Ordering Extra Copies. Students wanting to purchase additional bound copies identical to those kept at Andrews University must fill out mailing labels and customs declaration forms (when applicable). These are available from the dissertation secretary. Students are billed for photocopying and binding.

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

CENTER FOR DISTANCE LEARNING & INSTRUCTIONAL TECHNOLOGY

James White Library, Room 304
269-471-3960
dlit@andrews.edu
www.andrews.edu/dlit

Marsha Beal, *Director*

Distance Education

Full distance education programs as well as individual courses are offered at Andrews University within many different schools throughout the university. Individual courses are offered through a growing variety of delivery methods: traditional correspondence, video correspondence, videoconferencing, and Internet-based. Distance education courses are offered by:

- Andrews University/Griggs University partnership, p. 54 (undergraduate)
- College of Arts & Sciences (Nursing), p. 193 (graduate)
- School of Education, p. 294 (graduate)
- Seventh-day Adventist Theological Seminary, p. 347 (graduate)

As a charter member of the Adventist Digital Education Consortium (ADEC), Andrews University is working to expand access to Adventist Christian education to people who are not able to physically attend campus courses.

Andrews University/Griggs University Partnership
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Andrews University and Griggs University started the AU/GU Distance Education Program in 1997 for the purpose of helping to meet students' academic needs both on- and off-campus.

GU 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. Andrews also issues all transcripts and grade reports. Students may take individual courses on a PTC (Permission to Take Classes) basis or enroll in a degree program using these courses. Students receive an Andrews University diploma when they graduate from these distance-education programs.

See p. 18 for other Andrews University off-campus programs.

Admission

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 31.

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

Admission requirements include

- A $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 one page) explaining why distance education is desirable.

All items must be submitted at one time. Incomplete submissions are not processed.

When asking for official transcripts from other institutions, request that they 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 required items to:

Office of Undergraduate Admissions
Andrews University
4150 Administration Dr
Berrien Springs MI 49104-0074

Evaluation of Transcripts. Students can estimate how their previous course work applies toward an AU degree by noting the General Education and degree requirements listed in this bulletin.

Students who wish an official evaluation of their transcripts may do so by sending the following to the GU Office, Andrews University:

- An AU/GU Application for Undergraduate Admission (in the AU/GU catalog)/$30 application fee,
- Official (sealed) transcript(s), and
- A written request.

Prospective students may use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. The course, IDSC499, PLCA Portfolio Development, in the AU/GU catalog is designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 36).

Registration

To register for an Andrews University/Griggs University course, students should obtain an AU/GU catalog from the AU/GU Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AU/GU Office at Andrews University (269-471-

3960), or the General Offices of Griggs University (301-680-6590).

On-campus students seeking to enroll in an Andrews University distance-education course must obtain enrollment forms from the AU/GU office. These enrollment forms require an advisor's signature. Students majoring in education must clear courses through the Teacher Certification Office to make sure they are acceptable for degree requirements.

Academic Program

Available courses. A number of distance-education, college-level courses are in the following list. Course descriptions are found in the appropriate departmental sections of this bulletin. Distance-education courses are offered in semester credits.

Department of Behavioral Sciences: p. 113
BHSC220, 235; GEOG260; PSYC101, 252, 269, 315, 364, 434, 495; SOCI119, 425, 488
Department of Communication: p. 137
COMM104
Department of English: p. 145
ENGL115, 270, 375, 376, 464
General & Interdisciplinary Studies: p. 151
IDSC499
Department of History & Political Science: p. 153
HIST117, 118, 204, 205, 316, 317, 404; PLSC104
Department of International Language Studies: p. 158
FREN171, 172, 275
Department of Mathematics: p. 169
Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.
MATH165, 168; STAT285
Department of Music: p. 180
MUHL214
Department of Nutrition & Wellness: p. 195
FDNT230
Department of Physics: p. 212
PHYS110
Department of Religion & Biblical Languages: p. 215
BIBL204, 205, 304, 305; RELB210, 304, 305, 335, 374, 375; RELG360; RELH316, 317 (HIST 316, 317); RELP290, 441; RELT100, 225, 235, 308, 320, 340
For additional available courses, contact the AU/GU Office.

Degrees by Distance Education. Three degrees are available through the Andrews/GU partnership:
Personal Ministries (AA)
General Studies: Humanities (BA)
General Studies: Human Organization and Behavior (BS)
General Studies: Cross-Cultural Studies (BS)
Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts & Sciences (p. 152) or the Department of Religion & Biblical Languages section (p. 216) of this bulletin.

Other Academic Information

General academic policies covering course loads, grading scale, credit by examination, 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 GU. 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.

Electronically Enhanced Correspondence (EEC). Electronically enhanced correspondence courses are courses offered through GU that have a standard version as well as the EEC version. In the EEC version the lessons/submissions are the same, but the student submits the lessons/submissions electronically. There is an additional fee of $35 for the EEC version. The following courses have the EEC version: HIST316, 404, MUHL214, PSYC101, RELB210, 335, RELH316, RELT100, 225, 308 and SOCI119.

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 Griggs University (GU). The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to GU using the form provided with the study materials. GU has the right to decline a suggested supervisor.

Library Access. Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, e-mail or the Internet. Such services include:

- Access to the James White Library Catalog (JeWeL)
- Access to James White Library's Online Databases which include full-text articles from many thousands of periodicals
- Online Instruction, Tutorials and Research Guides
- Interlibrary Loan and Document Delivery Services
- Reference and Consultation Services

Online access to these services is available by applying for an Andrews University username and password through the Off-campus Library Services Web page:
www.andrews.edu/library/ocls/offcamp.html.
Phone: 269-471-3283
Fax: 269-471-6166
Internet: www.andrews.edu/library

AU/GU Financial Information

Undergraduate Admission application, non-refundable: $30
*Distance-education tuition costs: $310 per credit
Enrollment fee: $80 per enrollment form
Electronically Enhanced Correspondence fee: $35 per course
Math Placement Exam: $75
Supplies/shipping and handling: cost varies per course
Prior Learning Assessment (PLA) Fees
Application fee per portfolio: $25
Evaluation fee per portfolio (max. 5 credits): $85
Recording fee per credit hour: $35

On-campus students who have a credit balance on their account may make arrangem ents for payments to GU through the

Office of Student Financial Serices. They may also authorize the AU/GU tuition and fees to be applied to their AU student account. This is done at the AU/GU Office. Financial aid from sources other than Andrews University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus. Non-resident students normally pay tuition directly to Griggs University.

*Subject to change July 1, 2011

Cancellations/Refunds

Andrews University students who have their courses charged through their Andrews University account are subject to an alternate refund policy.

If a course is canceled within two weeks of ordering, the course is eligible for the standard GU refund. Thereafter the refund breakdown is as follows:

Order date–10th calendar day, students would receive 100% of the GU refund

11th–17th day, students would receive 70% of the GU refund

18th–24th day, students would receive 40% of the GU refund

After the 25th calendar day, students would receive 0% of the GU refund

Griggs University Transition Plans

As of November 2010, Andrews University became the official owners of Griggs University. Transitional plans are now in place to move Griggs University physically to Andrews University. This move should be completed during 2011.

In the present transitional period, all programs, courses and degrees will be offered to Andrews University students as presently indicated in this Bulletin. Griggs University will also continue to offer its courses and programs as listed in its bulletin. However, enhanced resources and additional programs should become available under the name of Andrews University after completion of the transition.

The Griggs University website and its present programs can be accessed at www.griggs.edu.