

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

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.

<b>Undergraduate General Admission Standards</b>
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 the 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 50th percentile on ACT/SAT.
Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.
Completion of grades 9-12 using English in an English-speaking country, or a minimum score of 550 on the paper TOEFL, 213 on the computer TOEFL, or a minimum score of 80 on MELAB.

**Home-Schooled Students.** Andrews University welcomes and encourages students who have completed their high-school education in a homeschool setting to apply for admission. Homeschool students should submit the following documentation along with the regular undergraduate application and \$30 fee:

- ACT (or SAT) test results (best if taken early in the senior year of high school since these scores are also used, along with GPAs, to determine significant AU scholarship awards).
- One of the following:
  1. Detailed transcript\* with a cumulative GPA and accompanying list of course descriptions
  2. GED certificate.
  3. Portfolio\* including course descriptions, resources used, time spent, and samples of best work for each course.
- A written essay by the student reflecting on the value of the homeschool experience.
- Two recommendations from non-relatives.

\* Should be completed by the person who directed the program along with the help of the student where appropriate.

Call 616-471-6200 or 616-471-6346 for more information.

**Note:** Home Study International (HSI) offers a secondary education program and will work with homeschool students who take a minimum of their last three high school courses through HSI to develop and grant a high school diploma. Contact HSI at 800-782-4769.

**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 first language is not English must demonstrate that they can 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 (ELI) and successfully complete an exit exam.

**Required Medical Records.** In accordance 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 they plan to enter 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 any time within the six months before registration.

**Measles, Mumps, and Rubella (German Measles) (MMR)**

**Immunization.** Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months of age
- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

### ADMISSION OF TRANSFER STUDENTS

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

Transfer students who have earned at least 24 semester credits before applying to Andrews are evaluated on the basis of their college GPA and not their secondary-school GPA.

Transfer credits do not appear on the student's Andrews transcript.

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

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

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

Only 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.**