

Postal Address:

Graduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740

28 **ANDREWS UNIVERSITY**

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, and/or 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).

Follow These Procedures. The Graduate Admissions Office will send an application packet which contains the items mentioned in the instructions below. Students must also fill out the form *Application for Graduate Admission* and return it with the \$30 application fee.

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 (1-9)

[in any department]
Under the guidance of an advisor, students complete appropriate reading assignments, discussion, critical essays. Requires a minimum of 1 credit. Repeatable

(1-9)

[in any department]
Based upon between student and advisor. Requires a minimum of 1 credit.

(1-6)

Requires creative work to proposal. Repeatable. 001

- Prepare a Statement of Purpose explaining one's desire to pursue a graduate degree at Andrews University.
- Complete the information requested on the form *Professional Experience*. (Applicants for the MS: Nursing program should submit a copy of their current nursing license.)
- Request two (three for doctoral, EdS, MSA in International Development, and all seminary applicants) professionals who know them well—adviser, major professor, administrative officer of current employing organization, etc., to complete *Graduate Evaluation* forms. These evaluations should be submitted directly to Andrews University. (Respondents should not be relatives of the applicant.) Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.
- Request an Official Transcript of Credit from the registrar(s) of the school(s) where undergraduate and/or graduate courses were taken. Official transcripts of all previous post-secondary academic work must be sent directly to the Andrews University Graduate Admissions Office (mailed by the school or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap).
- Arrange to have *Graduate Record Examination (GRE)* or *Graduate Management Aptitude Test (GMAT)* scores sent directly to Andrews University. Seminary professional-degree applicants are not required to take

ADMISSION TO GRADUATE PROGRAMS

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

THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES

Master of Arts in Pastoral Ministry

second quarter(s) in residence until English language skills are at an acceptable level. Because students would incur additional expenses by having to take remedial English, they are encouraged, wherever possible, to obtain an acceptable proficiency in English before enrolling at Andrews University.

The MELAB is offered at Andrews University five times per year. (Check with the Counseling and Testing Center for exact dates and registration applications.)

Full-time Status. For international graduate students to retain their status as full-time students as required by the United States Immigration and Naturalization Service (INS), they must enroll for a minimum of 8 credits each quarter while in the U.S. They may also work on a part-time basis only if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students, see full-time status, p. 164.

DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees simultaneously.

Graduate/Undergraduate Dual Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on regular or provisional status in a graduate program at Andrews University
- Normally take no more than 16 credits (combined graduate and undergraduate) each quarter.

The limitations on the undergraduate credits taken are the following:

- Credits earned toward the additional baccalaureate degree may not be used also to count towards the total necessary for completion of the graduate program
- The GPA on undergraduate credit does not count toward the graduate GPA.

Graduate/Graduate Dual Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on a regular or provisional basis into the two graduate programs in which enrollment is desired
- Submit a planned program for completion of the two graduate programs to advisers from both programs for their approval (The advisers must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the dual enrollment status on a provisional basis only. When the planned program has been approved, the advisers communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies, who will clear the student for regular admission into the two programs. Advisers from

both programs continue to approve course work on a quarterly basis as the student continues on dual enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.)

The limitations on the credits taken are the following:

- The student must satisfy the GPA requirements and program expectations of both programs
- The usual regulations and limits with respect to transfer credit apply when taking two degrees concurrently. (Students taking more than one master's degree concurrently may not use more than one-fifth of the credits from one degree program to apply to another degree program, unless appropriate approvals are obtained for an exception. Students enrolled for two degrees at different levels—for example, the EdS and the PhD—must meet the minimum requirements for total credits taken from Andrews University for each degree.)
- The same provisions for normal course loads at the graduate level apply as for all graduate programs.
- If the two degrees are at the same level (i.e., each is a master's degree), the two courses of study cannot be within the same major field.

SPECIAL TYPES OF ADMISSION

Admission for Returning Students. Students returning after an absence of one quarter or more, including the summer quarter, must notify the Graduate Admissions Office of their intention to return. Students who arrive on campus without having notified the Graduate Admissions Office may encounter a delay in their registration. Application materials may be obtained from the Graduate Admissions Office.

Enrollment of Guest Students. Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See *Permission to Take Classes*, p. 29) Application forms for such admission are available at the Graduate Admissions Office.

Admission to a Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet the department requirements for admission to such a degree program and if the proposed course of study is not within the same major field or is not similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See p. 32 on transfer credit.)

Admission—Resident Scholars. Scholars who have attained doctoral status or the equivalent from a recognized university, and other recognized scholars who wish to continue study and research in special fields, may be granted the use of the library facilities as guests of the university upon application to the appropriate dean or graduate program coordinator. Such privileges are granted upon recommendation of the

department in which the work will be done. Formal courses may be attended subject to the permission of the instructor in charge. No official record is made of the work done. If credit is desired, regular enrollment is required.

Readmission of Students After Cancellation.

Students whose previous admission to a graduate-degree program at Andrews University has been canceled because of academic and/or conduct reasons may reapply for admission after a reasonable period of time has elapsed. Under no circumstances are such students readmitted into a graduate program before at least four quarters have elapsed.

The reasons for the cancellation of the student's admission status, a statement of intent, a report of subsequent rehabilitation, and a record of improved scholarship and/or conduct at another institution are all factors that are taken into account when the student reapplies for admission. The decision to approve such a reapplication for admission, as well as the status of such a student, is made by a special Admissions Committee composed of appropriate administrative and faculty representatives.

Academic Information

Graduate education at Andrews University looks beyond the traditional preservation of knowledge and the advancement of disciplines to the integration of learning with Christian faith. The graduate faculty seek to challenge and guide students in their search for knowledge, to motivate them with a keen desire to learn, and to develop both personal resourcefulness and a sense of their own responsibility in the quest for greater competence in their chosen academic discipline.

HELPFUL DOCUMENTS

Several specialized documents are available to assist students in planning their graduate programs of study. The documents include the following:

The Graduate Programs Manual. The *Graduate Programs Manual* contains the voted minimum admission and academic standards policies for all Andrews University graduate programs (except the professional ministerial degrees). Copies of the manual are available for student consultation in all departments and schools with graduate programs.

Handbooks for Graduate Students. The *Handbook for Educational Specialist Students* and the *Handbook for Doctoral Students* may be obtained from the School of Education; the *Doctoral Student Handbook* may be obtained from the SDA Theological Seminary. Some master's-degree programs also have handbooks. These handbooks give detailed information about admission requirements, advanced-degree course and research requirements, and comprehensive examinations.

The doctoral handbooks also provide information about approval of the proposal for the dissertation, dissertation preparation, oral defense of the dissertation, and the general schedule of deadlines for doctoral students as they approach the final stages of their programs in preparation for graduation.

Standards for Written Work. *Andrews Uni-*

ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner, normally the following quarter. The dean/graduate program coordinator of the school/college must approve such a plan. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.

- Students who accumulate more than 16 credits with grades below B- (including U) normally are not allowed to continue. Exceptions must be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
 1. English-language deficiencies (see Admission Policies) must be met by the time the student has completed no more than 50% (25% for doctoral students) of his/her course work.
 2. Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work. Doctoral students should take care of background deficiencies before starting on required doctoral course work.
 3. A minimum GPA of 3.00 must be met by the time the student has completed 12 graduate credits.
 4. A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.
- Students on academic probation or provisional status may not
 1. Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
 2. Register for project credit except by permission from the dean/graduate program coordinator of the college/school
 3. Advance to degree candidacy or take comprehensive examinations.

minimum credits in course work numbered 500 and above except where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.

- The student must submit evidence of competence in conducting investigation in his/her

AWARDING DEGREES FOR GRADUATE PROGRAMS

General Minimum Requirements for a Master's Degree (AMPT, MA, MAT, MBA, MMus, MPT, MS, MSA, MSCLS, MSPT, MSW, MTh)

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must fulfill satisfactorily a schedule of studies approved by the student's adviser and the graduate program coordinator (or dean) of the appropriate school.
 1. The number of credits to be completed depends on the minimum requirements for the degree.
 2. The student's schedule of studies must include at least one-half of the required mini-

were completed within the time limitations as indicated in the appropriate section of this bulletin and (2) the transfer complies with the provisions in the *School of Education Handbook for Doctoral Students*. A petition for transfer of credit is considered only after an official transcript for the course is received.

Exceptions. Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions.

STUDENT SUPERVISORY COMMITTEES Master's Degree Committees. A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis adviser and normally two other members. Except for an interdisciplinary master's degree for which a committee is appointed prior to initial registration, all other master's-degree student committees are appointed after some course work has been completed and prior to registration for thesis credits. On rare occasions, a student's committee may be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief adviser. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

Doctoral Degree Committees. A doctoral student's supervisory committee consists of no fewer than three members appointed by the appropriate dean and/or doctoral program director. The appointment is made in consultation with the department chair or program director and the student and after appropriate school approval. See the *School of Education Handbook for Doctoral Students* or the *Graduate Programs Manual* for further details.

COMPREHENSIVE EXAMINATIONS

Most master's- and all specialist- and doctoral-degree candidates are required to take prescribed comprehensive examinations (written or written and oral as required by the department).

Master's-degree students are not permitted to sit for these examinations until they have been officially advanced to degree candidacy. EdS and doctoral students normally sit for comprehensive examinations after all course work is completed and after applying for degree candidacy. Candidacy is not granted to doctoral students until the comprehensive examinations have been passed.

See the appropriate section of this bulletin and the *School of Education Handbook for Doctoral Students*, the *School of Education Handbook for Educational Specialist Students*, or the *Graduate Programs Manual* for details about examinations for master's, specialist, or doctoral students.

ADVANCEMENT TO DEGREE CANDIDACY

Master's Degree. Upon completion of 50% of course work, a student must apply for advancement to degree candidacy (clearance for taking comprehensive examinations). Forms are available at the office of the appropriate dean or graduate program coordinator. The forms should be completed by the student, approved by the adviser and the department chair, and returned to the office of the dean or graduate program coordinator.

- At the time a student files an application for advancement to degree candidacy, he/she shall have
 1. Received *regular* admission status
 2. Applied for graduation
 3. Completed all curriculum and English-language deficiencies that may have existed
 4. Demonstrated foreign-language proficiency where required.
- A student who has completed 75% of his/her program is not allowed to register for further course work until the advancement to degree candidacy forms have been filed with the appropriate dean or graduate program coordinator.
- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

Educational Specialist Degree. See the School of Education section of this bulletin and the *School of Education Handbook for Educational Specialist Students* for information on degree procedures.

Doctoral Degree. The *Application for Admission to Doctoral Candidacy* form must be filed at least one month prior to the scheduled date of the comprehensive examination.

Approval for degree candidacy is granted when the student has

- Received regular admission status
- Completed all curriculum and English-language deficiencies that may have existed
- Demonstrated research tool proficiency, including foreign language when required
- Passed all comprehensive examinations
- Completed all other degree requirements except the dissertation.

PROJECTS, THESES, AND DISSERTATIONS

Projects. The student who elects to complete a research project or projects as part of fulfilling the research requirement for the master's degree reports it/them in conformity to the *Andrews University Standards for Written Work*. One copy of each report is submitted to the instructor under whose supervision it was prepared and becomes the property of the department. Com-

pleted and signed approval forms for the project(s) must be filed in the Academic Records Office no later than noon on Friday, one week preceding graduation, unless an earlier time is specified by the department. (Some departments require approval of the project(s) prior to writing the comprehensive examinations.) If students need time for project preparation beyond the quarter(s) when regular project credits are accumulated, they may register for project continuation. Project continuation is a non-credit enrollment status that requires a small fee for each quarter of registration.

Master's Thesis. To fulfill the thesis option for the master's degree, a student is required to write a thesis and successfully defend it in an oral examination at an officially designated time and place.

Doctoral Dissertation. In order to fulfill the dissertation requirement for the doctoral degree, the student is required to write a dissertation and successfully defend it in an oral examination at an officially designated time and place.

Registration for Thesis Credits—Committee Guidance. When a master's student is required or elects to write a thesis, he/she should register for it initially no later than two to three quarters before the anticipated graduation date. The student may register for 4-8 thesis credits per quarter (with a maximum of 12 total credits for the thesis). The student is guided from the beginning of thesis preparation by a committee (normally two to three members) appointed before registering for thesis credits. (See Student Supervisory Committees above.) The committee chair serves as thesis adviser.

Dissertation Credits—Committee Guidance. Doctoral students are required to register for a total of 24 dissertation credits. Students should consult the appropriate section of this bulletin and the appropriate handbook for doctoral students for information regarding registering for the dissertation credits. The doctoral committee is appointed following the guidelines of the appropriate section of this bulletin and the appropriate handbook for doctoral students.

Standards for Writing—Dissertation

Secretary. The master's thesis and doctoral dissertation must demonstrate the candidate's capacity for original and independent work, include a critical evaluation of previous research, and emphasize new conclusions. The format of the thesis/dissertation also must conform to the guidelines found in the *Andrews University Standards for Written Work*.

When, in the opinion of the student and his/her full committee, the thesis/dissertation has been completed satisfactorily and a final draft has been submitted, the committee, by official action, declares it to be ready for the oral defense. Before a defense can take place, however, the candidate must submit the committee-approved thesis/dissertation to the dissertation secretary (preferably six to eight weeks before graduation) who checks it for conformity to the *Andrews University Standards for Written Work*. After it is approved, a date for the defense may be set in consultation with the chair of the department or the program director.

Defense of Thesis/Dissertation. The oral defense should be completed no later than four weeks before a candidate plans to graduate. A defense is scheduled after the committee has officially cleared the thesis/dissertation as ready for defense.

A thesis/dissertation is approved if there is no more than one negative vote, an abstention being recorded as a negative vote. The department chair or program director is responsible for notifying the appropriate dean or graduate program coordinator of the outcome of the defense.

The decision of a student's examining committee is recorded and signed on the appropriate form and submitted to the appropriate dean or graduate program coordinator (with a copy to the Academic Records Office).

After the defense:

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being.

MSSN627 (3)

Ethics in Development

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

PLANNING/EVALUATION

EDAD545 (3-4)

Grant Writing

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

EDCI636 (4)

Program Evaluation

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

EDRM605 (4)

Introduction to Qualitative Research

Introduce students to the philosophy, theory, and

