

UNDER-GRADUATE 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 However, permission to attend the university may be withdrawn if a student does not wish to cooperate with its policies, or if a student's presence becomes detrimental to the mission and functioning of the university.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* form with the \$30 fee.
- Use a *Transcript Request* form(s) to request that official transcript(s) be sent directly to Andrews University from the secondary school and/or any college attended.
- Give the *Evaluation Forms* to two appropriate persons for recommendations and request that they fill them out and send them in.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Apply Early. Some departments have admission deadlines. Consult departmental sections of this bulletin for details. All students are encouraged to apply several months before they plan to enroll at the university.

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office to assign a tentative admission category. All students must submit a final secondary-school transcript before they complete their first registration to confirm the tentative enrollment category assigned to them.

GENERAL ADMISSION STANDARDS AND REQUIREMENTS

All undergraduate students must meet minimum general admission standards. Individual schools or departments may set additional specific program standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

Undergraduate General Admission Standards
Official documentation of completion of secondary-school studies from <ul style="list-style-type: none"> an accredited secondary school or an equivalent overseas school (to be assessed by AACRAO guidelines) or GED certification with a minimum average score of 60 on five sections of test with no section lower than 50.
A minimum of 13 units of solid subjects in secondary school.
Minimum GPA and college-bound percentile on ACT/SAT of <ul style="list-style-type: none"> A 2.75 overall GPA B or 2.50 overall GPA and 35th percentile on ACT/SAT C or 2.25 overall GPA and 50th percentile on ACT/SAT.
Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.
Completion of grades 7-12 in English in an English-speaking country, or a minimum score of 550 on TOEFL, plus 5 on TWE, or a minimum score of 80 on MELAB.

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed, according to policy, by the academic dean of the college or school in which admission is sought. After the review, the student will receive a letter which will outline the conditions to be achieved for regular-student standing or indicate that admission has been denied.

Commitment to Abide by Rules and Standards. Each prospective student must sign a statement on the *Undergraduate Application* Form agreeing to respect and abide by the rules and standards of the university.

English Proficiency Requirement. All students whose mother tongue is not English must demonstrate that they have the capability to read, speak, and understand English. A minimum score of 550 on the TOEFL exam or 80 on the MELAB exam must be submitted for clearance to take a full academic load. Students who score below these levels must complete preparatory study in the English Language Institute and successfully retake the TOEFL or MELAB exams.

Required Medical Records. Michigan State Law requires that all first-time students must supply certain medical records to the school of their choice before registration can be completed.

Tuberculosis Screening. Students with a previous positive TB skin test must submit a report of a chest X-ray taken anytime within 12 months before registration. All other students must submit proof of a negative TB skin test taken anytime within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization. Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months

of age

- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

ADMISSION OF TRANSFER STUDENTS

Students who have previously attended a community college or other post-secondary school are admitted based on the same general admission standards required of all applicants.

Transfer students who have earned at least 36 college quarter credits prior to applying to Andrews are evaluated on the basis of their college GPA and not their secondary-school GPA.

Transfer credits do not appear on the student's Andrews transcript. The transfer GPA is not reflected on the Andrews transcript until after graduation.

Transfer of Credits. When students enroll at Andrews University, they may transfer to their current program a limited number of credits for courses taken at other schools, if the following expectations are met.

- Complete official transcripts are submitted from each institution where work was done. (Registrars of these institutions should send transcripts directly to the Undergraduate Admissions Office of Andrews University.)
- The credits presented for transfer are credits in which the student has earned a grade of C- or higher.
- All credits presented for transfer come directly from accredited institutions.

Limit on Number of Transfer Credits. The schools of the university allow no more than 70 semester hours or 105 quarter credits to be transferred from community colleges (two-year) and applied on a baccalaureate degree, unless more is approved by the dean as part of a planned professional program. Requests for transfer of credits must be made at the time of admission to the university, or at the time when a change of program is filed.

Only 10 transfer credits, including correspondence credits, may be applied on the last 55 credits of a degree program. Individual schools and programs may have other limitations on credits which may be transferred.

Transfer of Credits from an Unaccredited School. Transfer credits from an unaccredited school are accepted on an individual basis after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the Undergraduate Admissions Office and Academic Records Office, the dean of the relevant school determines the credits to be accepted, based on satisfactory performance in advanced-level courses and/or validation examinations. Likewise, departments determine the credits that can be applied toward a major or minor.

DUAL ENROLLMENT STATUS

Dual enrollment status is available to undergraduate students nearly finished with an undergraduate degree who wish to begin work on a graduate program. However, taking graduate courses *does not guarantee or imply future admission* to a degree program.

Requirements for Dual Enrollment. To be eligible for dual enrollment status the student must satisfy *all* of these requirements:

- Be an undergraduate student at Andrews

University

- Be within 16 credits of finishing an undergraduate degree
- 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

ployment, (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

- 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.)
 - **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 that bulletin was published no more than ten years before the planned date of graduation. If students leave the university after earning at least 12 credits and then try to transfer more than 18 quarter credits earned in the interim from another college, they are governed by the bulletin for the school year in which they return. The dean of the college in which the student is enrolled may authorize exceptions.

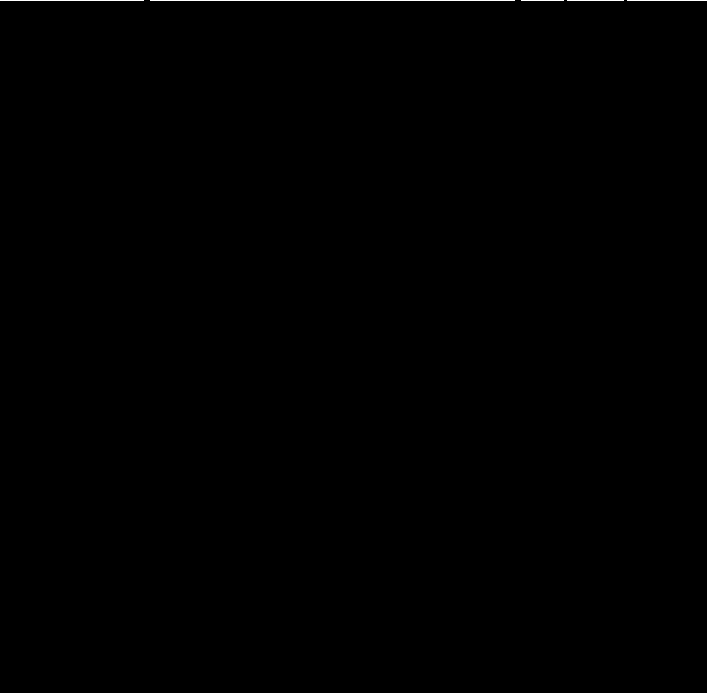
The university reserves the right to require students (1) to take an alternative course when a course required under an earlier bulletin is no longer offered, and (2) to graduate under a recent bulletin if they are working for certification by a governmental or professional agency.

General Education

PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multicultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives and the exposure to knowledge gained from many disciplines forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills.

Thus, the General Education program encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential—that of producing Christian alumni notable for their culture, character, civility, and intellect.



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.libr.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
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