of a two-semester probation extension. However, the student must make the appeal for the second probation extension in the same manner as for the first appeal. Students should recognize that appeals are not “automatically” granted. Future financial aid is dependent on reaching the required GPA level by the end of the additional probationary semester(s). All appeals must be made in writing and submitted to the academic dean or appointed representative of the student’s respective school. Proof must support the stated extenuating circumstances. The appropriate authorizing office sends written notification to Student Financial Services of the appeal decision.

# UNDERGRADUATE AND GRADUATE ASSISTANCE

**For Federal Loan information refer to General Loan Information on p. 55.**

**For cash discounts refer to Payment Plans on p. 48.**

**STUDENT WORK PROGRAM**

**Equal opportunity employer.** The university offers a work program for students desiring part-time employment.

- To be employed on campus students must
- Be enrolled as a student. (Undergraduate students are required to be enrolled for at least 12 credit hours. A student enrolled for a full load of class-work may generally work 10 to 20 hours per

week).

- Have a United States Social Security number or proof that one has been requested from the United States Federal Social Security office.
- Have a validation interview with a student labor officer in the Administration Building. At that time the officer and student draw up an affidavit on an I-9 legal declaration form.

For more information contact the Student Labor Office.

**Scheduling.** The student is responsible to arrange his/her classes to permit a work program. For the best job opportunities, the student should keep mornings or afternoons free of classes. All students are expected to be prompt and regular in meeting work appointments. Some students may be required to work during vacations and/or holidays to hold a job. Except under emergency situations, the employing department does not require students to work during hours other than those regularly scheduled.

**Payroll Schedule.** Andrews University follows a biweekly payroll schedule. Student employees are responsible for having their time cards submitted to their department supervisors each Monday morning. The university does not issue payroll advances for time cards turned in late.

#### GIFT ASSISTANCE

**Matching Grant.** The university sponsors the Andrews Matching Grant to encourage conferences, churches, and other organizations to provide financial assistance to students. Andrews University will match, while funds last, up to \$500 per school year per student. Organizations wishing to participate in the Matching Grant program should send their check to Student Financial Services and state that it is for matching purposes together with the name of the student recipient(s). (Personal funds channeled through an employer or other organization will not be accepted as matching grant funds.) Matching funds may be used only towards educational expenses and may not be withdrawn from the account.

**Summer Ministries Scholarship Program.** Andrews University participates in the Literature Evangelist Scholarship program under the policies of the North American Division of the General Conference of Seventh-day Adventists.

Information concerning this program may be obtained from the local conference publishing department or Student Financial Services. Students who have a colporteur scholarship must make the regular financial arrangements required of all students at registration time.

Scholarships on funds earned outside the United States are based on the North American Division policy. Other programs included in the Summer Ministries Programs are summer camp and church outreach programs. Scholarships must be closed by October 31 to earn the school bonus. The entire net earning must be placed on the student's account at Andrews University before the scholarship is given.

**Andrews University Loan Program.** Andrews administers loan funds endowed or bequeathed for this purpose to the university by friends and alumni. The Andrews Loan is a 7% interest loan granted to sophomores, juniors, seniors, and graduate students who have exceptional need after they have applied for the Federal Perkins, Federal Direct, and Parent (PLUS), or Unsubsidized Federal Direct loans. Loan repayment begins 180 days after the student ceases to be enrolled at Andrews University.

The maximum loan fund available is \$1,500 each year, not to

exceed \$3,000 in total. The loan is repayable in full within three years with a payment of at least \$35 per month. Transcripts and diplomas will not be released until such borrowers pay in full. However, a transcript may be issued for employment purposes before the loan is fully paid off.

A \$25 origination fee is charged. This charge is deducted from the amount paid onto the students university account. Application forms may be obtained from Student Financial Services.

**Bureau of Indian Affairs.** Grants are offered to students who are enrolled members of a federally recognized American Indian tribe and demonstrate financial need. Contact the Bureau of Indian Affairs, Federal Square Office Plaza, P. O. Box 884, Sault Ste. Marie, MI 49783. Phone number: 202-208-3710. Website: <http://www.doi.gov/bureau-indian-affairs.html>

**DeHaan Work Excellence Award.** Funded and designed by Frank and Dolly DeHaan to promote excellence in student workers at Andrews University, the DeHaan Work Excellence award provides funds toward certain university-connected expenses. Nominations for these awards are initiated each winter by work supervisors. Outstanding work during past semesters is rewarded by monies credited during the two semesters of the following school year attended. Amounts range from \$50 to \$2,000.

**Health-Care Scholarships.** The Hinsdale Hospital makes available conditional grants and educational loans to students who commit themselves to relevant employment upon completion of their academic program. Students seeking careers in those areas of employment normally associated with the health-care field, including supplementary activities, are considered. Specifics are available through the personnel department, Hinsdale Hospital, 120 North Oak Street, Hinsdale, Illinois 60521 (313-887-2400).

**Named Scholarships.** Endowment funds provide scholarships for students of all schools who have a good citizenship record and an Andrews overall GPA of at least 3.00. Sophomores are awarded based on the GPA from the Fall semester of their freshman year. The scholarships are awarded for use the following school year. Students should apply by mid-January to the dean of the school they attend.

**Retiree Tuition Discount.** A retired person who has reached age 65 may receive a 50% tuition discount for up to three undergraduate or graduate courses per year.

Former Andrews University employees who have retired may receive a 75% tuition discount. Admission to limited enrollment courses is contingent upon space available in the class, with preference being given to students paying regular tuition rates. Any additional class fees and/or supply fees are the responsibility of the student.

This discount applies to credit, audit, or non-credit classes. This discount does not apply to independent study, directed reading, private music lessons, practicums, clinical experiences, or any instruction outside of the normal classroom setting. Application for this 50% or 75% discount should be made to the dean of the school involved. The dean then authorizes the appropriate discount.

**State/Federal Vocational Rehabilitation Programs.** Students who have permanent disabilities which may limit their employment (after completion of their study program) should contact the state office Vocational Rehabilitation Program for possible assistance.

**Veterans' Benefits.** University services for veterans are coordinated through the Veterans Clerk. Information concerning veterans'

benefits may be obtained by calling 616-471-3286 or visiting the Academic Records office. Eligibility for VA benefits is determined by the Veterans Administration. The Academic Records Office issues a certificate of enrollment when the veteran registers for classes. Students receiving veterans' benefits are expected to attend all classes and to progress satisfactorily toward their educational objective. Any change of class program or of educational objective must be reported to the Veterans Clerk immediately. Failure to comply with VA regulations may result in loss of benefits and/or legal action on the part of the Veterans Administration. The Veterans Clerk has the various forms normally used in applying for veterans' benefits and assists veterans in completing these applications.

When a veteran's overall GPA falls below 2.00, the Veterans Clerk informs the individual immediately that he/she will forfeit all veterans' benefits if the overall GPA fails to rise above 2.00 at the end of the following semester. If the GPA stays below 2.00 for the second semester, the US Department of Veterans Affairs (USDVA) is notified and all veterans' benefits are ended by the USDVA. Only after the veteran has maintained his/her overall GPA at a level of 2.00 or above for one entire semester is he/she certified again to receive a VA educational benefit.

**Vocational Training Assistance.** Students who may be eligible for vocational assistance should contact the state Employment Security Commission Office regarding their eligibility under the Manpower Development Training Act.

**Discount on Center for Intensive English Program (CIEP) Classes for Spouse of Full-time AU Students.** Spouses of current full-time Andrews University students may receive a 33% discount on CIEP classes. Application forms are available at the office of the dean of the College of Arts and Sciences. This discount is offered on a space-available basis and to the extent that additional faculty are not necessary.

## Undergraduate Financial Aid

Students should read the *General Information and Satisfactory Academic Progress* sections, pp. 55-57 to determine their eligibility for financial aid.

### TUITION DISCOUNTS

**Family Discount.** A discount of 5% on tuition only is allowed each family member, when two members of the same family enroll at the same time. Discounts apply only to undergraduate students when both are enrolled full time (12 credits or more). The 5% discount on tuition is also allowed for married students if husband and wife are each enrolled as undergraduates for 12 or more credits. A 10% discount is available when three or more members of a family are enrolled full time at the same time. Application for the discount must be made at the time of registration.

**Affiliated Hospital Nurse—Thirty-three Percent Tuition Reduction.** The university offers registered nurses working in hospitals affiliated with the Andrews Nursing Department a 33% reduction of their tuition for all classes taken toward the Bachelor of Science in Nursing degree. The nurse must be accepted as a regular student in the BS degree in nursing and request the tuition

reduction each semester. Also, the student must provide the Nursing Department with proof of continued employment at the affiliated hospital. For a list of affiliated hospitals contact the Nursing Department. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

**Local Business Employee—Thirty-three Percent Tuition Reduction.** Full-time employees of companies located in Berrien County and the South Bend/Mishawaka area may receive a 33% reduction of tuition for **undergraduate courses taken within the university's College of Technology.** Application for the tuition reduction can be obtained at the dean's office and must be completed no later than the first two weeks of each semester. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

**Prior Baccalaureate Degree—Thirty-three Percent Tuition Reduction.** Students who have earned a baccalaureate degree from Andrews University may receive a 33% tuition reduction for courses taken for a second baccalaureate degree in the College of Arts and Sciences, the College of Technology, the School of Business, and the School of Education.

Application forms are available at the offices of the respective deans. The completed forms must be filed with the respective dean no later than two weeks after the beginning of each semester for which the 33% tuition reduction is requested. An official transcript showing all class work and the awarding of a bachelor's degree must be on file with the Academic Records Office of the university before the 33% tuition reduction can be applied. Students eligible for the reduction must be enrolled for a second undergraduate degree and are not eligible to receive any other Andrews discretionary funds. Students enrolled in a graduate program but who must complete undergraduate prerequisites are not eligible.

**Limitations to the Prior Baccalaureate Degree Tuition Reduction.** The following limitations apply to this plan:

1. No course taken under this plan may receive graduate credit or apply to a graduate degree.
2. In the College of Arts and Sciences, the plan does not apply to the Physical Therapy programs.
3. This tuition reduction does not apply within the Division of Architecture.
4. In the School of Education, the student must be enrolled in a second baccalaureate degree; however, this plan is not available until one calendar year after graduation and is limited to 16 credits each semester.
5. In the School of Business, the plan does not apply to independent study/readings/research or internship credits. Also, it does not apply to any course not offered as a regularly scheduled class in a given semester.
6. The plan applies to tuition only, not for housing, food, and similar charges.
7. It does not include laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the Center for Intensive English, international languages taught as prerequisites for advanced degrees and courses taken off campus.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

**Workers from Overseas Divisions, Tuition Discount.** "When any division other than the North American Division sends its workers or their dependent children to attend colleges in the North