

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 supervi-

dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

HOW TO APPLY

Request Application Materials

Telephone: 800-253-2874 toll free or (269) 471-6321

Web site: <http://www.andrews.edu/GRAD>

Postal Address:

Graduate Admissions Office

Andrews University

Berrien Springs, MI 49104-0620 U.S.A.

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, visas, and/or university housing, students should file their applications 6-12 months before they expect to enroll.

GENERAL ADMISSION REQUIREMENTS

Follow These Steps. The Graduate Admissions Office will send an application packet, or the applicant can download it from the

ADMISSION TO GRADUATE PROGRAMS

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

THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES

Master of Arts in Pastoral Ministry

Master of Arts in Youth Ministry

Master of Divinity

Doctor of Ministry

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

SCHOOL OF GRADUATE STUDIES GRADUATE CERTIFICATE PROGRAMS

To qualify for regular admission to a Graduate Certificate program, students must meet the minimum standards stated in the master's section on p. 45 in addition to fulfilling the general admission requirements given on p. 44 with the following exception:

- Entrance examinations may or may not be required for a graduate certificate program (e.g. GMAT and GRE)

MASTER'S DEGREE PROGRAMS

MA, MArch, MAT, MBA, MMus, MPT, MS, MSA, MSCLS, MSW, MTh

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies as listed above, students must meet the following minimum academic standards in addition to fulfilling the general-admission requirements given on p. 44.

- Hold a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent from a comparable institution outside the U.S.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation. Consult the specific school and departmental requirements.
- Indicate ability to handle master's-level work in the language of instruction. Note "Required English Proficiency" on p. 44.
- Show evidence of ability to carry advanced study as listed below. Some specific programs require a higher GPA for admission—consult department/program requirements in other sections of this bulletin.

Minimum GPA Requirements for Admission.

- Have an overall GPA of at least 2.60 in undergraduate courses.
- Have a GPA of at least 2.75 on last 50% of undergraduate courses.
- Have a graduate GPA of at least 3.50 on 8 semester credits or more earned in courses graded A–F.
- Hold a previous master's degree.

DOCTORAL AND ADVANCED DEGREES

Educational Specialist (EdS)

Doctor of Education (EdD)

Doctor of Philosophy (PhD)

Doctor of Theology (ThD)

To qualify for regular admission to a specialist or doctoral program, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 44.

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from an accredited American university or college, or its equivalent from a comparable institution outside the U.S.
- Evidence of adequate preparation for doctoral level graduate work. For applicants presenting previous graduate work, an undergraduate cumulative gradepoint average no less than 2.60 and a graduate gradepoint average no less than 3.50 over 16 graded, semester credits or more. For applicants entering a doctoral program without previous graduate work, an undergraduate cumulative gradepoint average of 3.00 and/or a gradepoint average of 3.00 in a minimum of 16 graded, semester credits of program prerequisites.
- Provide evidence of adequate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See "Required English Proficiency" on p. 44.

Professional degrees in the Physical Therapy Department operate under the supervision of the Physical Therapy Professional Degree Council. See the Physical Therapy section of this bulletin for academic standards for these degrees:

Master of Physical Therapy (MPT)

Doctor of Physical Therapy (DPT)

Doctor of Science in Physical Therapy (DScPT)

INTERNATIONAL STUDENT ADMISSION

Special Admission Requirements. Before international students can be admitted, they must satisfy the university regarding the following items:

- The equivalency of their previous education to an American baccalaureate degree. To facilitate a fair evaluation of their previous education, prospective students must send a transcript or transcripts of all education completed. If the transcript(s) is/are not in English, a literal translation, not interpretation, are required to accompany the original document(s).
- Their financial ability to undertake the proposed course of study. An advance deposit and housing deposit are required of all international students. For all students, full payment of expected costs for the first semester is required. They are also required to present a satisfactory budget for financing their studies and living costs. See financial information in this bulletin on p. 58.

Only after international students have received academic acceptance and have met the above financial requirements will *I-20 Forms* be issued to enable students to obtain the necessary entry visa to the U.S.

English Language Requirements. International students must demonstrate their ability in using English as the language of instruction. Note "Required English Proficiency" on p. 44. Students who do not meet the English-language proficiency requirements may be given provisional acceptance while they

enroll in the Andrews University English Language Institute (AU-ELI). However, some departments require English language requirements to be met prior to admission.

AU-ELI offers courses for those who need preparatory work. The student's academic program is formulated on the basis of MELAB (Michigan English Language Assessment Battery) or TOEFL (Test of English as a Foreign Language), and placement test results, and the student's course load is adjusted accordingly. Some students may be required to take English language studies full time for the first and/or second semester(s) in residence until English language skills are at an acceptable level. Students who plan to take ELI classes will need to budget for additional costs.

The MELAB is offered at Andrews University. Check with the Counseling and Testing Center for registration. The Institutional TOEFL is offered three times per year. Registration applications are available in the Center for Intensive English Programs.

Full-time Status. For international graduate students to retain their status as full-time students as required by the United States Immigra-

enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

- The student must satisfy the GPA requirements and program expectations of both programs.
- The usual regulations and limits with respect to transfer credit apply when taking two degrees at the same time. Students taking more than one master's degree at the same time may not apply more than 20% of the credits from one degree program to another degree program. Students enrolled for two degrees at different levels—for example, the EdS and the PhD—must meet the minimum requirements for total credits taken from Andrews University for each degree.
- The same provisions for normal course loads at the graduate level apply as for all graduate programs.
- If the two degrees are at the same level (i.e., each is a master's degree), the two courses of study cannot be within the same major field.

SPECIAL TYPES OF ADMISSION

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

Enrollment of Guest Students. Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See “Permission to Take Classes,” p. 46).

Application forms for PTC admission are available at the Graduate Admissions Office.

Admission to a Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet all department requirements for admission to such a degree program. The proposed course of study may not be within the same major field and may not be similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See “Transfer Credits,” p. 50.)

Admission—Resident Scholars. Scholars who have attained doctoral status or the equivalent from a recognized university, and other recognized scholars who wish to continue study and research in special fields, may use the library facilities as guests of the university. Application must be made to the appropriate dean or graduate program coordinator. Such privileges are granted upon recommendation of the department in which the work will be done. Formal courses may be attended with permission of the instructor. No official record is made of the work done. If credit is desired, regular enrollment is required.

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

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

Academic Information

HELPFUL DOCUMENTS

Several specialized documents are available to assist students in planning their graduate programs of study, including:

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 physical therapy and seminary degrees. Copies of the manual are available for student use 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 *Doctor of Professional Studies* (and the *Doctor of Education*) may be obtained from the School of Education; the *Doctor of Philosophy* may be obtained from the School of Education; the *Doctor of Divinity* may be obtained from the School of Divinity.

- In general, no foreign language is required. In cases where an individual student's program requires a reading knowledge of a foreign language, the student must demonstrate competence in the language, normally by examination, before receiving advancement-to-degree candidacy. The department prescribes the appropriate method of demonstrating competence. A student's advisor or supervising committee informs the student regarding the foreign language required for his/her course of study.

General Minimum Requirements for the Educational Specialist Degree (EdS)

Consult "Educational Specialist Degree," pp. 246-247, of this bulletin and the *School of Education Handbook for Educational Specialist Students* for information on degree procedures.

General Minimum Requirements for the Clinical Doctorate Degrees (DPT, t-DPT, DScPT)

Consult the Physical Therapy section of this bulletin, p. 165 for information on degree requirements.

General Minimum Requirements for Doctoral Degrees (EdD, PhD, ThD)

Doctoral programs include a master's degree or equivalent as a prerequisite. The Leadership and Counseling Psychology programs in the School of Education allow selected students to be admitted with a bachelor's degree.

- Each program shall include post-master's doctoral course work approved by the school and the student's advisor.
 1. A minimum of two years of doctoral study is required.
 2. At least two-thirds of the required doctoral course work must be in courses graded with an A-F grading scheme.
 3. A minimum of 32 credits of the doctoral course work must be taken in residence at Andrews University. A portion of an EdS that is completed elsewhere may apply to this minimum residence requirement as defined by the school.
 4. The minimum number of dissertation credits required is 16.
- Written and/or oral comprehensive examinations are required of all doctoral students, normally after all course work has been completed.
- The doctoral student must demonstrate competence in conducting research in his/her field of study by completing an approved dissertation.

General Minimum Requirements for Theological Seminary Professional Ministerial Degrees. The requirements for ministerial degrees may be found in the Theological Seminary section of this bulletin.

TRANSFER CREDITS

Transferring Credits from Another Institution into the Graduate Certificate Program. Credits from other institutions will not transfer into a graduate certificate program.

Transferring Master's Degree Credits from Another Graduate School. Graduate courses taken at another recognized institution less than six calendar years before the expected graduation year may be transferred and applied toward a master's degree at Andrews University subject to the following conditions:

- The grade earned in each course accepted for transfer is at least a B (3.00).
- The courses can be applied toward a comparable degree at the institution where the credit was earned.
- The courses meet similar requirements or electives within the master's program at Andrews University.

- The Andrews University credits taken toward the master's degree constitute at least 80% of the requirements for the degree.
- Grades earned in transfer courses are not included in the computation of the GPA.
- Courses to be taken at another university and transferred to Andrews after a student is enrolled in an Andrews' graduate program must be approved by petition before being taken.
- Such transfer courses are identified and approved by the dean/graduate program coordinator within the first semester of the student's residence.
- An official transcript listing transfer courses is on file in the Academic Records Office.

Seminary professional degree programs have transfer limitations unique to each program. See the appropriate section of this bulletin for details.

Transferring Master's Degree Credits from Another Andrews Program. Graduate courses taken at Andrews University as part of another completed graduate degree may be transferred subject to the following conditions:

- The grade earned in each course is at least a B (3.00) and the overall GPA at Andrews University is at least 3.00.
- The courses meet similar requirements or electives within the new master's program.
- The credits to be transferred do not exceed 20% of the minimum credits required for the new master's program.
- The grades earned in courses transferred from another master's program at Andrews University are included in the computation of the GPA. Both the overall GPA and the GPA of the remaining courses taken for the master's degree must meet the minimum required (3.00) for graduation.
- The credits to be transferred were taken fewer than six calendar years before the expected graduation year of the master's program.

Dissertation Credits—Committee Guidance. Doctoral students are required to register for a minimum of 16 dissertation credits. Students in the School of Education should consult p. 247 of this bulletin and the *Handbook for Doctoral Students* for information regarding dissertation credits. Students in the Seminary should read p. 314 of this bulletin. 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 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 must be completed no later than four weeks before a candidate plans to graduate. A thesis/dissertation is approved if no more than one negative vote is given. An abstention is 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. A copy is sent to the Academic Records Office.

A committee chair usually assists a student by way of a check sheet to ensure the prescribed deadlines are met. The thesis/dissertation may be handed in at any time during the year, but the deadlines listed here determine the date of graduation.

After the defense. After the defense

- The student makes all corrections.
- As soon as possible, but no later than two weeks before graduation, the student submits a complete corrected copy of the thesis/dissertation to the School of Graduate Studies via the dissertation secretary for approval to duplicate. At that time any changes made after the defense should be pointed out.
- After the dissertation secretary gives approval to duplicate, the student has two options:

Option 1. The dissertation secretary arranges for duplicating with Andrews University LithoTech, and the student's account is billed. At this point, the dissertation secretary submits the *Notification of Thesis/Dissertation Completion* form to the Records Office and the student's dissertation process is complete.

Option 2. The student personally arranges for duplicating the thesis/dissertation. Masters' students must have three unbound copies of the thesis made. These must be shown to the dissertation secretary who gives the student the *Notification of Thesis/Dissertation Completion* form for the Records Office. The three unbound copies must be delivered to the Library Director's office (James White Library, Room 200). Doctoral students must have three unbound copies made to show to the dissertation secretary (and to receive a *Completion* form) and to deliver to the Library Director's office. An additional

unbound copy must be given to the dissertation secretary to be processed for microfiching.

- The deadline for thesis/dissertations to be turned in to the Library is no later than Wednesday, a week and a half before graduation. Strict adherence to this deadline is essential or graduation is postponed.

Ordering Extra Copies. Students wanting to purchase additional bound copies identical to those kept at Andrews University must fill out mailing labels and customs declaration forms (when applicable). These are available from the dissertation secretary. Students are billed for binding, postage, and handling.

Grades for Thesis/Dissertation. The grade for a thesis/dissertation is S or U. A deferred grade (DG) is given while a thesis/dissertation is still being written or corrected.