

- Return a completed Undergraduate Application form with the \$20 fee.
- Use a Transcript Request form to request official transcripts to be sent directly to Andrews University from the secondary school and/or any and all colleges attended.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Admission Deadlines Some departments have admission deadlines. Consult departmental sections of this bulletin for details. All students should apply several months before they plan to enroll at the university.

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office for admission. All students must submit a final secondary-school transcript and ACT or SAT scores before they complete their first registration.

Standards

Undergraduate students are expected to meet minimum general admission standards. Individual schools or departments may set additional standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate

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

- transfer students who have earned at least 4 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.

A transfer student who does not meet admission standards may apply. The student's application materials will be reviewed by the Undergraduate Admissions Committee using recommendations from the academic dean of the college or school in which admission is sought. After the review, the student will receive a letter outlining the conditions for admission or indicating that admission has been denied.

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 Andrews University Office of Undergraduate Admissions.
- 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.

Limitation. **C**redits. The schools of the university allow no more than 20 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 10 transfer credits, including correspondence credits, may be applied on the last 16 semester credits of a degree program.

Individual schools and programs may have other limitations on transfer credits.

Credits from an unaccredited institution may not be transferred to Andrews University.

towards the proposed degree. A minimum grade of C must be received in each course to be accepted for degree credit.

International students must pay an advance deposit and a housing deposit. Such students are also required to present a satisfactory budget for financing their studies and living costs—see the financial section of this bulletin—

Only after the above provisions have been met will an I-20 Form be issued to enable a student to obtain the necessary entry visa to the U.S.

Some freshmen who do not meet regular admissions standards but whose high school performance or test scores indicate a possibility of success may be accepted. They are advised through the Student Success office. They will receive skills assessments and will be placed in classes selectively to enhance their academic success. Many will be required to take skills building classes. Students accepted with intervention must improve any skills deficits and achieve satisfactory academic performance in order to progress in their academic program.

Applicants may be refused admission

- when they do not meet the admission standards
- when they submit transcripts or records found to be fraudulent.

Admission status may be canceled or annulled

- when students do not meet the conditions specified for continuing enrollment
- when the admission status was based on documents later found to be fraudulent.

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Students are assigned academic advisors based on the major chosen. Advisors function as academic guidance counselors to help students to schedule their courses, to learn how to follow academic rules and regulations, and to make decisions regarding their future.

Before registration, all new students must take two placement tests for use in academic advising:

- AC or SA is required for admission and should be taken before arriving on campus.
- Mathematics Placement Test

The Mathematics Placement Test is given on campus. Direct questions concerning advising, tutoring and student success to the Student Success Center. Phone "9-4Z"- "9", e-mail < success@andrews.edu >.

Students are encouraged to declare their major field of study by the start of their sophomore year. Special advisors are assigned to students yet undecided. Assistance in

exploring majors>careers is given through the Student Success Center and the Counseling & Testing Center.

If you want to be well prepared for your university studies at Andrews University, we recommend that you take the following courses during your high school>academy>secondary home school years—or the equivalent of grades 9 through 12 in the U.S. educational system—

- Three years of math, including algebra I and II
- Three years of lab sciences courses, with biology, chemistry and/or physics recommended
- Four years of English courses, including ones that emphasize writing and vocabulary
- Two years of a foreign language if your plans include a Bachelor of Arts degree at Andrews
- One year-long computer course, including development of skills in database, web page development and other advanced skills and
- Two years of social studies courses, including world or U.S. history—or history for your country of residence—and geography. If it's available at your school, also plan to take a Bible>religion course each year. Music>fine arts, physical education and practical arts also help build a well-rounded secondary education.

To find out more on how to take the right academic steps to succeed when you attend Andrews University—as well as other information on attending Andrews—, please consult www.andrews.edu/future.

At the beginning of the autumn semester, undergraduate students are classified according to the number of semester credits earned.

Freshman	1-4	Sophomore	5-10
Junior	11-14	Senior	15-18

Specific requirements for majors, minors, and professional-degree programs are listed under each department section. Courses in other departments which are needed for a degree program also may be required as related cognate requirements.

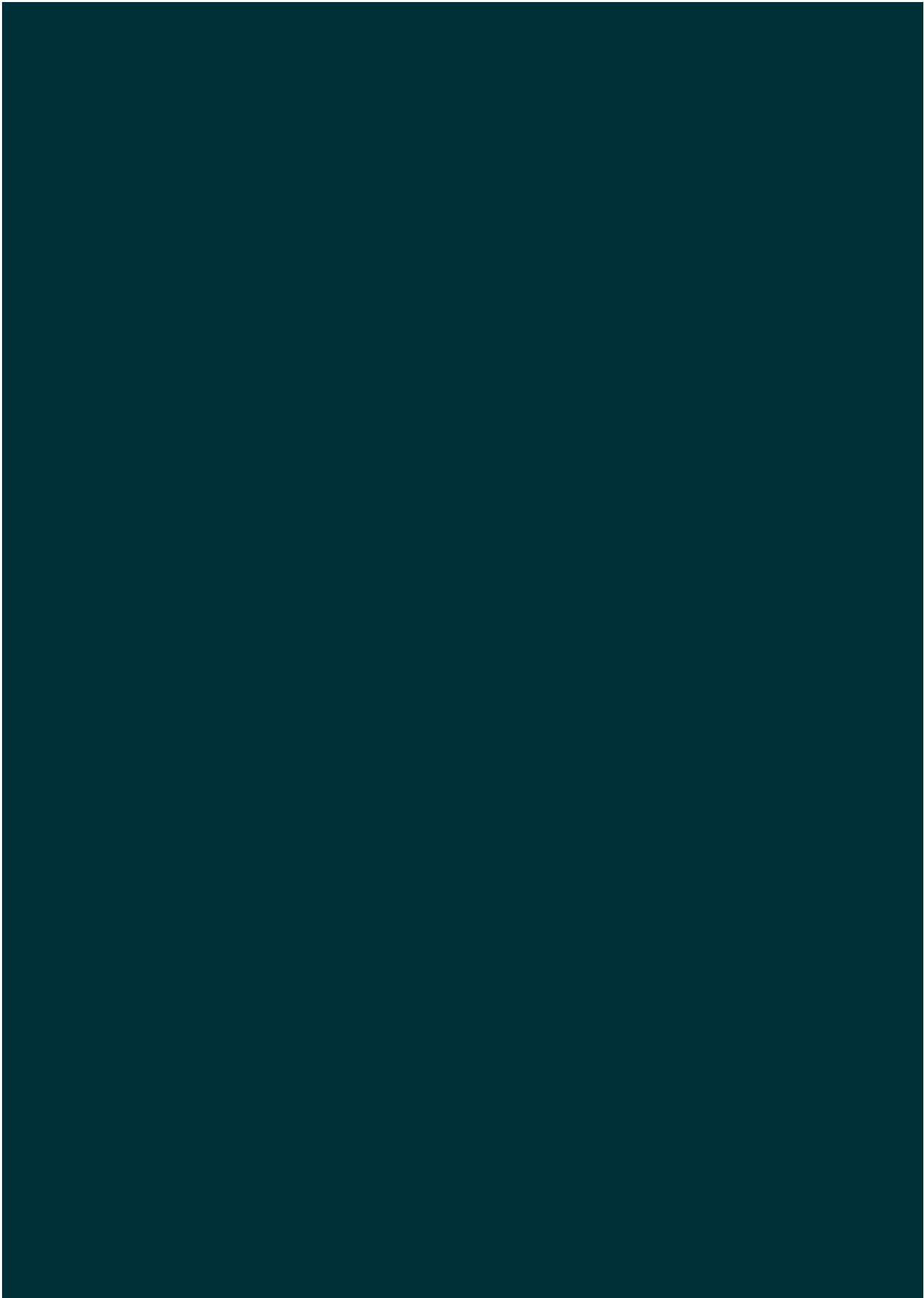
All courses used to meet major requirements must be selected in consultation with the major professor or advisor.

Students with a minimum semester GPA of 2.0 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-, and have no incompletes. Receipt of a Z does not affect eligibility for the Dean's List. Each semester this list may be published or posted.

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The course load is expressed in semester credits. Each semester credit represents one fifty-minute class period



Exceptions: •o receive Calculus I and II credit, a score of 4 or 5 must be achieved on the AP Calculus BC examination.

A score of 4 or 5 on the Advanced Placement test in Language and Composition may provide the student with 5 credits for English Composition I. A score of 4 or 5 on the Advanced Placement test in Literature and Composition may provide the student with one of the following: 5 credits for English Composition I, 5 credits for English Studies in Literature.

Credit by Examination Some students have achieved college-level 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: – recognized standardized tests such as the College-Level Examination Program (CLEP) and the Defense Activity for International Education Support (DAIES), and – through examinations administered and/or prepared by an academic department within the university.

No credit by examination of any type may be taken during the last semester immediately preceding graduation.

Transfer students wishing to apply CLEP or DAIES credits to their Andrews degree must have a CLEP or DAIES 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 4 in a CLEP Subject Examination. Selected DAIES 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 DAIES 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).

Special Examinations 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.

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- Major GPA: A GPA of at least 2.75 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a major. Individual schools or departments may have higher minimum GPA requirements.
- Minor GPA: A GPA of at least 2.75 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a minor. Individual schools or departments may have higher minimum GPA requirements.
- No course with a grade below C- may count toward a major or minor.

- complete, in residence, 30 credits beyond those required for the first baccalaureate degree.
- meet all of the published requirements of the second degree major/professional component, including prerequisites, cognates, degree core, and general Education requirements specific to the program of study for the second degree.
- complete a minimum of 30 credits in religion if the first degree did not include a comparable general Education component in religion.

Dual Degree Students may earn more than one major for a single degree. When more than one major is chosen, all the requirements for each major must be met to include all cognates for each major. If the majors represent more than one degree the student must specify which degree he/she wishes to receive (i.e., BA or BA or B.S.) and complete the general Education requirements for that degree. A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the major/minor credits are not also counted for another major/minor. A course may not be used to fulfill the requirements of more than one major or minor used for teacher certification. Any courses that fulfill cognate requirements for one major/minor may also be counted for another major/minor. One diploma will be issued for the single degree even if there are multiple majors.

3.5

Credits A total of 120 semester credits must be earned and applied toward the degree.

General Education Students must complete the general Education requirements plus the specific requirements for the degree as specified in the appropriate section of this bulletin, including core, major, emphasis, and cognates as required.

Final

- A minimum of 15 of the last 30 semester credits applied to a degree must be earned in residence. Before a student takes non-Andrews courses for any part of the final 30 credits, the dean of the college/school in which the student is enrolled must approve.
- A minimum of 9 credits of the major must be taken in residence.

Grade Requirements The grade requirements for an associate degree are the same as for a baccalaureate degree.

- Overall GPA: A GPA of at least 2.75 (C-) is required in all transfer credits and in credits earned at Andrews University that are used to meet degree requirements. Individual schools or departments may have higher minimum GPA requirements.
- Major GPA: A GPA of at least 2.75 is required in all transfer credits and in all credits earned at Andrews University that are counted for a major. Individual schools or departments may have higher minimum GPA requirements.

Dual Degree Students who earn more than one major and the majors are in different degrees may wish to earn a degree for each major (i.e., BA or BA or B.S.). If more than one degree is chosen the general Education requirements for each degree must be completed. A general Education course may be used to fulfill the general Education requirements for multiple degrees. All the requirements for each major must be met to include all cognates for each major. A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the major/minor credits are not also counted for another major/minor. A course may not be used to fulfill the requirements of more than one major or minor used for teacher certification. Any courses that fulfill cognate requirements for one major/minor may also be counted for another major/minor. One diploma will be issued for each degree earned.

Exit Testing Baccalaureate-degree candidates must complete general and departmental assessment examinations administered by the Counseling and Testing Center. These senior exit testing experiences include nationally normed standardized tests for all first-baccalaureate candidates and major field exams for selected departments and majors. In addition to the senior exit tests required for graduation, some departments may ask students to participate in additional assessment activities. Results from assessment experiences are reviewed by departments, the general Education Committee, and the Committee for University Assessment as part of the university's commitment to continuous improvement of student learning.

Graduation Application Degree candidates must file an Undergraduate Graduation Application with approval of the advisor and Academic Records.

3.6

If a student wishes to earn a second baccalaureate degree, he/she must