

**CANCELLATIONS/REFUNDS**

Andrews University students who have their courses charged through their Andrews University account are subject to an alternate refund policy.

If a course is canceled within two weeks of ordering, the course is eligible for the standard GU refund. Thereafter the refund breakdown is as follows:

Order date–10th calendar day, students would receive 100% of the GU refund

11th–17th day, students would receive 70% of the GU refund

and TOEFL exams is located in Mishawaka, Indiana. The telephone number is 574-254-1055. For more information about the above tests, see <http://www.ets.org>. For GMAT information see <http://www.mba.com>.

Students unable to take the required exam before admission may be accepted, but only on a provisional basis (except for those specific programs listed above that require the GRE prior to admission). The student must then take the exam during the first semester after enrollment.

**Required Medical Records.** Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read “Required Medical Records” (p. 30). Returning students who have not registered in the previous 12 months also need new medical records.

**Required English Proficiency.** English is the language of instruction for all programs on the Michigan campus and at most other United States or Canadian sites. 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 paper TOEFL exam (213\* on the TOEFL computer version or 90 on the TOEFL Internet version) or 80\* on the MELAB exam demonstrates such proficiency. Students who score below these levels will be required to complete Intensive English Program coursework to achieve this score before enrolling in regular coursework.

These test results will not be required when the applicant has obtained one of the following in a country where English is the spoken language and medium of instruction:

- All education from at least the ninth grade through the twelfth grades or equivalent.
- Four years in and graduation from an undergraduate college or university.
- Completion of a graduate degree.

\* *Some programs require higher scores.*

standards in addition to fulfilling the general admission requirements on p. 47.

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- Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students
- Students who have applied for admission to a graduate program but, for some reason, the application has not yet been completely processed. In such cases, PTC status is available for one semester only.

Enrollment on a PTC basis does not guarantee or imply future admission to a degree program. Normally, transcripts are not required for PTC enrollment. PTC enrollment must be requested at registration each semester that the student wishes to enroll in a course on PTC basis. Courses taken on a PTC basis generally do not count toward a graduate degree. However, up to 8 credits (15 in some Theological Seminary programs) and up to 50% of the graduate certificate programs may be applied by petition after the student has applied for and been accepted into a graduate-degree program. The request should be filed during the first semester the student is enrolled in the graduate program. Petitions are evaluated on an individual basis. They are not automatically approved. Students registered on a PTC basis cannot have dual enrollment. When the department and school reach a decision in response to a student's request, they will inform the student in writing as to the status of his/her acceptance: regular, provisional, or denial.

## DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees at the same time (see p. 31 for undergraduate students allowed to take graduate work).

### Graduate and Undergraduate 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 semester.

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 and Graduate 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 advisors from both programs for their approval.

The advisors 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 advisors communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies. They, in turn, will clear the student for regular admission into the two programs. Advisors from both programs continue to approve course work on a semester to semester 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 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. 49).

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. 53.)

**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

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.

## **HELPFUL DOCUMENTSSS**

any bulletin in force during their graduate program. The graduate program begins at the beginning of the term in which the student first registers for classes **after** he/she has been admitted.

When active status is broken, the student must follow the bulletin in force when active status is reestablished.

## TIME LIMITS ON GRADUATE DEGREES

**Time Limits on Graduate Certificate Programs.** Each program will specify a time limit for completion of the certificate. However, this may not exceed five(5) years from the first registration.

**Time Limits on the Master's Degree.** Normally, a student must complete the requirements for a master's degree within six calendar years from the beginning of the first semester of class work regardless of admission classification.

- No course taken earlier than six calendar years before a student's graduation year may normally be applied to the degree without appropriate updating.
- A petition for a one-year extension of time may be granted by the dean of the School of Graduate Studies upon the recommendation of the student's advisor and the dean/graduate program coordinator of the school/college.
- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be require

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- A student whose cumulative GPA drops below 3.00 in any given semester is placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner—normally, the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. A student who does not meet such a plan may not continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.
- Normally, students who accumulate more than 12 semester credits below B- (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and 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.
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**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, Records must s