

# **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

also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, or 3) a student who earns an F for one quarter 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 practica, 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.** Grade reports are sent to students at the end of each quarter. At registration, students may specify one other person or organization to whom their grades should be sent.

#### 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 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 at-

tendance. 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.

# PROGRAMS

## Admission

Admission is granted without discrimination on the basis of race, color, creed, national or ethnic origin, gender, weight, height, marital status, or handicap. However, permission to attend the university may be withdrawn if a student does not wish to cooperate with its policies, or if a student's presence becomes detrimental to the mission and functioning of the university. In other words, admission is a privilege, not a right.

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*


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- 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 16 credits (combined graduate and undergraduate) each quarter.

**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 24 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 32 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 6096, e-mail: hstout@andrews.edu)

#### CLASS STANDING

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

Freshman	0-36	Sophomore	37-83
Junior	84-128	Senior	129+

#### 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 quarterly 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 quarter 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 winter quarter 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 quarter credits. Each quarter credit represents one fifty-minute class period or equivalent per week for one quarter. Preparation time of approximately two hours for each class period is assumed. Thus a 4-credit class meets four times 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 quarter. 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 quarter.

**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:

- 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 (1) are expected to limit extracurricular activities and part-time employment, (2) are normally restricted to taking no more than 12 credits per quarter, and (3) may be required to enroll in the Pass Program (adding 2

credits to the 12 credit minimum). 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 quarters. 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 five special courses:

- EDPC115 Academic Success Plan I— designed to give students the individual help and guidance they need to make them 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 Support Plan II or GTEC 110 Freshman Seminar—to help students clarify personal goals and values and also to attain effective study skills. Students on academic probation are expected to enroll in one of these courses.
- ENGL110 Basic Writing Skills—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 quarter a GPA of 1.00 (D) or less.
- By failure for three successive quarters 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 quarter-by-quarter admission. However, such permission may be granted only with the understanding that the student successfully completes a minimum of 12 credits per quarter with a GPA for the quarter 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 quarters and then only after indicating how their chances of success are improved.

## SPECIAL LEARNING EXPERIENCES

**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 48 quarter 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 quarter 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.

**Correspondence Courses.** A maximum of 24 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

- **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.** Degree candidates must complete general and departmental assessment examinations including COMP ACT. The assessment results 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, 45 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 4 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 96 quarter 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 24 of the last 32 quarter 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 8 credits.

- A minimum of 15 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






## Distance Education

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

Coordinator: Susan P. Zork

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. 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.

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

**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 quarter credits.

Department of Behavioral Sciences: p. 62  
BHSC220, 235, GEOG260, PSYC101,  
252, 364, 365, 469, 495, SOC119, 375,  
425

Communication Department: p. 73  
COMM104

English Department: p. 75  
ENGL111, 270, 275, 276, 385, 464

Department of History and Political Science: p. 80

HIST115, 116, 204, 205, 314, 315, 404,  
PLSC104

Mathematics Department: p. 90  
Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.

MATH165, STAT285

Music Department: p. 91  
MUHL214

Nutrition Department: p. 99  
FDNT230

Physics Department: p. 113  
PHYS110

Department of Religion and Biblical

Languages: p. 114

BIBL204, 205, 304, 305, RELB100, 210,  
225, 304, 305, 374, 375, 434, RELG360,  
RELH314, 315 (see also HIST 314, 315),  
RELT208, 235, 260, 290, 320, 340

For additional available courses, contact the HSI Office.

**Degrees by Distance Education.**

Phone: (616) 471-3283  
 FAX: (616) 471-6166  
 E-mail: jwl@andrews.edu  
 Telnet: telnet library.lib.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. 41. 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 for distance learning who are not resident at Andrews University are eligible for state or federal funds. These sources include Federal Perkins Loan Program, Federal Direct Loan Program (formerly the Federal Stafford Loan Program), Federal Pell Grant, Federal Supplementary Educational Opportunity Grant, state scholarships, or grants from parents' employer.

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. See calendar below.

#### CALENDAR FOR FINANCIAL-AID RECIPIENTS

SCHOOL YEAR 1999/2000

Registration	Completion Date
Sep 20– Oct 6	Dec 15
Jan 9 – Jan 18	March 16
March 27 – April 5	May 31
June 11 – 19	August 4

## The John Nevins Andrews Honors Program

Nethery Hall, Main Floor  
 (616) 471-3297  
[honors@andrews.edu](mailto:honors@andrews.edu)  
[russell@andrews.edu](mailto: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

Andrews Scholars typically earn 16-20 quarter 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

**ADMISSION TO GRADUATE PROGRAMS**

Although graduate students register for course work in one of the colleges/schools of the university, decisions regarding admission, academic progress, and eligibility for graduation of students in most programs are monitored by the School of Graduate Studies, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty. 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

second quarter(s) in residence until English language skills are at an acceptable level. Because students would 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.)

**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 quarter 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. 164.

#### 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 quarter.

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 quarterly 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 one-fifth 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 quarter or more, including the summer quarter, 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. 29) 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. 32 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 four quarters have 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 reapplication 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:

**The Graduate Programs Manual.** 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 proposal for the dissertation, 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 Uni-*

ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner, normally the following quarter. 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 16 credits with 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 (see Admission Policies) must be met by the time the student has completed no more than 50% (25% for doctoral students) of his/her course work.
  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 12 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.

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

## **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 fulfill satisfactorily 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 mini-

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 comprehensive examinations (written or written and oral 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 (clearance for taking comprehensive examinations). 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 shall 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. Com-

pleted 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 quarter(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 quarter 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 two to three quarters before the anticipated graduation date. The student may register for 4-8 thesis credits per quarter (with a maximum of 12 total credits for the thesis). The student is guided from the beginning of thesis preparation by a committee (normally two to three members) appointed before registering for thesis credits. (See Student Supervisory Committees above.) The committee chair serves as thesis adviser.

**Dissertation Credits—Committee Guidance.** Doctoral students are required to register for a total of 24 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 should 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:

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being.

**MSSN627** (3)

***Ethics in Development***

An ethical framework for the understanding of social transformation. Ethical paradigms are explored, as well as historical examples of how development interventions have generated social change. Focus on contemporary approaches to development, revolution, and liberation.

**PLANNING/EVALUATION**

**EDAD545** (3-4)

***Grant Writing***

Planning and proposal writing as an ongoing process in any organization. Short- and long-term planning processes involved in preparing funding proposals based on community needs. Includes a grant-proposal project.

**EDCI636** (4)

***Program Evaluation***

A study of systematic procedures and models used to assess needs, monitor implementation, and measure impact. Prerequisite: EDRM505 or equivalent.

**EDRM605** (4)

***Introduction to Qualitative Research***

Introduce students to the philosophy, theory, and

