

# 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 rests upon the student. Each student is expected to be aware of the various requirements as published in the bulletin under which he/she plans to graduate. The bulletin in force at the time of initial registration is the binding document between the student and the university. However, a student may file an official petition with his/her dean requesting to be allowed to meet the requirements of another bulletin in force during his/her time of residence. The student's freedom to choose the bulletin under which he/she will graduate has certain restrictions. Undergraduates should see the section "Student's Governing Bulletin" (p. 23). Graduate students should see "Residency Requirements and Time Limits" (p. 36).

## **ATTENDANCE AT THE UNIVERSITY**

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the university. It reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

School deans reserve the right to review their students' performances periodically. In consultation with the faculty, the deans may recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university is vested in the president by right, and in the vice presidents, deans, and other officers on whom jurisdiction is conferred for specific cases and in restricted areas.

## **CHANGES IN BULLETIN REQUIREMENTS**

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement

school/college determines. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period. An "S" means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade "U" signifies unsatisfactory performance. Credit is earned only if an "S" is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

**W—Withdrawal.** Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated by the academic calendar. The designation of "W" is also given in cases where a student, who has previously registered for thesis or project credit and obtained a deferred grade (DG), subsequently decides not to complete the work for the thesis or project and instead selects another option for completing the degree. Under certain circumstances the institution may initiate the withdrawal.

**Repeating Classes.** Students may repeat only once a course in which they have received an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory component also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, 3) a student who earns an F for one semester 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.** No hard copies of grades are mailed to students. They may view and print their grades via the web. Students who need a parent or organization to receive their printed grade reports may make that request via the web or at the Academic Records Office.

## TRANSCRIPTS

The Academic Records Office issues transcripts of the student's academic record upon written request by the student. Requests should reach the Academic Records Office at least ten days before the transcripts are needed. Transcripts are not issued for students with unpaid Student or Housing 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

year—in May and August. Students are expected to participate in all services associated with graduation unless graduating in absentia.

Students must indicate at the time of application for graduation whether or not they plan to participate in the ceremony.

# UNDER-GRADUATE PROGRAMS

## Admission

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission; any qualified student who will be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, national or ethnic origin, gender, marital status, or physical challenge.

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 provisional admission category. All students must submit a final secondary-school transcript before they complete their first registration to change the provisional enrollment to a regular admission

status.

### 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"> <li>an accredited secondary school</li> <li>or an equivalent overseas school (to be assessed by AACRAO guidelines)</li> <li>or GED certification with a minimum average score of 60 on five sections of test with no section lower than 50.</li> </ul>
A minimum of 13 units of solid subjects in secondary school.
Minimum GPA of 2.25 overall and college-bound percentile on ACT/SAT of 50th percentile.
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.

### HOME SCHOOLED STUDENTS

Students who have completed their high-school education in a home-school setting must submit the following documentation along with the regular undergraduate application:

- The GED certificate or a detailed description of the home-based program of study. The description must be written by the one who directed the program and include the courses used, the length of study, texts used, samples of graded work, books read and other experiences, as well as reflections on the value of this Home School experience by the student.
- ACT (or SAT) test results.
- Two recommendations from non-relatives.

### 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 complete an exit exam.

**Required Medical Records.** In compliance with recommendations from the Centers for Disease Control, the Michigan Health Department and the American College Health Association, 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*