

## PARTICIPATION IN GRADUATION CEREMONIES

Graduation ceremonies are intended to recognize students who have completed all degree requirements and to celebrate their achievements. Students who are nearly completed with their degree requirements are also permitted to march and participate in the celebration within guidelines designed to maintain integrity of the degree-awarding process.

Upon submission of their Application for Graduation/Marching by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria:

1. Following registration for the term culminating in a Spring or Summer graduation ceremony, they fall within one of the following categories:
  - a. Undergraduate students who lack no more than 6 semester credits for degree completion and meet both overall and major GPA requirements. Credits lacking include I's, DG's and unregistered work.
  - or**
  - b. Graduate or undergraduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.
  - or**
  - c. Master of Divinity students who lack no more than 6 semester credits for degree completion, including practical field work courses. Credits lacking include I's, DG's and unregistered work.
2. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.
3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.
4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions," written notification from their committee that they have made satisfactory revisions as required must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.

The graduation program does not distinguish between those students who have actually completed all requirements and those who have not. All students authorized to participate will receive diploma covers, and all doctoral candidates will be hooded. However, for those who march without completion, diplomas will be issued and dated on the next official graduation or degree conferral date following completion of all degree requirements.

A list of graduates who have completed all requirements and received degrees for each commencement will be made public through a posting on the Andrews University w

admission is sought. After the review, the student will receive a letter outlining the conditions to be achieved for regular-student standing or indicating that admission has been denied.

**Home-Schooled Students.**

Only 6 transfer credits, including correspondence credits, may be applied on the last 36 semester credits of a degree program. Individual schools and programs may have other limitations on transfer credits.

**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 school concerned 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 advanced undergraduate students 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 12 credits of finishing an undergraduate degree
- Be in the process for admission to a graduate program and meet all other regular admission standards for a graduate program
- Be enrolled in no more than 12 credits (combined graduate and undergraduate) each semester.

**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 16 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.** Students who eventually apply and receive regular admission, may ask that up to 21 of the undergraduate credits taken on a PTC basis be applied towards the proposed degree. A minimum grade of C must be received 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-scholar 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

**Advisors.** Students are assigned academic advisors based on the major chosen. Advisors 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.

**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 questions concerning advising, tutoring and student success to the Student Success Center. (phone 269-471-6096, email: success@andrews.edu).

**Declaration of Major.** Students are encouraged to declare their major field of study by the start of their sophomore year. Special

advisors are assigned to students yet undecided. Assistance in exploring majors/careers is given through the Student Success Center, the Career Planning and Placement Services Office, and the Counseling and Testing Center.

### **CLASS STANDING**

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

Freshman	0-24	Sophomore	25-56
Junior	57-86	Senior	87+

### **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 related cognate requirements. All courses used to meet major requirements must be selected in consultation with the major professor or advisor.

### **HONOR LISTS**

**Dean's List.** Students with a minimum semester GPA of 3.50 are eligible to be on the Andrews University Dean's List. They must carry a load of at least 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 semester this list may be published or posted.

### **STUDY-WORK LOADS**

**Course Load.** The course load is expressed in semester credits.



Education requirements plus the requirements for a major, a minor (if required), and specified cognates (or related courses).

- Professional baccalaureate degrees. Students must complete all required courses including the following: General Education requirements plus the specific requirements for a degree as outlined in the appropriate section of this bulletin, including core, major, emphasis, and cognate requirements.
- All baccalaureate degrees. Students must complete a minimum of 30 semester credits from courses numbered 300 or above.

**Residence Requirements**

- A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned on campus. Before a

# General Education

## PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multi-cultural 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. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service, so that they may contribute effectively to their homes, companies, communities, and churches. Transmitting this common yet distinctive heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of General Education at Andrews.

General Education is more than simply completing a specified list of courses. The faculty desires that undergraduates go beyond the mere study of their chosen disciplines to focus on developing spiritual strength, Christian values, and social abilities. As a result, the General Education program strives to foster an atmosphere in which each student is encouraged to

- Construct a thoughtfully conceived world view that recognizes the roles of Scripture, nature, and human discovery as sources of truth. Moreover, living from this perspective means consciously making Christian convictions explicit and applying them ethically, as well as articulating individual values from the viewpoint of one's chosen profession.
- Understand the heritage and mission of Andrews University in furthering the cause of Christ within the context of Seventh-day Adventist faith and practice. Thus, one is to affirm in mind and practice the importance of the Christian way of life as revealed in Scripture. This implies compassionate behavior toward other individuals as well as respect for the dignity of all peoples, recognizing their creation in the image of God.
- Enjoy comradery with many individuals, form enduring friendships within the diverse campus community, and esteem the sacred nature of marriage.
- Evaluate one's interpersonal effectiveness, including the ability to work in groups while maintaining the ability to think for oneself, and strive to enlarge the scope of all personal abilities.
- Understand one's role and responsibilities as a citizen in a secular society and as a member of a religious community; and then, beyond understanding, to respond with thoughts, with emotion, and with action to the needs of one's wider community.
- Strengthen the ability to judge clearly, observe accurately, draw reasonable inferences, perceive relationships, and to show the ability to discriminate among alternatives and design creative strategies to solve problems.
- Enjoy the cultural achievements of humanity and foster participation in creative and aesthetic activity.

## GENERAL EDUCATION GOALS

To be well-informed, participating members of society, graduates must be knowledgeable in many areas. Andrews University considers the following areas to be important and designs its curriculum to help students meet the goals.

**Religion**—From a study of faith, ethics, and doctrine, students will gain an experiential understanding of God's divine plan for their lives.

**Language and Communication**—Through practice, students will develop strategies for effective oral and written English communication. A Bachelor of Arts student will learn to communicate in a foreign language at the intermediate level.

**Arts and Humanities**—As students study and experience literature, ideas, and the performing and visual arts, they will come to understand how civilization expresses itself.

**Social Science**—Students will come to understand human-behavioral theories and perspectives as manifested in social, geographic, political, and economic relationships.

**Service**—Students will apply their knowledge and skills to the benefit of others by identifying with and serving in a selected community.

**Physical/Natural Science**—Students will experience the scientific method of studying the natural universe and the current way of understanding it.

**Wellness**—Students will study and apply the principles of health and fitness to their own lives.

**Mathematics and Computer Science**—Students will develop the logical, mathematical, and computer skills essential in modern technological society.

## HONORS GENERAL EDUCATION (SAGES)

The Andrews Honors Program offers a series of interdisciplinary courses which apply to the General Education requirement. Scholars Alternative General Education Studies (SAGES) is described on p. 82.

## GENERAL EDUCATION MATHEMATICS

The Andrews General Education mathematics requirement consists of a **skill requirement**, which should be met first, and a **reasoning requirement**, which should be fulfilled no later than the second year of college.

**The Andrews Mathematics Placement Examination (MPE)** provides information essential to planning the college career. Subject to exceptions listed below, all new students, including transfer students, must take the MPE during the first semester of residence.

The MPE takes one hour, no calculators are allowed, and there is a fee which may be charged to the student's account. (See Fee Schedule on p. 56.) It is given during Orientation Week, at other convenient times throughout the year, and each spring at participating Adventist academies. Three months must normally elapse between tests. Similar tests taken elsewhere are not recognized.

**The skill requirement** is met by an MPE score of at least P2, showing competence in arithmetic and high school algebra.

*A a 1 1 , he e e 1 g de h d be f i c e 1  
add 1 1 , b ac 1 , 1 1 ca 1 a d d 1 1 1 f h e -  
be , f ac 1 , a d dec 1 a , a d h d be ab e ha d e e -  
ce age b e . The de h d eed a c a c a  
f 1 d a e b e e diff 1 c ha 9 6=54,  
13-21=-8, 2(3/14)=3/7, 4/0.02=200.*

Any student with an ACT math score of 17 or below, or an SAT math 450 or below, and many higher scoring students will need to do serious study and review to achieve a score of P2 on the MPE.

Students should do everything possible to improve mathematics performance *before* coming to campus. A thorough review of algebra the summer before enrolling in college will pay great dividends even if the student places into the skill course.

Specific suggestions for self-evaluation and review including sample questions may be found on the web site [www.math.andrews.edu](http://www.math.andrews.edu) (click on "Mathematics Placement Examination").

**The skill courses, MATH091 and 092.** Students with MPE scores of E0, E1, M0, M1, P0, or P1 at the time of enrollment must enroll in MATH091 Arithmetic and Algebra Review I, or engage in other study to achieve a score of P2. *Math 091 and 092* fulfill the skill requirement and awards a P2 score.

The principal means of instruction in MATH 091/092 is ALEKS, an on-line tutorial system developed at the University of California. Instruction is entirely individualized and students can advance as rapidly as their capacity will allow. The faculty instructor consults with students, tracks the student progress and is available for individual assistance. Each student is assigned to a cluster of about 15 students supervised by a lab instructor, who provides one-on-one assistance during class time. At other times the student can work on any computer with a web connection, or use a computer in the Mathematics Tutoring Center and receive help from a tutor. See MATH091/092 course descriptions, p. 145.

**The reasoning course, MATH 145.** MATH 145 Reasoning with Functions is the course which most non-science students will find most appropriate for meeting the reasoning requirement. See course description on p.145. MATH 166, 167, 168, 182, and 141 also meet the reasoning requirement.

**Transfer policy.** Courses transferred to meet the reasoning requirement must be broadly equivalent, both in content and level, to those offered at Andrews to meet the requirement. Andrews students who wish to take a course elsewhere to meet the reasoning requirement must first meet the skill requirement, and must have the proposed course accepted by petition before enrolling in it. Courses titled Intermediate Algebra, Elementary Algebra, Basic Algebra, Pre-algebra, College Arithmetic, or Business Mathematics may prepare the student for the MPE but do not normally meet the reasoning or the skill requirement.

### Exceptions

1. Students who at admission transfer College Algebra, College Algebra with Trigonometry, Precalculus, Precalculus Algebra, Precalculus Trigonometry, Calculus, a Cambridge "A Level" pass in Mathematics, or AP Calculus fulfill the mathematics reasoning requirement. They do not have to take the MPE and the math skill requirement is waived.
2. Some courses other than those listed in 1. above may be accepted for the reasoning requirement, provided they are presented at admission and the skill requirement is separately fulfilled. Current criteria will be applied case-by-case. Students wishing to have a course evaluated should bring a description to the Mathematics Department.
3. Students who transfer from a four-year college into Physical Therapy or Clinical Laboratory Science and are classified as Seniors in their first year at Andrews are deemed to have met the mathematics requirement of the college or university from which they are transferring. The Andrews mathematics requirement is waived and these students do not have to take the MPE.

4. Students enrolled in the English Language Institute are not required to take the MPE until the first semester of enrollment in regular college level courses.

### RELIGION requires enrollment in the MPE

**SEMESTER CREDITS**

**RELIGION** 12

RELT100 God and Human Life 3

**TABLE 2**  
**GENERAL EDUCATION: PROFESSIONAL DEGREE REQUIREMENTS**

<b><u>BACHELOR OF SCIENCE IN</u></b>	
<b><u>ARCHITECTURE</u></b>	
Religion	12
Language/Communication	8
Arts/Humanities	5
Natural/Physical Sciences	3
Mathematics	4
Computer Tools	0-3
Social Sciences	3
PE/Wellness	1-4
Service	<u>2+</u>
<b>TOTAL</b>	<b>38-44+</b>
<b><u>BACHELOR OF BUSINESS</u></b>	
<b><u>ADMINISTRATION</u></b>	
Religion	12
Language/Communication	8
Arts/Humanities	6
Natural/Physical Sciences	6
Mathematics	3
Computer Tools	0
Social Sciences	6
PE/Wellness	1-4
Service	<u>2+</u>
<b>TOTAL</b>	<b>44-47+</b>
<b><u>BACHELOR OF FINE ARTS</u></b>	

<b><u>BACHELOR OF HEALTH SCIENCE</u></b> <b>(Physical Therapy Department)</b>		
Religion	9	See major. One religion course per year in an SDA school. PTH460 Topics: Comparative Religions is taken in the professional program
Language/Communication	8	Same as BS requirements
Arts/Humanities	4	Fine Arts—An appreciation theory and/or history course in music, art, photography, etc. or 1 year of ensemble music (private music lessons do not apply) Humanities—One course from the following options: ethics, cultural perspectives, literature, philosophy, critical thinking, second language, world history, western civilization, U.S. history, American history, Canadian history
Natural/Physical Sciences	Major	See major
Mathematics	3	STAT285
Computer Tools	0-3	Same as BS requirements
Social Sciences	8	General Psychology—An introductory psychology course Human Development—A course which covers physical, social, and psychological development beginning with conception Social Science—One course from the following options: sociology, geography, anthropology, minority groups, diversity, economics, American government
PE/Wellness	1	Physical Fitness—a physical fitness/wellness theory course
Service	0	See major
	<b>TOTAL</b>	<b>33-36</b>
<b><u>BACHELOR OF MUSIC</u></b>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	8	Take HIST117, 118 and IDSC211
Natural/Physical Sciences	3	Take one of PHYS110, 405, BIOL208 or 330
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	3	Take foundation course or interdisciplinary course
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
	<b>TOTAL</b>	<b>40-46+</b>
<b><u>BACHELOR OF SCIENCE:</u></b> <b><u>ALLIED HEALTH ADMINISTRATION</u></b>		
Religion	12	Same as BS requirements (one per year for transfer students)
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences	Major	See major
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	6	Same as BS requirements
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
	<b>TOTAL</b>	<b>43-49+</b>

**BACHELOR OF SCIENCE IN  
CLINICAL LABORATORY SCIENCE**

Religion	12
Language/Communication	8
Arts/Humanities	3
Natural/Physical Sciences	Major
Mathematics	3
Computer Tools	Major
Social Sciences	3
Religion	12
Language/Communication	8
Natural/Physical Sciences	Major
Mathematics	3

**BACHELOR OF SCIENCE IN ENGINEERING**

Religion	12	Same as BS requirements
Language/Communication	8	Take ENGL115, 220, and COMM104
Arts/Humanities	3	Take HIST118 or IDSC211
Natural Sciences	See Major	See major and cognates
Mathematics	See Major	See major and cognates
Computer Tools	3	Take CPTR125
Social Sciences	3	Take one foundation course from B
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
<b>TOTAL</b>	<b>32-35+</b>	

**BACHELOR OF SCIENCE: NURSING**

Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences/and Cognates*	See below	See cognates below
Mathematics	3	Same as BS requirements
Computer Tools	3	Same as BS requirements
Social Sciences	6	PSYC101 and one interdisciplinary course
PE/Wellness	2	Take 2 activity courses
Service	2+	Same as BS requirements
<b>TOTAL</b>	<b>47</b>	

\* Science and cognates not included above

BIOL111	4
BIOL112	3
BIOL113	1
BIOL260	4
EDPC301	3
FDNT230	3
STAT285	3
<b>TOTAL</b>	<b>21</b>

Grand totals for Nursing curriculum:

GE	47
Science/cognates	21
Nursing courses	59

**BACHELOR OF SOCIAL WORK**

Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences	9	Take IDSC321, 322 plus labs and BIOL100
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	6	See degree requirements for major
PE/Wellness	1-4	Same as BS requirements
Service	2	SOWK255; omit BHSC100
<b>TOTAL</b>	<b>52-58</b>	

<b><u>BACHELOR OF TECHNOLOGY</u></b>		
Religion	12	Same as BS requirements
Language/Communication	8	Take ENGL115, 220 and COMM104
Arts/Humanities	3	Take 3 credits from BS list
Natural/Physical Sciences	6	Take IDSC321, 322
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements*
Social Sciences	3	Take one foundation course from BS list
PE/Wellness	2	Take HLED120 and 1 activity course
Service	2+	Same as BS requirements
	<b>TOTAL</b>	<b>39-42+</b>
*Digital Multimedia Technology and Graphic Imaging majors fulfill this requirement by completing the following courses: DGME130, DGME175, and DGME250.		
<b><u>SECONDARY EDUCATION CERTIFICATION GENERAL EDUCATION REQUIREMENTS</u></b>		
Religion	12	Take RELT100, 225, 308, and one course from the following: RELB210, 214, 304, 305, 335, 374, or 375
Language/Communication	8-12	Same as BS requirements; BA students take Intermediate Language for 4 credits
Arts/Humanities	10-11	Take HIST117, 118, 404, and one course from ARTH220, ENGL255, IDSC211, MUHL214, PHTO115, or PHTO210
Natural/Physical Science	9	Same as BS requirements
Mathematics	3	Same as BS requirements
Computer Tools	3	Same as BS requirements
Social Sciences	9	Take two courses from ANTH124, ECON225, EDPC302, EDTE228, GEOG110, PLSC104, PYSC101, or SOCI119
PE/Wellness	1-4	Same as BS requirements
Service	4	Take EDTE165
	<b>TOTAL</b>	<b>59-67</b>

<p><b><u>ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE COLLEGE OF ARTS AND SCIENCES</u></b></p>		
Religion	6	Take RELT100 and one of RELB210, RELT250
Language/Communication	8	Same as BS requirement
Arts/Humanities	3	Take HIST118 and one of ENGL255, MUHL214, ARTH220, or PHIL224
Natural/Physical Sciences	3	Choose one of the following: BIOL111, BIOL165, BIOL260, CHEM110, CHEM131, PHYS110, PHYS115, PHYS141, PHYS241
Mathematics	3	Same as BS requirement
Computer Tools	0-3	Same as BS requirement
Social Sciences	3	Choose one of the following courses: ANTH124, ECON225, GEOG110, PLSC104, PSYC101, SOCI119
PE/Wellness	2	Take HLED120 and one activity course
Service	2	Take BHSC100
	<b>TOTAL</b>	<b>30-33</b>
<p><b><u>ASSOCIATE OF SCIENCE SCHOOL OF BUSINESS</u></b></p>		
Religion	6	Take RELT100 and one of RELB210, RELT250
Language/Communication	8	Same as BS requirements
Arts/Humanities	6	Take HIST118 and one of ENGL255, MUHL214, ARTH220, or PHIL224
Mathematics	3	Skills—Mathematics Placement Examination score of at least P2 or completion of MATH091 and 092 and Reasoning—MATH145 Reasoning with Functions (or MATH166 or more advanced MATH course)
Computer Tools	Major	See major
Social Sciences	3	Take PSYC101
PE/Wellness	2	Take HLED120 and one activity course
Service	2	Take BHSC100
	<b>TOTAL</b>	<b>30</b>
<p><b><u>ASSOCIATE OF TECHNOLOGY</u></b></p>		
Religion	6	Take RELT100 and one of RELB210, RELT225, 250
Language/Communication	5	Take ENGL115 and COMM104
Arts/Humanities/Social Sciences	3	Choose with advisor one course from BS list
Natural Physical Sciences/Math	0-3	Math Placement Exam $\geq$ P2 or MATH091 and 092
Computer Tools	0-3	Same as BS requirements
PE/Wellness	2	Take HLED120 and one activity course
Service	0	Not required
	<b>TOTAL</b>	<b>16-22</b>

# Center for Distance Learning & Instructional Technology

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James White Library, Room 304  
(269) 471-3960  
dlit@andrews.edu  
<http://www.andrews.edu/dlit>

Marsha Beal, *Director*

## DISTANCE EDUCATION

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

Distance education courses are offered by:

- Andrews University/Home Study International partnership, p. 42 (*undergraduate*)
- School of Education, p. 249 (*graduate*)
- Seventh-day Adventist Theological Seminary, p. 288 (*graduate*)

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

## Andrews University/Home Study International Partnership

James White Library, Room 304  
(269) 471-3960  
au-hsi@andrews.edu  
<http://www.andrews.edu/AUHSI>

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

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

See p. 16 for other Andrews University Off-campus programs.

## ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 27.

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

Admission requirements include

- A \$30 application fee (non-refundable)
- Completed application form
- Final official secondary-school transcript
- Official transcripts from all accredited degree-granting colleges and universities attended
- A statement (maximum of one page) explaining why distance education is desirable.

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

When asking for official transcripts from other institutions, request that they be mailed to YOU with a school seal across the closure of the envelope. DO NOT OPEN the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the required items to

AU/HSI Office  
James White Library, Room 304  
Andrews University  
Berrien Springs, MI 49104-1400

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

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

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

Prospective students may use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. The course, IDSC499, *PLCA Portfolio Development*, in the AU/HSI catalog is designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 31).

## REGISTRATION

To register for an Andrews University/Home Study International course, students should obtain an AU/HSI catalog from the AU/HSI Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AU/HSI Office at Andrews University (1-269-471-3960), or the General Offices of Home Study International (1-301-680-6590).

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

## ACADEMIC PROGRAM

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

Department of Behavioral Sciences: p. 93

BHSC220, 235; GEOG260; PSYC101, 252, 269, 315, 364, 434, 495; SOCI119, 425, 488

Communication Department: p. 119

COMM104

English Department: p. 124

ENGL115, 270, 378, 464

Department of History and Political Science: p. 132

HIST117, 118, 204, 205, 316, 317, 404; PLSC104

International Language Studies: p. 139

FREN171, 172, 275

Mathematics Department: p. 144

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

MATH165, 168; STAT285

Music Department: p. 148

MUHL214

Nutrition and Wellness Department: p. 160

FDNT230

Physics Department: p. 176

PHYS110

Department of Religion and Biblical Languages: p. 179

BIBL204, 205, 304, 305; RELB210, 304, 305, 335, 374, 375;

RELG360; RELH316, 317 (HIST 316, 317); RELP290, 441;

RELT100, 225, 235, 308, 320, 340

For additional available courses, contact the AU/HSI Office.

**Degrees by Distance Education.** Three degrees are available through the Andrews-HSI partnership:

General Studies: Personal Ministries (AA)

General Studies (BA and BS)

Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 130) or the Department of Religion and Biblical Languages section (p. 179) 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.

**Electronically Enhanced Correspondence (EEC).** Electronically enhanced correspondence courses are courses offered through HSI that have a standard version as well as the EEC version. In the EEC version the lessons/submissions are the same, but the student submits the lessons/submissions electronically. There is an additional fee of \$35 for the EEC version. The following courses have the EEC version: HIST117, HIST118, HIST404, RELT100, RELB210, and RELG360.

**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 decline a suggested supervisor.

**Library Access.** Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, 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 applying for an Andrews University username and password through the Off-campus Library Services Web page:

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

Phone: (269) 471-3283

Fax: (269) 471-6166

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

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

#### AU/HSI FINANCIAL INFORMATION

Undergraduate Admission application, non-refundable: \$30

Distance-education tuition costs: \$220 per credit

Enrollment fee: \$60 per enrollment form

Electronically Enhanced Correspondence fee: \$35 per course

Math Placement Exam: \$75

Supplies/shipping and handling: cost varies per course

Prior Learning Assessment (PLA) Fees

Application fee per portfolio: \$25

Evaluation fee per portfolio (max. 5 credits): \$85

Recording fee per credit hour: \$35

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. They may also authorize the AU/HSI tuition and fees to be applied to their AU student account. This is done at the AU/HSI Office. Financial aid from sources other than Andrews University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus. Non-resident students normally pay tuition directly to Home Study International.