letter outlining the conditions to be achieved for regular-student standing or indicating that admission has been denied.

Undergraduate General Admission Standards

Official documentation of completion of secondary-school studies from

- · an accredited secondary school
- or an equivalent overseas school (to be assessed by AACRAO guidelines)
- or GED certification with a minimum average score of 60 on five sections of the test with no section lower than 50.

A minimum of 13 units of solid subjects in secondary school.

Minimum GPA of 2.25 overall and college-bound ACT/SAT composite score at the 50th percentile.

Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.

Completion of grades 7-12 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.
- An essay by the student reflecting on the value of the homeschool experience or the essay requested in the application.
- · 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 269-471-6200 or 269-471-6346 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. Students enrolling at Andrews University 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 for college level courses in which the student has earned a grade of C- or higher.
- All credits presented for transfer come directly from accredited institutions.

Requests for transfer of credits may be made only at the time of admission to the university, at the time when a change of program is approved, or if a petition to accept the course is approved and on file before the course is taken. The approving officer may specify conditions that must be fulfilled for the acceptance of the course.

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.

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.

ADMISSIONS AND ACADEMICS

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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. Each semester credit represents one fifty-minute class period or equivalent per week for one semester. Preparation time of approximately two hours for each class period is assumed. Thus a 4-credit class meets four times a week. A laboratory or practicum

 The student may be allowed to enroll in a sophomore-level, major-level course with the purpose of validating the IB experience. If a grade of at least B- is obtained in the sophomore-level course, credit for the freshman-level major course(s) would be given.

Advanced Placement Program. Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year, the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates in the Advanced Placement Program, awarding college credit for all AP courses passed with an exam score of three (3.00) or better. Exception: to receive Calculus I and II credit, a score of 4 or 5 must be achieved on the AP Calculus BC examination.

Credit by Examination. Some students have achieved collegelevel proficiency on the basis of work experience or informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) recognized standardized tests such as the *College Level Examination Program (CLEP)* and the *Defense Activity for Non-Traditional Education Support (DANTES)*, and (2) through examinations administered and/or prepared by an academic department within the university.

All *CLEP* and *DANTES* examinations must be taken during the student's first year in residence. No credit by examination of any type may be taken during the last semester immediately preceding graduation.

Transfer students wishing to apply *CLEP* or *DANTES* credits to their Andrews degree must have a *CLEP* or *DANTES* transcript sent to the Andrews Counseling and Testing Center for score evaluation by Andrews University standards. A fee is charged for this evaluation (see the financial section). Credit is allowed if the student scores at or above a score of 50 in a *CLEP* Subject Examination. Selected *DANTES* Subject Standardized Tests have been approved as a basis for credit at Andrews University.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews.

Complete information on the subjects accepted by Andrews University for *CLEP* or *DANTES* is available from the university's Counseling and Testing Center. Information on challenge exams administered within individual university departments should be sought directly from the respective department(s).

Validation or Proficiency Exams. Special examinations may also be taken for reasons other than earning credit. Certain published curricular or degree requirements may be waived, or transfer credits from an unaccredited college may be validated through special examinations. For further information, contact the dean of the respective school.

SPECIAL LEARNING EXPERIENCES

Correspondence Courses. A maximum of 16 semester credits by correspondence, other than credits taken through Andrews University distance-education courses, is accepted toward a baccalaureate degree. However, correspondence credit may be applied on a major or a minor only with the approval of the department chair. Normally, students do not take correspondence courses while in residence. They may be allowed to do so because of a schedule conflict. Permission must be obtained in writing from the dean of the school in which the credit is to be accepted. Correspondence

work is counted as part of the regular college load. Courses should be completed within six months from the time of enrollment.

Only 6 transfer credits, including correspondence credits, may be applied toward the last 36 semester credits of a baccalaureate

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• School of Business students seeking a BBA must complete at least 50% of the core and major (33 of the total 66 credits) in residence.

Grade Requirements

• Overall GPA: A GPA of at least 2.00 (C) is required in all credits, and in credits earned at Andrews University that are

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The principal means of instruction in the course 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 MATH107 course description, p. 140.

The reasoning course, MATH 145. MATH145 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. 140. MATH166, 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. 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, Prealgebra, 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 COURSE REQUIREMENTS

Students must take one religion course each school year or school-year equivalent. Students in their senior year are encouraged to take RELP400 Senior Seminar, a discipline-oriented course which emphasizes the relationship of religious values to professional goals and community commitments. Transfer students must take one course per year of residency or full-time equivalent at Andrews University or another Seventh-day Adventist college or university.

PROFESSIONAL-DEGREE, GENERAL EDUCATION REQUIREMENT ADJUSTMENTS

Requirements may vary slightly for professional degrees. The General Education tables summarize these adjustments.

TABLE 1

GENERAL EDUCATION: B.A. AND B.S. DEGREES

SEMESTER CREDITS	
RELIGION	12
RELT100 God and Human Life	3
Choose 9 credits from the following: RELB210 Jesus in His Time and Ours RELT250 Personal Spirituality and Faith RELT340 Religion and Ethics in Modern Society RELP400 Senior Seminar: Health Professionals RELT225 Doctrines of Adventist Faith	3 3 3 3
LANGUAGE/COMMUNICATION	8-12
ENGL115 English Composition I ENGL215 English Composition II	3
COMM104 Communication Skills Intermediate Language (For BA only)	2 4
ARTS/HUMANITIES	11
HIST117 Civilizations and Ideas I HIST118 Civilizations and Ideas II IDSC211 Creativity and the Arts	2 3 3
Choose 3 credits from the following: ARTH220 Language of Art ENGL255 Studies in Literature INLS215 Great Classics of Culture PHIL224 Introduction to Philosophy MUHL214 Enjoyment of Music PHTO210 History of Photography PHTO115 Introduction to Photography or	3 3 3 3 3 4
3 credits of Studio Art/Ensemble Music	3
NATURAL/PHYSICAL SCIENCES	9
Non-science majors take the following: IDSC321 Scientific Inquiry I IDSC322 Scientific Inquiry II And one of the following:	3
PHYS110 Astronomy	3
FDNT230 Nutrition (with lab)	
PHYS115 Concepts of Physics	3 4
BIOL208 Principles of Environmental Science	
BIOL330 History of Earth and Life	3
PHYS405 Acoustics of Music/Hearing	3
CHEM110 Introduction to Inorganic/ Organic Chemistry	4
Science majors and majors requiring science	
cognates take a minimum of 9 credits of science lal	b
courses from two areas of science.	

MATHEMATICS	3	
Skills—Mathematics Placement Examination scattleast P2, or completion of MATH107 Reasoning—MATH145 Reasoning with Function MATH166, 167, 168, 182, or 141 For more information, see the previous page.		
COMPUTER TOOLS	0-3	
Take competency exam; credits taken from INFS110 Computer Tools as needed.		
SOCIAL SCIENCES	6	
Take one foundation course from the following: ANTH200 Cultural Anthropology ECON225 Macroeconomics GEOG110 Survey of Geography PLSC104 American Government PSYC101 Introduction to Psychology SOCI119 Principles of Sociology	3 3 3 3 3 3	
Take one of the following: BHSC220 Contemporary Social Issues BHSC235 Culture, Place and Interdependence IDSC237 The Individual, State, and Marketplace	3 3 e 3	
PE/WELLNESS	1-4	
HLED120 Fit and Well and three activity courses (each 1 credit) (One activity course required each year of attendance. HLED120 Fit and Well or equivalent required as one activity course.)		
SERVICE	2+	
BHSC100 Philosophy of Service BHSC300 Fieldwork ("S" designated major	2	
course or service plan or 2 credits of fieldwork)	0-2	
BS TOTAL BA TOTAL	52-58+ 56-62+	

TABLE 2 GENERAL EDUCATION: PROFESSIONAL DEGREE REQUIREMENTS

BACHELOR OF SCIENCE IN ARCHITECTURE		
Religion Language/Communication Arts/Humanities Natural/Physical Sciences Mathematics	12 8 5 3 4	Same as BS requirements Same as BS requirements Take HIST117, 118 Take PHYS115 MATH168
Computer Tools Social Sciences PE/Wellness Service TOTAL	0-3 3 1-4 2+ 38-44+	Same as BS requirements Take ARCH370 Same as BS requirements Same as BS requirements
BACHELOR OF BUSINESS ADMINISTRATION		
Religion	12	Take RELB100, either RELT340 or 390, and choose two courses from RELB210, 225, RELT250 or RELP400.
Language/Communication Arts/Humanities	8 6	Same as BS requirements Take HIST118 and one of ENGL255, MUHL214, ARTH220, PHIL224
Natural/Physical Sciences Mathematics Computer Tools	6 3 0	Take IDSC321, 322 MATH166 See major
Social Sciences PE/Wellness Service TOTAL	6 1-4 <u>2+</u> 44-47 +	Take PSYC101 and SOCI119 Same as BS requirements Same as BS requirements
BACHELOR OF FINE ARTS		Same as Bachelor of Music requirements (except CHEM110 in place of PHYS405)

BACHELOR OF HEALTH SCIEN	NCE	
(Physical Therapy Department)		
Religion	2	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 couse from the following options: ethics,
		cultural perspectives, literature, philosophy, critical thinking,
		second language, world history, western civilization, U.S.
Natural/Physical Sciences	Major	history, American history, Canadian history See major
Natural/Physical Sciences Mathematics	Major 3	STAT285
Computer Tools	0-3	Same as BS requirements
Social Sciences	8	General Psychology—An introductory psychology course
	0	Human Development—A course which covers physical, social,
		and psychological development beginning with conception
		Social Science—One course from the following options: sociolo-
		gy, geography, anthropology, minority groups, diversity, econom-
		ics, American government
PE/Wellness	1	Physical Fitness—a physical fitness/wellness theory course
Service	0	See major
ТО	TAL 26-29	
D. CHILL OD OT LANGE		
BACHELOR OF MUSIC		
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	<u>2+</u>	Same as BS requirements
ТОТ	AL 40-46+	
BACHELOR OF SCIENCE:		
ALLIED HEALTH ADMINISTRA	ATION	
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
TOT	AL 43-49+	

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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 BS list
PE/Wellness 1-4	Same as BS requirements
Service 2+	Same as BS requirements
$\frac{2}{32-35+}$	Same as BS requirements
BACHELOR OF SCIENCE IN	
ENGINEERING TECHNOLOGY	
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 See major and cognates
Computer Tools See Major	Take CPTR125
Social Sciences 3	Take one foundation course from BS list
PE/Wellness 1-4	Same as BS requirements
Service 2+	Same as BS requirements
$TOTAL \frac{2}{32-35+}$	Same as DS requirements
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 See below	See cognates below
Cognates*	See Cognates serow
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 <u>2+</u>	Same as BS requirements
TOTAL 47	-
* Science and accorates not in deal of the	
* Science and cognates not included above BIOL111 4	
BIOL111 4 BIOL112 3	
BIOL113 1 BIOL260 4	
BIOL260 4 EDPC301 3	
FDNT230 3	
STAT2853	
$\begin{array}{c c} \hline \text{TOTAL} & \underline{} \\ \hline \end{array}$	
Grand totals for Nursing curriculum:	
GE 47	
Science/cognates 21	
Nursing courses 59	

BACHELOR OF SOCIAL WORK

Religion		12
Language/Communication		8
Arts/Humanities		11
Natural/Physical Sciences		9
Mathematics		3
Computer Tools		0-3
Social Sciences		6
PE/Wellness		1-4
Service		2
	TOTAL	52-58

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ASSOCIATE OF SCIENCE		
ASSOCIATE OF SCIENCE COLLEGE OF ARTS AND SCIENCES		
COLLEGE OF ARTS AND SCIENCES		
Religion	6	Take RELT100 and one of RELB210, RELT250
Language/Communication	8	Same as BS requirement
Arts/Humanities	3	Take HIST118and 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
TOTAL	30-33	
ASSOCIATE OF SCIENCE SCHOOL OF BUSINESS		
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 MATH107
		Reasoning—MATH145 Reasoning with Functions
Commutar Tools	Maion	(or MATH166 or more advanced MATH course) See major
Computer Tools Social Sciences	Major 3	Take PSYC101
PE/Wellness	2	Take HLED120 and one activity course
Service	2	Take BHSC100
TOTA		
ASSOCIATE OF TECHNOLOGY		
Daliaian		Take DELT100 and one of DELD210 DELT225, 250
Religion Language/Communication	6 5	Take RELT100 and one of RELB210, RELT225, 250 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 ≥ P2 or MATH107
Computer Tools	0-3	Same as BS requirements
PE/Wellness	2	Take HLED120 and one activity course
Service	0	Not required
TOTAL	16-22	