

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 118) or the Department of Religion and Biblical Languages section (p. 171) of this bulletin.

### OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation apply to study by distance education. They are described elsewhere in this bulletin.

**Submission of Lessons.** Students are urged to plan their study so they submit lessons on a regular basis, e.g., once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As lessons are completed, students should submit them to HSI. Students are advised to make duplicate copies of lessons to protect themselves in the event lessons are lost in transit. The Distance Education Program is not responsible for lessons lost in the mail.

**Proctored Examinations.** Most courses include at least two examinations. A student may take the examinations under the supervision of a dean or registrar in a college or under the supervision of a school principal or a responsible official of the town where the student resides. Students in the armed forces may take their examinations under the supervision of the education officer. Examinations may also be taken at the Counseling and Testing Center at Andrews University or at Home Study International. The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to HSI using the form provided with the study materials. *HSI has the right to reject a supervisor.*

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

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

Online access to these services is available by obtaining either an Andrews University email account or applying for a Web Proxy account through the Off-campus Library Services Web page: <http://www.andrews.edu/library/ocls/offcamp.html>.

Phone: (616) 471-3283

Fax: (616) 471-6166

Internet: <http://www.andrews.edu/library>

<http://www.andrews.edu/library/ocls/offcamp.html>

### FINANCIAL INFORMATION

Distance-education tuition costs: \$180 per credit.

Prior Learning Assessment tuition fee: One-third of the 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.

# GRADUATE PROGRAMS

## Admission

The graduate programs at Andrews University are characterized by academic quality, attention to research, close individual student/professor interaction, and an emphasis on the spiritual dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

### HOW TO APPLY

#### Request Application Materials

Telephone: 800-253-2874 toll free

Seminary must take either the GRE General Test or the GMAT. Exams are to be taken no more than five years before the date of admission. Official transcripts of test results must be on file in the Graduate Admissions Office before applicants are accepted. All doctoral, counseling, and nursing programs require GRE scores before admission. The different degrees with the required examination are listed below.

#### **Graduate Record Examination—GRE**

AMPT, MA, MAT, MMus, MPT, MS, MSW, MSCLS, MSPT, MTh, EdS, EdD, PhD, ThD, MSA: Community and International Development, and as requested for Seminary professional degrees

#### **Graduate Management Aptitude Test—GMAT**

MBA

#### **Graduate Record Examination or Graduate Management Aptitude Test—GRE or GMAT**

MSA: Engineering Management, MSA: Church Administration

The *GRE* subject exams can be taken at colleges or universities in the United States (U.S.) or at appointed *GRE* test centers in countries outside the U.S. The *GMAT* and general *GRE*, as well as *TOEFL* exams, are available five days a week at certain Sylvan Learning Centers in the U.S. and at other international sites. The Sylvan Learning Center closest to Andrews University that gives the *GRE*, *GMAT*, and *TOEFL* exams is located in Mishawaka, Indiana. The telephone number is 219-254-1055.

Students unable to take the required exam before admission can be accepted only on a provisional basis. The student must then take the exam during the first semester after enrollment.

**Required Medical Records.** Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read “Required Medical Records” (p. 25).

**Required English Proficiency.** English is the language of instruction for most programs on the Michigan campus or at other United States or Canadian sites. Students whose first language is not English and who apply for admission to a graduate program at any of these sites must give proof of proficiency in English before they can officially register for classes. Proficiency is demonstrated by meeting one of the following criteria:

- All education from at least the ninth grade through the twelfth grade or equivalent in a country where English is the spoken language and the medium of instruction.
- Four years in and graduation from an undergraduate program in a college or university in a country where English is the spoken language and medium of instruction.
- Completion of a graduate program from a college or university in a country where English is the spoken language and medium of instruction.
- A score of 550\* or higher on the written *TOEFL* or a score of 213\* or higher on the computer-based *TOEFL—Test of English as a Foreign Language*.
- A score of 80\* or higher on the *MELAB—Michigan English Language Assessment Battery*.
- Completion of the Andrews University English Language Institute course *Advanced Level II* (ENSL115, 116) with a grade of B or above in all classes, and an exit exam.

\* *Some programs require higher scores.*

#### **ADMISSION TO GRADUATE PROGRAMS**

Although graduate students register for course work in one of

the colleges/schools of the university, the School of Graduate Studies, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty, monitors decisions regarding admission, academic progress, and eligibility for graduation of students in most programs. Departments and programs may have additional requirements for admission. Consult the appropriate portions of this bulletin for such requirements.

#### **THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES**

Master of Arts in Pastoral Ministry

Master of Arts in Youth Ministry

Master of Divinity

Doctor of Ministry

Professional degrees in the Theological Seminary are not under the supervision of the School of Graduate Studies. See the Theological Seminary section of this bulletin for academic standards for these degrees.

#### **SCHOOL OF GRADUATE STUDIES MASTER’S DEGREE PROGRAMS**

AMPT, MA, MAT, MBA, MMus, MPT, MS, MSA, MSCLS, MSPT, MSW, MTh

To qualify for regular admission to the master’s-degree programs governed by the School of Graduate Studies as listed above, students must meet the following minimum academic standards in addition to fulfilling the general-admission requirements given on p. 38.

- Hold a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent from a comparable institution outside the U.S.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation. Consult the specific school and departmental requirements.
- Indicate ability to handle master’s-level work in the language of instruction. Note “Required English Proficiency” on this page.
- Show evidence of ability to carry advanced study as listed below. Some specific programs require a higher GPA for admission—consult department/program requirements in other sections of this bulletin.

**Minimum GPA Requirements for Admission.** Satisfy one of the criteria below:

- Have an overall GPA of at least 2.60 in undergraduate courses.
- Have a GPA of at least 2.75 on last 50% of undergraduate

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from an accredited American university or college, or its equivalent from a comparable institution outside the U.S.
- Show evidence of superior scholarship in undergraduate- or graduate-level work with a minimum of 18 credits. This normally is demonstrated by a cumulative GPA of no less than 3.50 for doctoral or 3.20 for specialist.
- Provide evidence of adequate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See "Required English Proficiency" on p. 39.

#### ADMISSION/ENROLLMENT CATEGORIES

Students are admitted and enrolled under one of the following categories:

**Regular Status.** Students are admitted on a regular basis who meet the

- General admission requirements
- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

**Provisional Status.** Students who fail to meet one or more of the requirements for regular admission may be admitted on a **provisional** basis. This can be done if the appropriate dean, department chair, or graduate program coordinator believes the student has the ability to be successful in the desired program.

At the time the provisional admission is granted, the student's deficiency is noted. A plan and a deadline to remove the deficiency is made clear. In any case, deficiencies **must** be removed and the regular status must be granted by the time the student completes 50% of the total requirements for a master's program or 16 credits for EdS and doctoral programs. Students who fail to meet these requirements are dropped from the program in which they had provisional admission.

Students enrolled on provisional status may not

- register for thesis or independent study
- request advancement to degree candidacy
- take comprehensive examinations.

**Permission to Take Classes (PTC).** PTC is a temporary enrollment designation, not an admission category. T\* [

## DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees at the same time.

### Graduate and Undergraduate 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 semester.

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 and Graduate 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 advisors from both programs for their approval. The advisors 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 advisors communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies. They, in turn, will clear the student for regular admission into the two programs. Advisors from both programs continue to approve course work on a semester to semester 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 at the same time. Students taking more than one master's degree at the same time may not apply more than 20% of the credits from one degree program to another degree program. 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 semester or more, including the summer semester, 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. 40). Application forms for PTC 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 all department requirements for admission to such a degree program. The proposed course of study may not be within the same major field and may not be similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See "Transfer Credits," p. 44.)

**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 use the library facilities as guests of the university. Application must be made 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 with permission of the instructor. 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 passed. Under no circumstances are such students readmitted into a graduate program before at least one academic year has passed.

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 an other 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.