



2013 – 2014 Bulletin

General Information

and

Honors | Leadership | Distance

Berrien Springs, Michigan 49104
www.andrews.edu 800–253–2874

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission; any qualified student who will be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, disability, national or ethnic origin, sex, marital status, or handicap. On request it makes available to the public its annual financial report. To obtain a copy, contact the Office of the Vice President for Financial Administration at the address below

Every effort has been made to assure the accuracy of information in this bulletin. Students are advised, however, that bulletin provisions do not constitute a contract between a student and Andrews University and that attendance at Andrews University is a privilege and not a right. The university faculty and administration reserve the right to make and give public notice of such changes as deemed necessary during the period for which this bulletin is in effect.

Please contact the appropriate personnel for information pertaining to schools, departments, programs, and courses. For all other bulletin inquiries you may contact the Publications & Communication Specialist in the Office of Academic Records by email at bulletin@andrews.edu or by phone at (269) 471–3233.

Volume 102

Andrews University Bulletin is published by Andrews University, Berrien Springs, Michigan 49104. Postage paid at Berrien Springs, Michigan 49103.

POSTMASTER: Send change of address P.S. 3579 to Andrews University Bulletin, Andrews University, Office of Admissions, Berrien Springs, Michigan 491

Table of Contents

Table of Contents.....	3
PROGRAM & DEGREE INDEX.....	5
Academic Calendar 2013 – 2014.....	6
Academic & Campus Resources	14
The University.....	14
Student Life.....	20
General Academic Information	26
Undergraduate Academic Policies	30
Undergraduate Academic Information	33
General Education Program.....	36
School of Graduate Studies & Research	42
Graduate Enrollment & Admission Policies.....	42
Graduate Academic Information.....	46
Financial Information	51
Charges.....	56
Academic Scholarships Funded by Andrews University	59
Undergraduate Financial Assistance	61
Graduate Financial Assistance	65
J.N. Andrews Honors Program	70
Undergraduate Leadership Program.....	73
School of Distance Education.....	75

Course Prefixes and Numbers

Courses are listed by course prefix and course number. Course prefixes are listed below in alphabetical order. At the end of each prefix designation is an abbreviated symbol in parentheses for the school in which the prefix occurs. Symbols are as follows:

College of Arts and Sciences (CAS)		School of Business Administration (SBA)		School of Health Professions (SHP)	
School of Architecture, Art & Design (SAAD)		School of Education (SED)		Seventh-day Adventist Theological Seminary (SEM)	
ACCT	Accounting (SBA)	EDUC	Education—General (SED)	MSSN	World Mission (SEM)
AFLT	Aeronautical Flight	ENGL	English (CAS)	MUCT	Music Composition & Theory (CAS)
AGRI	Agriculture	ENGM	Engineering Management (CAS)	MUED	Music Education (CAS)
ALHE	Allied Health (CAS)	ENGR	Engineering (CAS)	MUHL	Music History & Literature (CAS)
ANSI	Animal Science	ENGT	Engineering Technology (CAS)	MUPF	Music Performance (CAS)
ANTH	Anthropology (CAS)	ENSL	Intensive English (CAS)	MURE	Music—Religious (CAS)
ARCH	Architecture (SAAD)	FDNT	Nutrition (SHP)	NRSG	Nursing (SHP)
ART	Art Studio (SAAD)	FILM	Film (SAAD)	NTST	New Testament Studies (SEM)
ARTH	Art History (SAAD)	FMST	Family Studies (CAS)	OTST	Old Testament Studies (SEM)
AVIA	Aviation	FNCE	Finance (SBA)	PHIL	Philosophy (CAS)
AVMT	Aviation Maintenance	FREN	French (CAS)	PHTH	Physical Therapy (SHP)
BCHM	Biochemistry (CAS)	FTES	Fitness & Exercise Studies (SHP)	PHTO	Photography (SAAD)
BHSC	Behavioral Sciences (CAS)	GDPC	Graduate Psychology & Counseling (SED)	PHYS	Physics (CAS)
BIBL	Biblical Languages (CAS)	GEOG	Geography (CAS)	PLSC	Political Science (CAS)
BIOL	Biology (CAS)	GNST	General Studies (CAS)	PORT	Portuguese (CAS)
BSAD	Business Administration (SBA)	GRMN	German (CAS)	PREL	Public Relations (CAS)
CHEM	Chemistry (CAS)	GSEM	General Theological Seminary (SEM)	PSYC	Psychology (CAS)
CHIS	Church History (SEM)	HIST	History (CAS)	PTH	Physical Therapy – Professional & Post-Professional (SHP)
CHMN	Christian Ministry (SEM)	HLED	Health Education (SHP)	RELB	Religion—Biblical Studies (CAS)
CIDS	Comm & Intl Development (CAS)	HONS	Honors (all undergraduate)	RELG	Religion—General (CAS)
COMM	Communication (CAS)	HORT	Horticulture	RELH	Religion—History (CAS)
CPTR	Computing & Software Engineering (CAS)	IDSC	Interdisciplinary Studies (CAS)	RELP	Religion—Professional & Applied Studies (CAS)
DSGN	Design (SAAD)	INFS	Information Systems (SBA)	RELT	Religion—Theology (CAS)
DSRE	Discipleship & Religious Education (SEM)	INLS	International Language Studies (CAS)	SOCI	Sociology (CAS)
ECON	Economics (SBA)	JOUR	Journalism (CAS)	SOWK	Social Work (CAS)
EDAL	Educational Administration & Leadership (SED)	LEAD	Leadership (SED)	SPAN	Spanish (CAS)
EDCI	Educational Curriculum & Instruction (SED)	MAED	Mathematics Education (CAS)	SPED	Special Education (SED)
EDFN	Educational Foundations (SED)	MATH	Mathematics (CAS)	SPPA	Speech—Language Pathology & Audiology (SHP)
EDRM	Research & Measurement (SED)	MDIA	Media (SAAD)	STAT	Statistics (CAS)
EDTE	Teacher Education (SED)	MKTG	Marketing (SBA)	THST	Theology & Christian Philosophy (SEM)
		MLSC	Medical Laboratory Sciences (SHP)		
		MSCI	Mathematics and Science (CAS)		

COURSE NUMBERS

Non Credit	Below 100	Courses enabling the student to qualify for freshman standing
Undergraduate Lower Division	100–199	Courses usually taken during the freshman year
	200–299	Courses usually taken during the sophomore year
Undergraduate Upper Division	300–399	Courses usually taken during the junior year
	400–499	Courses usually taken during the senior year
Graduate Level	500–699	Courses for graduate students only
	700–999	Courses for post-masters students

PROGRAM & DEGREE INDEX

School of Graduate Studies & Research	42
J.N. Andrews Honors Program	70
SAGES Requirements: Honors Track	70
Undergraduate Leadership Program	73
Undergraduate Leadership Minor with Certificate	73
Undergraduate Leadership Certificate	74
School of Distance Education	75

Academic Calendar 2013 – 2014

Additional calendar dates specific to departments or schools are listed under the respective departments or schools.

Summer Sessions 2013

Registration for summer terms 2013 begins Monday, March 25, 2013.

Last days of registration for summer terms 2013 are May 13 (Term 1), June 12 (Term 2), and July 10 (Term 3).

May

2	Thu	University Level Schools: Last day of Spring Semester 2013
3	Fri	Medical Laboratory Sciences: Senior Spring Semester Clinicals end
3	Fri	School of Education: Teacher Dedication Ceremony, 5 PM
3	Fri	University Level Schools: Consecration, 8 PM
3	Fri	School of Business Administration: Ethics Oath Ceremony, 11am
4	Sat	Nursing: Nursing Students, Pinning Ceremony, 4 PM
4	Sat	Dietetics: Senior Dedication and Pinning Ceremony, 5:00 PM
4	Sat	University Level Schools: Baccalaureate Services
4	Sat	Religion Department pinning ceremony
5	Sun	Enrollment open for AU/GU courses for Summer Term 3
5	Sun	University Level Schools: Commencement Services
6	Mon	Medical Laboratory Sciences: Senior Summer Semester Clinicals begin
6	Mon	University Level Schools: May Express Classes and Summer Physics Begin
8	Wed	University Level Schools: Spring Semester 2013 grades due by 11:59 PM
10	Fri	Seminary: Hebrew placement examination, 10 AM
12	Sun	Seminary: New Student Orientation, 9:00AM–12 PM
13	Mon	University Level Schools: Summer Term 1: Classes begin; Registration: 9 AM–5PM
14	Tue	University Level Students: Late Registration Fee in effect for Summer Term 1 classes
15	Wed	University Level Students: Last day to complete the following by 5 PM: enter Summer Term 1 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
15	Wed	Undergraduate Seniors & Graduate Students: Last day to apply to march in Summer Graduation
15	Wed	Admissions: Admissions Application deadline for Summer Term 3
16	Thu	University Level Students: Drop/Add Fee in effect for registration changes
17, 18	Fri–Sat	Seminary: SEEDS Church Planting Workshop
24–26	Fri–Sun	Andrews Academy: Commencement Weekend
24	Fri	Andrews Academy: Last day of School
27	Mon	All Campus Schools: Holiday, Memorial Day
28	Tue	School of Architecture: Deadline for Application to professional program
30	Thu	RMES: Graduation
31	Fri	RMES: Last Day of School

June

3	Mon	Andrews University Board of Trustees Meeting: 8:30 AM–2:00 PM
4	Tue	University Level Students: Last day to change from credit to audit for Summer Term 1 classes or withdraw from a class with a W
6, 7	Thu–Fri	SED Doctoral Students: EdD/PhD Comprehensives, 8:30 AM–2:30 PM
7	Fri	SED Master's Students: MA Comprehensives, 8:30–11:30 AM; 1–3 PM
7	Fri	SED Specialist & Master's (CMHC & SC): EdS/MA Comprehensives, 8:30 AM–12:30 PM
7	Fri	University Level Schools: Summer Term 1: Classes end
10	Mon	SED Specialist & Master's (CMHC & SC) Students: EdS/MA Comprehensives, 8:30 AM–12:30 PM
10, 11	Mon–Tue	SED Doctoral Students: EdD/PhD Comprehensives, 8:30 AM–2:30 PM
10–July 5	Mon–Fri	University Level Schools: Summer Term 2: Classes Begin; Registration 9 AM– 5 PM
11	Tue	University Level Students: Late Registration Fee in effect for first time registrations for Summer Term 2
12	Wed	University Level Students: Last day to complete the following by 5 PM: enter Summer Term 2 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
13	Thu	University Level Students: Drop/Add Fee in effect for registration changes

July

1	Mon	University Level Students: Last day to change from credit to audit for Summer Term 2 classes or withdraw from a class with a W
1–26	Mon–Fri	Intensive English: Action America
4	Thu	All Campus Schools: Holiday: Independence Day
5	Fri	University Level Schools: Summer Term 2 ends
8	Mon	University Level Schools: Summer Term 3: Classes begin; Registration, 9 AM–5 PM
10	Wed	University Level Students: Last day to complete the following by 5 PM: enter Summer Term 2 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
11	Thu	University Level Students: Drop/Add Fee in effect for registration changes
15–19	Mon–Fri	Leadership Orientation: Dept. of Leadership Orientation
20–24	Sat–Wed	Leadership Roundtable Conference: Dept. of Leadership Annual RT Conference
22–26	Mon–Fri	University Level Students: Graduation: Financial Clearance for Tickets
26	Fri	Medical Laboratory Sciences: Senior summer session clinicals end
28	Sun	School of Business Administration: MBA Poster Session, 5pm
6		

29	Mon	Medical Laboratory Sciences: Registry Review Week begins
29–Aug 2	Mon–Fri	Graduating Students: Graduation: Financial Clearance for Tickets
29	Mon	Graduating Students: Graduation Tickets available for pickup at the Registration Counter in the Administration Building: Must receive clearance card from SFS.
30	Tue	University Level Schools: Last day to change from credit to audit for Summer Term 2 classes or withdraw from a class with a W
August		
2	Fri	University Level Schools: Last day of classes for Summer Term 3
2–4	Fri–Sun	University Level Schools: Graduation Ceremonies
2	Fri	School of Business Administration: Ethics Oath Ceremony
3	Sat	Medical Laboratory Sciences: Certification ceremony, 5 PM
3	Sat	Seminary: Seminary Dedication Service 4:00 PM
4–9	Sun–Fri	Seminary: Natural Remedies and Hydrotherapy Workshop
4–11	Sun–Sun	Seminary: New England Adventist Heritage Tour
5–23	Mon–Fri	School of Education: First Days of School Experience
7	Wed	University Level Schools: Summer Semester Grades due by 11:59 PM

Fall Semester 2013, August 26–December 12, 2013

Registration for fall semester 2013 begins Monday, March 25, 2013.

Late registration fee in effect Tuesday, August 27, 2013.

Last day of registration for fall semester 2013 is Wednesday, September 4, 2013.

July

15	Tue	University Level Students: Financial Plan Portion of Registration Central opens. Make Payment plans by August 15. Complete insurance information.
----	-----	--

August

4–9	Sun–Fri	Seminary: Natural Remedies and Hydrotherapy Workshop
5–23	Mon–Fri	School of Education: First Days of School Experience
12–16	Mon–Fri	Seminary: Hebrew Review Session 9:00am to 12:00pm
13, 14	Tue–Wed	New University Faculty: New Faculty Orientation Seminar 8:30 AM–4:30 PM
15	Thu	University Level Students: First Payment due for Financial Clearance; Full payment due for 1% and 3% rebate; ID cards activated for Dining Services and Bookstore in Registration Central when financial plan box is checked; Financial clearance needed to register and move into the dorm; Submit waiver to Student Insurance
15, 16	Thu–Fri	University Faculty: Faculty Institute: Thursday, 8–5 PM, and Friday, 8–12 PM
15	Thu	University Faculty: Official start of Academic Year 2013–2014
15	Thu	Undergraduate Students: Cancellation of classes for undergraduate students with unconfirmed course registrations
16, 17	Fri–Sat	Faculty/Staff: Fall Fellowship
18	Sun	New Undergraduate Students: First Stop
18	Sun	New International Students: International Student Orientation
19	Mon	RMES/AA: Fall Semester Classes begin
19–25	Mon–Sun	New Undergraduate Students: New Student Registration and Orientation Week
19	Mon	CAS Faculty: Department Meetings and Retreats
21–24	Wed–Sat	Seminary: New Student Orientation for Fall Semester
21	Wed	University Faculty: Individual School Meetings, 1–4 PM
22	Thu	Seminary: Hebrew Placement Exam 8:30am
23	Fri	Seminary: Biblical Literacy Entrance Exam 8:30am
23	Fri	University Faculty: Departmental Meetings
25	Sun	University Level Schools: Registration, New Students, 12–5 PM
25	Sun	Graduate Students: New Graduate Students Orientation
26	Mon	University Level schools: Fall Semester begins
26	Mon	University Level Students: Classes Begin: Last day to register for the first time without a fee
27	Tue	University Level Students: Late Registration fee in effect for first time registrations for Fall Semester 2013 classes; notification of cancellation of low-enrollment classes
28	Wed	CAS Faculty: CAS Faculty Meeting, 3:30–5:00 PM
28	Wed	Graduate Students: Cancellation of classes for graduate students with unconfirmed course reservations
29	Thu	University Level Schools: University Convocation, 10:30 AM–12 PM (10:30 AM classes cancelled)

September

2	Mon	All Campus Schools: Labor Day—holiday: No School all campus schools
3–19	Tue–Wed	School of Education: Fall Semester Student Teacher Schedule
3	Tue	University Level Schools: Cancellation of classes with below minimum enrollment
4	Wed	University Level Students: Last business day to complete the following by 5 PM: enter Fall Semester 2013 classes; drop a class with FULL tuition refund; to make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; to change audit to credit.
5	Thu	University Level Students: Fee in effect for changes in registration (classes added or dropped)
7	Sat	Seminary: Seminary Heritage Tour
9–13	Mon–Fri	University Level Students: University Week of Prayer

11	Wed	University Level Students: Last day to drop a class with 70% refund
16	Mon	School of Architecture: 3 1/2 year March and advanced standing application deadline for Spring (January 2014) admission
18	Wed	University Level Students: Last day to drop a class with 40% refund
20	Fri	Seminary: Church Policy Review Session
23	Mon	University Level Students: Fall Term First installment Payment Due
26–29	Thu–Sun	All Campus and Alumni: Homecoming Weekend
26	Thu	Undergraduate Students: Last day to apply for December Degree Conferral and May Graduation
26	Thu	Graduate Students: Last day to apply for December Degree Conferral
27	Fri	Seminary: Church Policy Exam
October		
1	Tue	Intensive English: Last day to enter as ELT student
7–11	Mon–Fri	NAD Enrollment Event: NAD College Fairs in LUC
14	Mon	RMES: Columbus Day—Holiday
14, 15	Mon–Tue	University Level Schools (except Seminary): Fall Recess
14	Mon	Andrews Academy: Columbus Day—Holiday
16	Wed	University Level Schools: Classes Resume
16	Wed	Mid–Semester
17, 18	Thu–Fri	SED Doctoral Students: EdD/PhD Comprehensives, 8:30 AM–2:30 PM
18	Fri	SED Master's Students: MA Comprehensives, 8:30–11:30 AM; 1–3 PM
18	Fri	SED Specialist & Master's (CMHC&SC) Students: EdS/MA Comprehensives, 8:30 AM–12:30 PM
18, 19	Fri–Sat	Andrews Academy: Alumni Weekend
20, 21	Sun–Mon	University Preview Event: October Preview
21	Mon	SED Specialist & Master's (CMHC & SC) Students: EdS/MA Comprehensives, 8:30 AM–12:30 PM
21, 22	Mon–Tues	School of Education: EdD/PhD Comprehensives, 8:30 AM–2:30 PM
23	Wed	University Level Students: Fall Term Second Installment Payment Due
25, 26	Fri–Sat	University Level Schools: Health Professions/Graduate Preview
26–28	Sat–Mon	Seminary: H.M.S. Richards Lectureship on Biblical Preaching (MDiv Required)
28, 29	Mon–Tue	Andrews Academy: Half Day – Parent/Teacher Conferences
29	Tue	Andrews University Board of Trustees Meeting: 8:30 AM–2:00 PM
November		
1	Fri	Seminary: Challenge Exam—CHIS504, 8:30–10:30 AM
4	Mon	Andrews Academy: No School/Fall in Service
4	Mon	University Level School: Financial Clearance Opens in Registration Central
4	Mon	University Level Schools: Open course registration at the Academic Records counter for Spring Semester 2014
7	Thu	School of Education: Spring Semester Student Teacher Orientation Assembly
7	Thu	Seminary: NADEI Field School Assembly
8–11	Fri–Sun	Seminary: Church Plant Coaching Certification Training
15, 16	Fri–Sat	Academy & University Level Students: Scifest Invitational
15	Fri	University Level Schools: All comprehensives must be completed for December degree conferral
15	Fri	University Level Students: Admissions application deadline for Spring Semester 2014
17, 18	Sun–Mon	University Preview Event: Lake Union Conference Juniors
23	Sat	University Level Schools: Fall Term Third Installment Payment Due
24–Dec 1	Sun–Sun	Seminary: Thanksgiving Break
26	Tue	University Level Students: Last day to change from credit to audit for Fall Semester classes or to withdraw from a class with a W for a fee.
27	Wed	RMES: Thanksgiving Break begins at 12:15pm Wednesday
27–Dec 1	Wed–Sun	All Schools except Seminary: Holiday—Thanksgiving Break
27–Dec 1	Wed–Sun	Andrews Academy: Half Day November 27, No School November 28–29
December		
2	Mon	All Campus Schools: Classes Resume
5	Thu	University Level Schools: Last Day of Fall Semester 2013 classes
6	Fri	University Level Schools: Reading Day (Exam Preparation)
7	Sat	Seminary: Seminary Dedication Service 4 PM
9–12	Mon–Thu	University Level Schools: Fall Semester Final Exams (starts Monday, 7:30 AM)
12	Thu	University Level Schools: Fall Semester Ends
13–Jan 5	Fri–Sun	All Campus Schools: Winter Break
13	Fri	Andrews Academy: Feast of Lights Program
15	Sun	University Level Schools: Spring Semester: First payment due for Financial Clearance; Full payment due for 1% and 3% rebate; Financial clearance required to register
16	Mon	Seminary: Last day to submit NADEI Field School Application
18	Wed	University Level Schools: Fall Semester Grades due by 11:59 PM
22–Jan 5	Sun–Sun	RMES/AA: Christmas Vacation
23–Jan 5	Mon–Sun	Andrews Academy: Christmas Vacation
31	Tue	University Level Schools: December Conferral of degrees

Spring Semester 2014, January 6–May 1, 2014

Online course registration for spring semester 2014 begins Monday, March 25, 2013.

Course registration at the Administration Building begins Monday, November 4, 2013.

Late registration fee is in effect Tuesday, January 7, 2014.

Last day of registration for spring semester 2014 is Wednesday, January 15, 2014.

December

15	Sun	University Level Schools: Spring Semester: First payment due for Financial Clearance; Full payment due for 1% and 3% rebate; Financial clearance required to register
----	-----	--

January

1	Wed	University Level Students: Andrews University financial paperwork available at www.andrews.edu/sf/
1	Wed	University Level Students: FAFSA available online www.fafsa.edu.gov (filing for Financial Aid)
5	Sun	University Level Students: ID Cards activated for Dining Services and Bookstore in Registration Central when Financial Plan box is checked.
5	Sun	University Level Students: Registration: New Students, 12–5 PM
5	Sun	New Undergraduate Students: New Student Orientation, 9 AM to 12 PM
6	Mon	RMES/AA: Second Semester Classes Begin
6	Mon	University Level Schools: Spring Semester Begins
6	Mon	University Level Schools: Classes Begin; Last day to register for the first time without a fee
7–26	Tue–Sat	School of Education: Spring Semester Student Teaching Schedule
7	Tue	University Level Students: Late Registration fee in effect for first time registrations for Spring Semester 2014 classes; notification of cancellation of low-enrollment classes
8	Wed	University Level Students: Cancellation of unconfirmed course reservations
14	Tue	University Level Schools: Cancellation of classes with below-minimum enrollment
15	Wed	University Level Students: Last business day to complete the following by 5 PM: enter Spring Semester 2014 classes; drop a class with FULL tuition refund; to make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; to change audit to credit.
16	Thu	Graduate Students: Last day to apply for May graduation
18–20	Sat–Mon	All Campus Schools: Celebration: Martin Luther King Day: MLK educational events replace classes
20	Mon	RMES/AA: Holiday: Martin Luther King Jr. Day. No School
21–24	Tue–Fri	University Level Students: University Week of Prayer
21	Tue	Andrews Academy: No School Staff Development
22	Wed	University Level Students: Last day to drop a class with 70% refund
29	Wed	University Level Students: Last day to drop a class with 40% refund

February

5	Wed	Seminary: Seminary Recognition Assembly 10:30 AM
7, 8	Fri–Fri	Seminary: Seminary Scholarship Symposium
17	Mon	School of Architecture: 3 1/2 Year March and advanced standing application deadline for summer (May) or fall (August) admission
17	Mon	All Campus Schools: Holiday, President's Day: No school
23	Sun	University Level Students: Spring Semester First Installment Payment Due
26	Wed	University Level Schools: Mid-Semester
28	Fri	Seminary: MDiv Application Deadline for Summer Term (Domestic Applicants) (International deadline: February 1).

March

1	Sat	University Level Students: Priority Processing Date for Federal Financial Aid (FAFSA)
4	Tue	Andrews University Board of Trustees Meeting: 8:30 AM–2:00 PM
9, 10	Sun–Mon	University Preview Event: March Preview
14–23	Fri–Sun	University Level Schools: Spring Semester Break
14	Fri	New Students: Admissions Application Deadline for Summer Term 1
17–23	Mon–Sun	RMES: Spring Semester Break
17–23	Mon–Sun	Andrews Academy: Spring Break
23	Sun	University Level Students: Spring Semester Second Installment Payment Due
24	Mon	Seminary: Ellen G. White Issues Symposium
24	Mon	All Campus Schools: Classes Resume
24	Mon	University Level Students: Online Registration for Summer 2014, Fall 2014 and Spring 2015 opens
27, 28	Thu–Fri	School of Education: EdD/PhD Comprehensives, 8:30–2:30 PM
27	Thu	University Level Students: Last date to enroll for AU/GU course for Spring Term
28	Fri	School of Education: MA Comprehensives, 8:30–11:30 AM; 1–3 PM
28	Fri	School of Education: EdS Comprehensives, 8:30 AM–12:30 PM
28–30	Fri–Sun	Seminary: Ministry Coach Certification Training
28	Fri	University Level Schools: Last Day for all comprehensives to be completed for May degree conferral
31	Mon	School of Education: EdS Comprehensives, 8:30 AM–12:30 PM
31, Apr 1	Mon–Tue	School of Education: EdD/PhD Comprehensives, 8:30–2:30 PM

31, Apr 1 Mon–Tue **Andrews Academy:** Half Day – Parent/Teacher Conferences

April

1 Tue **University Level Students:** Last day for Summer Physics Early Bird Rate
8 Tue **School of Education:** 2013–2014 Student Teacher Orientation Assembly
13, 14 Sun–Mon **University Preview Event:** April Preview
14 Mon **Potential University Students:** Admissions Application Deadline for Summer Term 2
15 Tue **University Level Students:** Last day to change credit to audit for Spring Semester Classes or withdraw from a class with a W
18 Fri **RMES:** Spring Long Weekend – No School
18 Fri **Andrews Academy:** Staff Development—No School
20 Sun **Seminary:** Seminary Michigan Adventist heritage Tour
23 Wed **University Level Students:** Spring Semester Third Installment Payment Due
24 Thu **University Level Schools:** Last day of Spring Semester classes
25 Fri **University Level Students:** Reading Day (Exam Preparation)
28–May 1 Mon–Thu **University Level Schools:** Spring Semester Final Exams begin Monday, 7:30 AM

May

1 Thu **Seminary:** MDiv Application Deadline for Fall Term (International Students)
1 Thu **University Level Schools:** Last day of Spring Semester 2013
2 Fri **Medical Laboratory Sciences:** Senior Spring Semester Clinicals end
2 Fri **School of Education:** Teacher Dedication Ceremony, 5 PM
2 Fri **University Level Schools:** Consecration, 8 PM
2 Fri **School of Business Administration:** Ethics Oath Ceremony, 11am
3 Sat **Nursing:** Nursing Students, Pinning Ceremony, 4 PM
3 Sat **Dietetics:** Senior Dedication and Pinning Ceremony, 5:00 PM
3 Sat **Seminary:** Seminary Dedication Service 4:00 PM
3 Sat **University Level Schools:** Baccalaureate Services
4 Sun **University Level Schools:** Commencement Services
7 Wed **University Level Schools:** Spring Semester 2014 grades due by 11:59 PM

Summer Sessions 2014, May 5–August 1, 2014

Registration for summer terms 2014 begins Monday, March 24, 2014.
Last days of registration for summer terms 2014 are May 14 (Term 1), June 11 (Term 2), and July 9 (Term 3).

May

5 Mon **Medical Laboratory Sciences:** Senior Summer Semester Clinicals begin
5 Mon **University Level Schools:** May Express Classes and Summer Physics Begin
11 Sun **Seminary:** New Student Orientation, 9 AM–12 PM
12 Mon **University Level Schools:** Summer Term 1: Classes begin; Registration: 9 AM–5 PM
13 Tue **University Level Students:** Late Registration Fee in effect for first time Summer Term 1 registrations
14 Wed **University Level Students:** Last day to complete the following by 5 PM: enter Summer Term 1 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
14 Wed **Undergraduate Seniors & Graduate Students:** Last day to apply for August Graduation
14 Wed **Admissions:** Admissions Application deadline for Summer Term 3
15 Thu **University Level Students:** Drop/Add Fee in effect for registration changes
26 Mon **All Campus Schools:** Holiday, Memorial Day
27 Tue **School of Architecture:** Deadline for Application to professional program
29 Thu **RMES:** Graduation
29 Thu **Andrews Academy:** Last Day of School
30 Fri **RMES:** Last Day of School
30–Jun 1 Fri–Sun **Andrews Academy:** Commencement Weekend Services

June

2 Mon **Seminary:** MDiv Application Deadline for Fall Term (Domestic applicants)
2 Mon **Andrews University Board of Trustees Meeting:** 8:30 AM–2:00 PM
3 Tue **University Level Students:** Last day to change from credit to audit for Summer Term 1 classes or withdraw from a class with a W
5–6 Thu–Fri **SED Doctoral Students:** EdD/PhD Comprehensives, 8:30 AM–2:30 PM
6 Fri **SED Master's Students:** MA Comprehensives, 8:30–11:30 AM; 1–3 PM
6 Fri **SED Specialist & Master's (CMHC & SC) Students:** EdS/MA Comprehensives
6 Fri **University Level Schools:** Summer Term 1: Classes end
9 Mon **University Level Schools:** Summer Term 2: Classes Begin; Registration 9 AM– 5 PM
9 Mon **SED Specialist & Master's (CMHC & SC) Students:** EdS/MA Comprehensives, 8:30 AM–12:30 PM
9–10 Mon–Tue **SED Doctoral Students:** EdD/PhD Comprehensives, 8:30 A

10	Tue	University Level Students: Late Registration Fee in effect for first time registrations for Summer Term 2
11	Wed	University Level Students: Last day to complete the following by 5 PM: enter Summer Term 2 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
12	Thu	University Level Students: Drop/Add Fee in effect for registration changes
30–July 4	Mon–Fri	Intensive English: Action America
30	Mon	University Level Students: Last day to change from credit to audit for Summer Term 2 classes or withdraw from a class with a W
July		
3	Thu	University Level Schools: Summer Term 2 ends
4	Fri	All Campus Schools: Holiday: Independence Day
7	Mon	University Level Schools: Summer Term 3: Classes begin; Registration, 9 AM–5 PM
8	Tue	University Level Students: Late Registration Fee in effect for first time registrations for Summer Term 3
9	Wed	University Level Students: Last day to complete the following by 5 PM: enter Summer Term 2 classes; drop a class with full tuition refund; drop a class by drop/add form without a fee or entry on permanent academic record; change audit to credit.
10	Thu	University Level Students: Drop/Add Fee in effect for registration changes
15	Tue	University Level Students: Financial Plan Portion of Registration Central opens. Make Payment plans by August 15. Complete insurance information.
21–25	Mon–Fri	Leadership Orientation: Dept. of Leadership Orientation
25	Fri	Medical Laboratory Sciences: Senior summer session clinicals end
27–30	Sun–Wed	Leadership Roundtable Conference: Dept. of Leadership Annual RT Conference
27	Sun	School of Business Administration: MBA Poster Session, 5pm
28	Mon	Medical Laboratory Sciences: Registry Review Week begins
28	Mon	Graduating Students: Graduation Tickets available for pickup at Students Financial Services in the Administration Building: Must receive financial clearance in order to receive tickets.
29	Tue	University Level Schools: Last day to change from credit to audit for Summer Term 2 classes or withdraw from a class with a W
August		
1	Fri	University Level Schools: Consecration Service, 8:00 PM
1	Fri	University Level Schools: Last day of classes for Summer Term 3
1–3	Fri–Sun	University Level Schools: Graduation Ceremonies
1	Fri	School of Business Administration: Ethics Oath Ceremony, 11am
2	Sat	University Level Schools: Baccalaureate Service,
2	Sat	Medical Laboratory Sciences: Certification ceremony, 5 PM
2	Sat	Seminary: Seminary Dedication Service 4:00 PM
3	Sun	University Level Schools: Summer Commencement, 9:00 AM
6	Wed	University Level Schools: Summer Semester Grades due by 11:59 PM
4	Tue	Andrews Academy: No School / Fall In Service

Self Paced Calendar for Distance Education 2013–2014

Registration for self-paced courses is open all the time.
 Students select their own start date upon registration.
 Start date defines what term the course falls within for financial aid purposes.
 Registration for Summer 2013, Fall 2013 and Spring 2014 opens Monday, March 25, 2013 for all course types.
 (Dates and Times are based on U.S. Eastern Time)

May–2013

5–May Sun Summer self-paced term begins.

August–2013

2–Aug Fri Summer self-paced term ends.

4–Aug Sun Fall self-paced term begins.

December–2013

13–Dec Fri Fall self-paced term ends.

15–Dec Sun Spring self-paced term begins.

May–2014

2–May Fri Spring self-paced term ends.

4–May Sun Summer self-paced term begins.

August–2014

1–Aug Fri Summer self-paced term ends.

Important Dates

Calendar days after the student–selected start date	
15 days	Last day to drop the course with a full tuition refund
16–27 days	Window to drop the course with a 70% tuition refund
28–38 days	Window to drop the course with a 40% tuition refund
150 days	Last day to withdraw or change to an audit (before taking the final exam)
180 days	Course completion deadline

Grades and Transcripts

Calendar days after the final assignment or exam completed by student	
7 days	Self–paced grades due by 11:59 pm
14 days	Transcript available for request

Academic Calendar for Online 8 Week Terms

Fall Online Term 1 (August 26, 2013 to October 18, 2013)

Registration for Fall Online Term 1 opens Monday, March 25, 2013.
Late registration fee in effect August 27, 2013.
Last day of registration for Fall Online Term 1 is September 4, 2013.
(Dates and Times are based on U.S. Eastern Time)

August

26-Aug	Mon	Fall Online Term 1 Classes Begin: Last day to register for the first time without a fee.
27-Aug	Tues	Fall Online Term 1 Late Registration Fee in effect; notification of cancellation of low-enrollment classes
4-Sep	Wed	Fall Online Term 1 Last Business Day to complete the following by 5 pm Eastern: Enter Fall Online Term 1 classes; drop a class with FULL tuition refund; make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; change audit to credit.

September

11-Sep	Wed	Fall Online Term 1 Last day to drop with a 70% refund
18-Sep	Wed	Fall Online Term 1 Last day to drop with a 40% refund

October

15-Oct	Tues	Fall Online Term 1 Last day to withdraw or change to an audit
18-Oct	Fri	Fall Online Term 1 ends.
25-Oct	Fri	Fall Online Term 1 Grades due.
23-Dec	Mon	Fall Online Term 1 Transcripts available upon request.

Fall Online Term 2 (October 14, 2013 – December 6, 2013)

Registration for Fall Online Term 2 opens Monday, March 25, 2013.
Late registration fee in effect October 15, 2013.
Last day of registration for Fall Online Term 1 is October 18, 2013.

October

21-Oct	Mon	Fall Online Term 2 Classes Begin: Last day to register for the first time without a fee.
22-Oct	Tues	Fall Online Term 2 Late Registration Fee in effect; notification of cancellation of low-enrollment classes
24-Oct	Thu	Fall Online Term 2 Last Business Day to complete the following by 5 pm Eastern: Enter Fall Online Term 2 classes; drop a class with FULL tuition refund; make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; change audit to credit.
30-Oct	Wed	Fall Online Term 2 Last day to drop with a 70% refund
6-Nov	Wed	Fall Online Term 2 Last day to drop with a 40% refund

December

10-Dec	Tues	Fall Online Term 2 Last day to withdraw or change to an audit
13-Dec	Fri	Fall Online Term 2 ends.
18-Dec	Wed	Fall Online Term 2 Grades due.
23-Dec	Mon	Fall Online Term 2 Transcripts available upon request.

Spring Online Term 1 (January 6, 2014 – February 28, 2014)

Registration for Spring Online Term 1 opens Monday, March 25, 2013.

Late registration fee in effect January 7, 2014.
Last day of registration for Spring Online Term 1 is January 10, 2014.

January

6-Jan	Mon	Spring Online Term 1 Classes Begin: Last day to register for the first time without a fee.
7-Jan	Tues	Spring Online Term 1 Late Registration Fee in effect; notification of cancellation of low-enrollment classes
15-Jan	Wed	Spring Online Term 1 Last Business Day to complete the following by 5 pm Eastern: Enter Winter Online Term classes; drop a class with FULL tuition refund; make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; change audit to credit.
22-Jan	Wed	Spring Online Term 1 Last day to drop with a 70% refund
29-Jan	Wed	Spring Online Term 1 Last day to drop with a 40% refund

February

25-Feb	Tue	Spring Online Term 1 Last day to withdraw or change to an audit
28-Feb	Fri	Spring Online Term 1 ends.

March

7-Mar	Fri	Spring Online Term 1 Grades due.
12-May	Mon	Spring Online Term 1 Transcripts available upon request.

Spring Online Term 2 (March 10, 2014 – May 2, 2014)
Registration for Spring Online Term 2 opens Monday, March 25, 2013.
Late registration fee in effect January 7, 2014.
Last day of registration for Spring Online Term 2 is January 10, 2014.

March

3-Mar	Mon	Spring Online Term 2 Classes Begin: Last day to register for the first time without a fee.
4-Mar	Tues	Spring Online Term 2 Late Registration Fee in effect; notification of cancellation of low-enrollment classes
6-Mar	Thu	Spring Online Term 2 Last Business Day to complete the following by 5 pm Eastern: Enter Spring Online Term classes; drop a class with FULL tuition refund; make a change in registration by Drop/Add Form without a fee or entry on permanent academic record; change audit to credit.
12-Mar	Wed	Spring Online Term 2 Last day to drop with a 70% refund
19-Mar	Wed	Spring Online Term 2 Last day to drop with a 40% refund

April

22-Apr	Tues	Spring Online Term 2 Last day to withdraw or change to an audit
--------	------	---

May

25-April	Fri	Spring Online Term 2 ends.
7-May	Wed	Spring Online Term 2 Grades due.
12-May	Mon	Spring Online Term 2 Transcripts available upon request.

Academic & Campus Resources

Andrews University Mission Statement

Andrews University, a distinctive Seventh-day Adventist Christian institution, transforms its students by educating them to seek knowledge and affirm faith in order to change the world.

Andrews University students will:		
Seek Knowledge as they	Affirm Faith as they	Change the World as they go forth to
<ul style="list-style-type: none">Engage in intellectual discovery and inquiryDemonstrate the ability to think clearly and criticallyCommunicate effectivelyUnderstand life, learning, and civic responsibility from a Christian point of viewDemonstrate competence in their chosen disciplines and professions	<ul style="list-style-type: none">Develop a personal relationship with Jesus ChristDeepen their faith commitment and practiceDemonstrate personal and moral integrityEmbrace a balanced lifestyle, including time for intellectual, social, spiritual, and physical developmentApply understanding of cultural differences in diverse environments	<ul style="list-style-type: none">Engage in creative problem-solving and innovationEngage in generous service to meet human needsApply collaborative leadership to foster growth and promote changeEngage in activities consistent with the worldwide mission of the Seventh-day Adventist Church

The University

Andrews University was established over a century ago, in 1874, as Battle Creek College in Battle Creek, Michigan—a collegiate program that offered literature, languages, science and mathematics, training for teachers, and theology. Its founders, the visionaries of the young Seventh-day Adventist denomination, believed they should use every avenue to spread the gospel and serve the world, including higher education.

On the brink of a new century, seeking room for expansion and a fresh start, the school moved in 1901 to a beautiful site near the banks of the St. Joseph River in Berrien Springs and was renamed Emmanuel Missionary College. From woods and farmland on which faculty and students built three wooden frame buildings to hold their new school, the campus has grown to a property of 1,600 acres and a complex of academic buildings, residence halls and apartments, and service buildings.

The vision blossomed still further when, in 1959, the Seventh-day Adventist Theological Seminary and a school of graduate studies, together known as Potomac University and located in Washington, D.C., were moved to the campus of Emmanuel Missionary College. The following year the three entities united under one charter bearing the name Andrews University—with an integrated board of trustees, administration and faculty. The name honors John Nevins Andrews (1829–83), pioneer Adventist theologian and intellectual and the denomination’s first official missionary to serve outside North America.

In 1974, the undergraduate division of Andrews was organized into two colleges—the College of Arts and Sciences and the College of Technology. The School of Business Administration, which evolved from the Department of Business Administration, was established in 1980. In a similar move, the Department of Education became the School of Education in 1983. The present organizational structure of the School of Graduate Studies was adopted in 1987. In 1993, the Department of Architecture became the Division of Architecture, and, since 2012, is now the School of Architecture, Art & Design. In 2011, the School of Distance Education was formed to support distance education and educational programs offered at locations across North America and the world. Also in 2012, five departments housed in the College of Arts and Sciences together became the School of Health Professions. All of the colleges and schools offer both undergraduate and graduate degrees, except for the Seventh-day Adventist Theological Seminary, which maintains graduate and professional programs only. The only Seventh-day Adventist doctoral research university, Andrews University is also a comprehensive institution of higher learning integrating an exemplary liberal arts and sciences core with six prestigious professional schools and a number of excellent graduate programs.

Rooted in a tradition of visionaries who saw what was possible and enriched by an international and diverse faculty and student body, Andrews University now offers a wealth of choices in degree and certificate programs to prepare its graduates for life in a complex, fast-changing world. The goal of this distinguished institution, however, remains the same—to provide excellent academic programs in an environment of faith and generous service to God and humankind.

Accreditation

Recognizing that students benefit from studying at an accredited institution, Andrews University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools¹ for programs through the doctoral level, as well as by the Adventist Accrediting Association of the General Conference of Seventh-day Adventists. Professional organizations have accredited specific

degree programs of the University and other programs are moving toward accreditation. (Please see the complete listing of university accreditations, approvals, and memberships.)

Quality Academic Programs

The high quality of the educational experience at Andrews University is evidenced by its listing in U.S. News and World Report’s annual report on “Best Colleges.” A strong undergraduate honors program attracts such outstanding students as National Merit Finalists, secondary-school valedictorians and others with outstanding secondary-school achievement.

Andrews provides a carefully designed advising program to help students make sound career choices. Undecided students can fulfill General Education requirements and learn practical skills through a variety of courses while they explore career options.

Students also develop skills for post-graduation employment. They develop those skills through practice teaching, career practica, cooperative work-study programs with businesses and corporations, or clinical rotations in health-care settings.

Students wishing to increase their academic success will benefit from comprehensive assessment of academic learning styles and skills, courses in reading, writing, and math and tutoring services (see Student Success and UCRLA)

¹ The Higher Learning Commission of the North Central Association of Colleges and Schools

30 North La Salle Street, Suite 2400, Chicago IL 60602-2504
Phone: (312) 263-0456; www.ncahigherlearningcommission.org

International Opportunities

Each year, students from 80–100 different countries enroll at Andrews University. More than 25% of the students come from other countries. This places the university among the top level of small American universities with high percentages of international students. One experiences the reality of a global village while attending college.

International students who wish to immerse themselves fully in American culture may enroll in the Action America program on the Andrews campus.

International education opportunities include study abroad, study tours and short-term service learning opportunities abroad.

Academic Resources

Andrews International Center for Educational Research
Bell Hall, Room
471-6080

Andrews International Center for Educational Research (AICER) is the research and international service center for the School of Education. Its mission is to promote and disseminate faculty research on regional and global education, with a special focus on Adventist education. AICER seeks to promote research which develops the empirical knowledge-base and best-practices related to education through the development of a network of international researchers that provide technical research and evaluation services to international educational organizations. AICER’s researchers focus their agendas on learning, teaching, spiritual and ethical development, educational leadership, and evaluations of programs. AICER promotes research in elementary, secondary and tertiary educational organizations as well as community groups engaged in educational services.

Architecture Resource Center
Architecture Building
471-2417

The Architecture Resource Center (ARC), a branch of the James White Library, provides the School of Architecture with a premier collection of resources for the study and research of architecture. The collection is of a broad scope with an academic focus in architecture and design. The ARC currently holds a collection of over 28,500 books and 106 periodical titles. The ARC stays current through its acquisitions by continually updating the collection with new titles in: books, monographs, periodicals, reference books, CDs and videos. It also supports other campus disciplines such as facility planning, educational and church architecture, environmental psychology, and behavioral science.

The ARC is the official repository of a special and growing collection of materials on environmental design research. This collection is made available as a result of our affiliation with the international group known as the Environmental Design Research Association (EDRA). The purpose of this collection is to advance the art and science of environmental design, to improve understanding of the interrelationships between people and the built environment and to create environments responsive to human needs. The interdisciplinary collection holds books, trade journals, EDRA proceedings, documents, technical papers, and multimedia materials supporting research in the discipline of environment and behavior. The collection has been developed over the past 30 years and continues to expand, existing as the most comprehensive collection in the world.

The ARC is fortunate to have two rare book collections. One was donated by Ronald Senseman, FAIA, an architect who practiced in his own firm for over 30 years in the Washington, D.C. area. This exceptional collection includes classic rare books and photographs of architecture dating from the 19th century to the present. Vernon Watson, a Chicago Prairie Style Architect, donated his valuable and rare book collection to the ARC. Mr. Watson designed Griggs Hall, which was the original campus library, as well as several Prairie Style homes in Berrien County. In addition the ARC is now the official repository for the EDRA archive collection. This means professors, scholars and researchers, if they choose, will donate their private and personal collections to the collected works in the ARC.

Center for College Faith

The Center for College Faith, which is open to all members of the Andrews University faculty, seeks to help faculty better understand and foster the faith development of college undergraduates. The stated mission of the Center is twofold. Specifically it acquires and disseminates knowledge about how college students develop in their Christian beliefs, values, and lifelong commitment to God, especially in relation to direct academic experience; and promotes the growth of a distinctly Christian undergraduate "culture of learning" informed by careful scholarship on the Andrews University campus.

Center for Adventist Research James White Library, Lower Level car@andrews.edu 471-3209

The Center for Adventist Research (CAR) contains historical materials and resources on Seventh-day Adventist history and Ellen G. White, a key founder of the Seventh-day Adventist denomination. Comprised of the Adventist Heritage Center, the Ellen G. White Estate Branch Office, and AU Archives, the Center holds the largest collection of research materials on Seventh-day Adventism in the world. The CAR was formed in the fall of 2003 to better serve the campus community as well as the world community of Seventh-day Adventists by providing research support services as well as a significant outreach component. The Center and the Seminary Library cooperate to support theological education.

Adventist Heritage Center

Located within the Center for Adventist Research, the Adventist Heritage Center contains material on the history and development of the Millerite Movement and the Seventh-day Adventist Church since the 1840s to the present. Among the materials preserved at the Center are over 51,000 books and pamphlets, 24,000 periodical volumes, 12,500 microforms, 12,000 sound recordings and 3,000 video tapes. A sizeable number of the periodicals are non-English and represent the finest collection of its kind in the world including many one-of-a-kind titles. The Center holds nearly 300 collections (1,200 linear feet) of personal papers of notable church figures such as pioneers, administrators, teachers, ministers and missionaries. These collections provide a wide range of primary source documents. The center's archives contain 30,000 photographs of denominational and campus interest, an obituary file of nearly 200,000 names, and the records of early Adventist congregations. The SDA Periodical Index is edited at the Center.

Special collections of the Heritage Center include the Advent Source and the Conditional Immortality Source Collections which document the origins of Seventh-day Adventists, the development of prophetic interpretation and the history of the doctrine of conditional immortality. The George B. Suhrie Bible Collection features an extensive collection of Bibles. Rare materials include books dating as early as the 15th century and several original editions of Martin Luther and other Reformers' pamphlets. In 2005, the Review and Herald Publishing Association donated their rare book library (approximately 2,500 volumes) to the

Center. The Voice of Prophecy and Faith for Today historical archives also are located at the Center.

Ellen G. White Estate Branch Office

Located within the Center for Adventist Research, the Ellen G. White Estate Branch Office contains a complete set of the letters and manuscripts of Ellen G. White (1827-1915). It also has copies of her books and articles, and thousands of pages of other documents related to the history and development of the Adventist Church.

The Branch Office houses numerous resources for students interested in research. The most important of these are (1) the Letter and Manuscript File of 60,000 pages with topical index; (2) the Ellen G. White published writings on compact disc (CD-ROM), making possible full-text computer searches of Ellen White's writings; (3) a Biographical Index covering the span of Ellen White's life and documenting her travels and activities; (4) 1,600 Manuscript Releases (with indexes); (5) an extensive Document File covering many aspects of the writings of Ellen White and of the history of the Seventh-day Adventist Church; and (6) a Question and Answer File with index.

Department of Digital Learning & Instructional Technology Griggs Hall, Room 130

dlit@andrews.edu

471-3960

The Department of Digital Learning and Instructional Technology (DLIT) provides instructional technology leadership, support and resources to the faculty, staff, and students of Andrews University. DLIT serves main campus, online campus, and off campus programs. DLIT also oversees the operations of the Consortium of Adventist Colleges and Universities. DLIT provides technology support for enterprise level instructional technology tools such as Moodle, the campus learning management system; student response systems (clickers); Panopto, the video streaming and recording service; and Adobe Connect Pro, the webinar software. The Department of Digital Learning and Instructional Technology provides coordination and review for online program and course development, as well as technical support, instructional design advice and training, and materials design and conversion for course development for main campus, online campus, and off campus courses. For more information, visit DLIT in the School of Distance Education.

Center for Statistical Services Bell Hall (Education), Room 212

471-6214

471-3478

The Center for Statistical Services provides help with all aspects of empirical research. Services include: 1) research design, 2) development of questionnaires and measurement instruments, 3) data entry, 4) statistical analysis and 5) interpretation and reporting of results.

Center for Teaching and Learning Excellence Mary Jane Mitchell Multimedia Center James White Library, Top Level 471-3272

The Center for Teaching and Learning Excellence advances the ongoing professional growth of Andrews University faculty members related to their primary campus duty—teaching. By helping faculty members focus on student learning through various lenses—scholarship of teaching and learning, faith—learning integration, diversity, assessment and service, among others—the Center for Teaching and Learning Excellence promotes pedagogies of engagement that enrich the learning environment and lead to transformational teaching.

Center for Women Clergy

www.womenclergy.org

The mission of the Center for Women Clergy is to provide support, networking and information for the nurture of women who are considering, pursuing or engaged in professional ministry. Current projects include: 1) the creation of a website where women can get helpful information and meet and talk with other women clergy; 2) a mentoring program that puts new and developing clergy in contact with experienced clergy women eager to act in a mentoring role; and 3) regional gatherings and conferences providing an opportunity to gain inspiration and professional skills while building community with others in the field.

Center of Continuing Education for Ministry Seminary Hall, Room N206

inministry@andrews.edu **471-3514**

The Center of Continuing Education for Ministry (CEEM), housed in the InMinistry Center, primarily serves ministers in the North American Division. CEEM provides continuing education for ministry employees of the church. It identifies, develops, and promotes continuing education courses and events and issues CEU certificates. More info: www.inministry.info or inministry@andrews.edu.

Greek Manuscript Research Center
Seminary Hall, Room N124
471–3313

The Greek Manuscript Research Center (GMRC) is part of the Department of New Testament of the Seventh-day Adventist Theological Seminary. Its primary goal is to help develop a more complete understanding and appreciation of Christianity's primary documents—the original, handwritten Greek manuscripts of the New Testament copied over a 1,200-year period. The GMRC is a participant in the International Greek New Testament Project, an ongoing venture of American and European scholars seeking to create an exhaustive multi-volume reference tool that documents every variant in all known, surviving Greek manuscripts of the New Testament. The GMRC holds one of the largest collections of microfilmed Greek manuscripts in North America.

Horn Archaeological Museum
9047 Old US 31
(Open Saturdays 3–5 pm)
hornmuseum@andrews.edu **471–3273**

An archaeological museum named for its founder and first curator, Siegfried H. Horn (1908–1993), the Horn Archaeological Museum houses over 8,500 ancient Near-Eastern artifacts including coins, pottery, sculptures, tools, weapons, figurines, jewelry, seals and glass vessels. Nearly half of these objects came from university-sponsored archaeological excavations at Tel Gezer, Israel; and Tall Hisban, Tall al-Umayri and Tall Jalul, Jordan.

The museum building, which is shared with the Institute of Archaeology (see Institute of Archaeology), contains offices, work rooms, the Siegfried Horn Archaeological Library, and the collection display area. Eleven oil-painted murals by Nathan Greene help visitors understand the cultures of Bible times. A special viewing room contains the Andrews University Cuneiform Texts (formerly the Hartford Cuneiform Tablet Collection). This collection has 3,000 ancient clay tablets dating from the Sumerian period to Neo-Babylonian times. The museum sponsors a regular lecture series, occasional field trips and a quarterly subscription newsletter.

InMinistry Center Seminary Hall, Room N206
471–3514

A ministry of the North American Division, the InMinistry Center specializes in providing off-campus seminary education. The Center facilitates masters-level learning events at most NAD unions for the MA in Pastoral Ministry degree, and the first part of the Master of Divinity. It also houses the Center of Continuing Education for Ministry. For more info: www.inministry.info or inministry@andrews.edu.

Institute for Prevention of Addictions
Adjacent to the Sutherland House
ipa@andrews.edu
471–3558

The Institute for Prevention of Addictions (IPA) conducts research focused on the extent and causes of the use and abuse of alcohol and drugs as well as other addictions and risk behaviors. Based on this research it fosters prevention education programs and policies designed to reduce youth risk behaviors. The IPA provides specialized resource services and consultation to Church, government and private agencies on policy and program initiatives designed to prevent youth risk behavior. The IPA is supported by Andrews University and General Conference Presidential, as well as projects sponsored by assorted foundations, governmental and private agencies. The IPA is affiliated with the Department of Health Ministries of the General Conference of the Seventh-day Adventist Church and the International Commission for the Prevention of Alcoholism & Drug Dependency (ICPA). It works through program centers for prevention, policy, education, and research and evaluation. The Institute associates with organizations whose goals harmonize with its philosophy and objectives.

Institute of Archaeology
9047 Old US 31
hornmuseum@andrews.edu **471–3273**

The Andrews University Institute of Archaeology coordinates the archaeological programs and activities of the university. It fosters archaeological research, publication, and education at Andrews University, the communities of Michiana, and all entities of the Seventh-day Adventist Church.

The institute 1) offers courses through the seminary which directly or significantly relate to the study of archaeology, 2) sponsors regular visits by distinguished archaeologists for the purpose of lecturing and consulting, 3) organizes public tours, 4) presents archaeological programs for churches and schools, 5) provides opportunity for field and laboratory training through its excavations and surveys in the Middle East and Michiana and the subsequent analysis of these activities, 6) supports the work of the Horn Archaeological Museum in collecting and interpreting artifacts and 7) publishes results of excavations and research in annuals, monographs and occasional papers.

Institute of Church Ministry
Seminary Hall
471–3407

The Institute of Church Ministry (ICM), an entity of the Seventh-day Adventist Theological Seminary, shares the expertise and resources of Andrews University with the Seventh-day Adventist Church in North America, thus aiding denominational leaders in the accomplishment of its goals. The ICM serves as a North American Division Strategic Resource Center but also works for the General Conference, local conferences, local churches and Adventist journals. ICM also represents the North American Division in the Cooperative Congregational Studies Partnership (CCSP) of various faith groups under the direction of the Hartford Institute for Religion Studies.

The work of ICM springs from the belief that the tools of social science can join with biblical and theological insights to advance the objectives of the Church. Its mission is conducted through field-based research concerning Adventist youth, lay-member involvement, congregational studies, training for ministry, church growth, church-giving patterns, Adventist women in leadership, Adventist Hispanics. and the attitudes of Adventist members on various issues.

Institute of Hispanic Ministry
Seminary Hall, Room N210
hispanicministry@andrews.edu
471–6170

The Institute of Hispanic Ministry (IHM) of the Seventh-day Adventist Theological Seminary responds to the growing needs of Hispanic congregations in North America and beyond.

The tasks of the IHM include providing graduate-level study for Hispanic pastors both on and off campus and assisting in various ways a continuing education for Hispanic ministers. It coordinates the Hispanic MA in Pastoral Ministry and supports Hispanic courses in the MDiv and DMin programs. The IHM also provides support systems for Hispanic ministry and churches that are in transition culturally and linguistically. It encourages research and the dissemination of its findings for the Seventh-day Adventist Church at large.

Institute of Jewish-Christian Studies
Seminary Hall, Room N107
471–3349

Jews and Seventh-day Adventists share much of the same spiritual heritage and the same ideals of hope and lifestyle. Moreover, since the events of Auschwitz during World War II, Jewish-Christian issues have become a relevant part of theological concern. Therefore, the Institute of Jewish-Christian Studies organizes meetings with world renowned experts, provides a wide range of educational material and supplements the graduate programs of the Seminary with concentrations in Jewish-Christian studies. These include courses in Jewish History, rabbinics and languages. In all its work, the Institute seeks to train lay persons and ministers to foster constructive relations with Jews in their communities and to develop a global consciousness in all outreach and service.

Institutional Effectiveness
Bell Hall, Room 206
471–3308

The Office of Institutional Effectiveness coordinates three major aspects of University support: assessment, accreditation, and institutional research. The office assists faculty in the development and measurement of student learning outcomes, and oversees assessment of outcomes related to the University's mission as well as general education. Assessment and institutional research data are used to enhance the quality of Andrews University's programs and services, and to inform institutional planning.

Intensive English Programs
Nethery Hall, Room 219
471–2260

The Intensive English Language Program offers a courtesy placement test for incoming students to assess language proficiency. Classes are offered in writing, grammar, reading, listening and speaking for students whose first language is not English and who do not meet English proficiency requirements as listed in the Bulletin. Language classes include the skill areas and preparation for the Test of English as a Foreign Language (TOEFL). Tutorial services are available for a fee.

Short-term intensive language study sessions, combined with cultural and professional experiences and travel, are offered concurrently with the fall and winter semesters and at specified times during the summer. Customized sessions can be arranged for groups of twelve or more. The fees vary according to the specifications of the session, activities and length of time. See Action America for additional information.

International Religious Liberty Institute
Seminary Hall, Room N331
471–3500

The purpose of the International Religious Liberty Institute is to foster the study of the principles of religious liberty and church–state relations upon sound methods of biblical, historical, legal and philosophical scholarship and to spread these principles through publications, lectureships, conferences, symposiums and the support of public advocacy.

James White Library
471–3275

The James White Library and its two branches hold print books, bound periodical volumes and multimedia materials totaling more than 1.6 million items. The 100,000 square–foot main library provides study and research facilities and the library faculty provide reference and consultation and a library instruction program, a library liaison program for collection development, and interlibrary loan services.

The strongest collections are in religion, education, architecture and Adventist publications and resources. The library's automated catalog, JeWeL, can be accessed through the campus computer network as well as globally through the Internet. Through the library website 155 major electronic databases can be accessed through the Internet and from any of the 70 public computer stations located in the main library and its branches. Linking software provides links from the database search results to the library's over 44,000 print and electronic periodical titles.

Through the Michigan Library Consortium, the library provides access to MeLCat, a statewide union catalog, patron–initiated interlibrary loan service and book delivery system. Students, faculty and staff can access over 7.8 million unique books and other materials through MeLCat.

The library also has access to the OCLC Online Computer Library Center for cataloging and interlibrary loan information based on data from 69,000 libraries in 112 countries representing over 470 languages and dialects.

The Seminary Library, the Center for Adventist Research and the Mary Jane Mitchell Multimedia Center are housed in the main library. The Architecture Resource Center and the Music Materials Center are located in their respective departmental buildings on campus.

North American Division Evangelism Institute
Seminary Hall, Room S303
471–8303

The North American Division Evangelism Institute (NADEI) provides field–related training to seminarians that includes public evangelism, church growth, small groups, evangelistic preaching, lay ministry empowerment, Bible studies, and other outreach ministries. In addition, NADEI sponsors SEEDS (church planting), ChurchWorks, Ministry Coaching, Equipping University, and H.O.P.E. University seminars and conferences on behalf of church entities throughout the NAD for the continuing development of lay and full–time ministry. NADEI is operated by the North American Division as a separate entity, but it works with the seminary in administering and developing its program.

Marine Biological Field Station
Anacortes, Washington Department of Biology
360–293–2326
471–3243

Andrews University is affiliated with Walla Walla University (College Place, Wash.) in the operation of a marine biological field station located at Rosario Beach in Washington State's Puget Sound. The station provides facilities for undergraduate and graduate study and research. The site is near a biological spectrum from sea bottom to Alpine tundra that provides unique opportunities for instruction and investigation.

Mary Jane Mitchell Multimedia Center
James White Library, Top Level
471–3272

The Multimedia Center is the primary library location for microforms, audiovisual materials (cassettes, videotapes, etc.), multimedia and pamphlets and serves the entire university. It also includes a textbook collection for the School of Education, houses small collections of children's and young adult literature and a small computer lab for general patron use. A computer workstation is dedicated to serve disabled students. The Clear View magnifying reading machine and the Kurtzweil 3000 program are available.

Music Materials Center
Hamel Hall
471–6217

The Music Materials Center (MMC) is a branch library of the James White Library, located in Hamel Hall. Services and materials provided include: specialized music reference service, recordings and listening facilities, scores, reference materials to

support the study of music, and assistance in the use of electronic materials. Primary areas of study supported include performance, music history and literature, music theory and composition, church music, music education and music studied as part of the general education curriculum.

The MMC contains over 8,000 sound recordings, 12,000 musical scores, 2,000 reference books, and current issues of 30 print periodicals. The major portion of the James White Library's collection of books, bound print periodicals and visual materials are housed in the main library.

Additional materials for the study of music are found in the main library's Information Services Department and in JWU's electronic collection.

Mathematics Center
Haughey Hall (Science Complex), Room 112
471–6662

The Mathematics Tutoring Center provides free assistance for students enrolled in University mathematics courses. Faculty and staff are also invited to visit the Center for help. The Center is equipped with eight computers that can be used for ALEKS and other web–based math assignments. An appointment is not necessary. For more information and the most current schedule, see the posted schedule or call the Department of Mathematics at 471–3423.

Museum of Natural History
Price Hall (Science Complex) Lower Level
471–3243

The Museum of Natural History is a display used by students and visited by hundreds of people annually. The most complete skeleton of a woolly mammoth ever found in Michigan is displayed in the museum.

Donors have contributed collections of over 30,000 marine shells, 1,600 birds, and 1,400 mammals as well as hundreds of butterflies and other insects. The museum also includes over 5,000 botanical specimens in the herbarium section. A collection of antique microscopes is also displayed.

Seminary Library
James White Library, Main Level
471–3269

The Seminary Library is an integral part of the James White Library and the Theological Seminary. It provides collections and services that support the Seminary students and faculty. Seminary Library resources include approximately 150,000 books, 500 periodical subscriptions and 18,000 volumes of bound periodicals.

Biblical studies and practical theology are the major strengths of its holdings. Subject areas of special interest to Seventh–day Adventists are especially strong, including the biblical books of Daniel and Revelation, creationism, the Sabbath, and the second advent. Together with the Center for Adventist Research, the Seminary Library provides the most complete research collection for Adventist studies anywhere. Graduate level collections on systematic theology, missions, church history and biblical archaeology are also featured.

Student Success Center
Nethery Hall, Room 135
success@andrews.edu
471–6096

The Student Success Center (SSC) exists for the sole purpose of helping students succeed. This center supplements the educational process by providing academic guidance, support and developmental instruction. The SSC collaborates to identify students' needs; to facilitate their physical, emotional, social, intellectual and spiritual development through support and leadership; and to provide resources for faculty, staff, and parents who share their concerns for student success. The Student Success Center serves as a resource for all students—from freshmen to doctoral candidates—in all schools of the University. The SSC also networks with all other campus support centers and functions as a referral base for students and advisors.

The Student Success Center

- facilitates academic advising for undergraduates
- provides guidance and advising for undergraduate students who are undecided as to major
- maintains on–campus referral and academic support information for all students
- effects major and advisor changes for undergraduate students
- manages a peer–to–peer tutoring class for undergraduate students
- facilitates accommodations for any student with documented disabilities
- provides guidance for students who need to have a disability documented
- coordinates student interventions, providing follow–up as needed
- oversees the Liberal Arts degree program (an undergraduate degree)
- serves as a central referral service to forward placement opportunities to academic advisors

University Center for Reading, Learning & Assessment
Bell Hall, Suite 200
471–3480

The University Center for Reading, Learning and Assessment addresses learning and reading-skill needs through classes and tutoring. It helps students to strengthen their God-given abilities and natural gifts. Academic assessment and tutoring services of the center are available to Andrews students, faculty, staff and community for a fee. Students with learning problems are nurtured towards the goal of successful course work. The Center also offers Orton-Gillingham based, multisensory intervention for those who have dyslexia.

Reading skills developed in the center include speed-reading, study reading, vocabulary, word recognition or decoding skills, spelling and handwriting. Students, faculty and staff may use equipment and materials for personal reading improvement on a self-help basis for a fee. Average to excellent readers as well as those having difficulty with reading are served.

The center offers a class that covers memory, learning styles, time management, temperament, mind style and emotional condition. A follow-up class includes coordination with advisors, teachers and staff to help the student and provide individualized and small-group support.

Writing Center
Nethery Hall, Room 101
writery@andrews.edu
471–3358

The Writing Center provides students with individualized instruction by fellow students on basic writing skills and strategies. Services of the center include computer-assisted tutorial sessions, drop-in help and a library of rhetoric and usage texts. The Writing Center also offers occasional review sessions on general writing problems.

Campus Resources
ADA Services for Students with Disabilities
Nethery Hall, Room 135
471–6096

Andrews University accepts and appreciates diversity in its students, including students with disabilities. Accordingly, students are encouraged to inform the University of any disability by contacting the Student Success Center. Students who are otherwise qualified for college may receive reasonable accommodations for disabilities if they have provided documentation by a qualified, licensed professional. Arrangements for accommodations should be made as early as possible after acceptance, and each semester. Students who suspect that they may have disabilities may also contact Student Success to inquire about the documentation process. More information about disabilities accommodations in college can be found at the government website:
www.ed.gov/about/offices/list/ocr/transition.html.

A Healthy U
ahealthyu@andrews.edu
471–6086

A Healthy U is the Andrews University faculty/staff wellness program. The purpose of the program is to provide information, activities, educational events and resource materials designed to encourage healthful living among faculty and staff members.

Andrews Community Counseling Center
Bell Hall, Room 159
471–6238

The Andrews Community Counseling Center (ACCC) consists of five counseling rooms, a waiting room and receptionist area. The ACCC provides professional counseling and psychological services to children, adolescents, adults, couples and families in the University community and the residents of Michiana at no cost. The center was established as a training facility for master's and doctoral level students working toward graduate degrees in counseling and counseling psychology at Andrews University. These graduate-student counselors are supervised by faculty who are professional counselors and/or licensed psychologists. Services are provided to individuals regardless of race, gender, age, religious affiliation or culture. To make an appointment to receive these services, call 269-471-6238.

Andrews University Airpark
Airpark
airinfo@andrews.edu
471–3120

Andrews University Airpark is licensed by the State of Michigan as a general utility airport (C-20). Services include flight instruction, maintenance instruction, aviation fuel (100LL), and a full-service aircraft repair center along with hanger and tie-down facilities. Andrews' air traffic unicom frequency is 122.7.

Andrews University Archives
James White Library, Lower Level
archives@andrews.edu
471–3373

The Andrews University Archives is an independent university-wide entity under the leadership of the Office of the Provost. It functions as one of the entities of the Center for Adventist Research. The Andrews University Archives, formally established in 1999, is the official repository for non-current University administrative records of historical, fiscal, legal, or administrative value. Records held in the Andrews University Archives date from the beginning of the University as Battle Creek College to the present. The Archives include the correspondence of the presidents, vice presidents, and deans; minutes of the Board of Trustees, administrative and faculty committees; and other records of the central administrative offices, student services, the various schools, departments, institutes and other entities of the University.

The Archives has established an archival program which includes policies, a manual, retention schedules, guidelines and forms for identifying those records/items which can be destroyed and those which must be kept and properly transferred to the Archives. The goal of the Archives is to standardize procedures for proper record management across campus.

Andrews University Bookstore
Campus Plaza
471–3287

The bookstore supplies all textbooks required for classes along with a wide selection of reading material in the general trade book section. School, office, art and drafting supplies are available as well as AU imprinted gifts and clothing. It also features a selection of greeting cards, balloons, gift items and snacks.

Andrews University Press
Sutherland House
aupress@andrews.edu
471–6134

Andrews University Press is the primary academic publishing house for the Seventh-day Adventist Church. It publishes academic books that make a scholarly and/or professional contribution to their respective fields and are in harmony with the mission of Andrews University. Publication emphases include archaeology, biblical studies, religion and theology, faith and learning, education and selected areas of science.

Center for Youth Evangelism
Seminary Hall, Room S103
cye@andrews.edu
471–8380

The Center for Youth Evangelism (CYE), an organization of the Seventh-day Adventist Theological Seminary, provides youth ministry programming and resources throughout the North American Division (NAD) and the world Church (GC). It offers a variety of services to seminarians, conferences, pastors and churches. CYE provides youth ministry training through workshops and major training events. It evaluates and produces youth ministry materials and promotes study and research in youth ministry. Current evangelism programs include 180° Symposium, 411 Newsletter, Church of Refuge, Cruise with a Mission, International Camporees, WeCare mission trips, and other young adult events. More info: 1.800.YOUTH.2.U or cye@andrews.edu or www.AdventistYouth.org.

Christian Leadership Center
Seminary Hall
471–8332

The Christian Leadership Center is an interdisciplinary organization of Andrews University providing inspiration, ongoing leadership development, coaching, consultation and research for a network of church and community leadership throughout the world. The Center's office is located in the Theological Seminary. The Center's vision is a network of Christian leaders who provide outstanding leadership for church, business and educational organizations throughout the local community and the world.

The Center provides a place for academicians and field practitioners to link in a process of theological reflection that shapes the Seventh-day Adventist Church's understanding of leadership and clarifies transformational leadership development across cultures. The biblically-based model of servant leadership promoted by the Christian Leadership Center grows from that reflection. The Center focuses on transformation of the person, development of essential leadership patterns and formation of administrative skills through various programs offered to community and church organizations. Visit the Center online at www.andrews.edu/clc/.

Employment

Administration Building, Main Floor

employment@andrews.edu

471-3570

The Office of Employment assists students with their on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests and is responsible for updating employment files.

Howard Performing Arts Center

hpac@andrews.edu

Box Office 471-3560

Fax 471-3565

The Howard Center is the performance home for the Andrews University music ensembles: the Symphony Orchestra, Wind Symphony, University Singers, University Chorale, Men's Chorus and Canta Bella. The Howard Center also hosts *Howard Center Presents...* a concert series with a blend of musical genres. It has hosted classical artists such as Canadian Brass, Vienna Boys Choir and King's Singers, as well as Christian artists such as Sandi Patty, Point of Grace, SELAH and Take 6. The on-campus radio station, WAUS FM 90.7, which is also located in the Howard Center, sponsors a chamber music series, Second Sunday Concert Series.

In addition, during the school year the Howard Center is home to the monthly Friday evening vesper service Fusion, which merges together all Friday night worship services, creating a dynamic and diverse worship experience. Students studying music at Andrews University also present their junior and senior recitals as a part of their requirements for graduation in the Howard Center.

The Howard Center was funded in part by a significant gift from John and Dede Howard, longtime members of the St. Joseph community, who now reside in Holland, Michigan.

The Howard Center is an important center of activity on campus. The concert hall offers a variety of concerts and other performances throughout the school year. Visit www.howard.andrews.edu/events for a complete listing of events.

Information Technology Services

Information Services Building

471-6016

Information Technology Services (ITS) provides a variety of services for students, faculty and staff. These services include support of administrative records systems, networking infrastructure, telecommunications and support for students, faculty and staff computer use.

Internet access is available on campus for all students, faculty and staff. A wireless network is available in many locations on campus, allowing students, faculty and staff to connect to the Internet with an 802.11 abgn wireless enabled device. Campus residence halls have Ethernet network connections in each room allowing students to connect to the Internet. High speed Internet access is available in the Beechwood, Garland and Maplewood apartments.

The ITS Computer Store provides certain hardware and software resources at educational pricing. The Microsoft Office Suite and latest Microsoft operating system are available through a Microsoft Campus License Agreement for the cost of the media. Anti-virus software for Windows-based computers is also available for students, faculty and staff personal use for the cost of the media. ITS also maintains a limited phone assistance service for hardware or software questions.

Telecommunications services provided by ITS in residence hall or apartment packages include local phone service with unlimited local calling, caller ID, call waiting and basic CATV service. Premium CATV service is provided for an additional fee. (For more information call 471-3455).

A general purpose computer lab is available for use by any student, faculty or staff member. The computing lab, located in Bell Hall, Room 182, may also be reserved for instructional use. The lab contains Microsoft Windows-based systems with a variety of software. Laser printing is available for a fee. Additional computer labs exist in various schools and departments.

Institute for Diversity and Multiculturalism

Nethery Hall

471-3174

The Institute for Diversity and Multiculturalism (IDM) fosters understanding and inclusiveness in matters of race, ethnicity, culture, mental and physical abilities, age and gender in several ways.

1. The IDM provides assistance and training through lectures, workshops and seminars for Andrews University administration, faculty, staff and students.
2. It conducts workshops, seminars and conferences on diversity for a variety of other audiences.
3. The Institute provides consultation and training services to businesses, church organizations, law enforcement agencies, human resource professionals and educational entities.
4. The IDM is a resource for the world church in dealing with the increasing multicultural and diverse nature of its membership and its mission.

5. The Faculty Research Forum, a unit within the Institute, researches issues of diversity and multiculturalism and disseminates its findings.

LithoTech

Harrigan Hall (main floor, front entrance)

litho@andrews.edu

471-6027

LithoTech provides full service in digital color and black and white printing. In addition, LithoTech offers offset printing and bindery services. Brochures, black and white copies, color copies, color posters, church bulletins, resumes, paperback books, newsletters, letterhead and envelopes, business cards and a wide variety of paper are a few of the items that can be provided.

Office of the Ombudspersons

471-3244, 471-3214

The Office of the Ombudspersons is a confidential, independent and neutral dispute resolution service for the University community. As such, it facilitates understanding, communication and resolution of conflict among students, faculty and staff. The office serves as an impartial and confidential means of facilitating dialogue between parties on campus and as a means, apart from formal grievance procedures, of resolving differences. The office was established as part of the University's Christian commitment to foster a courteous and considerate climate conducive to productivity and well-being for the University community.

The Ombudsperson works independently from University administrative offices. Discussing a matter with an ombudsperson is confidential to the extent allowed by law and does not constitute notice to the university.

Radio Station WAUS 90.7 FM

Howard Performing Arts Center

waus@andrews.edu

471-3400

WAUS began broadcasting in January 1971 and now broadcasts 24 hours a day to listeners in southwestern Michigan and northern Indiana. The day-by-day programming, production and student-broadcast training take place in a facility featuring a broadcast studio, a production studio, a music library and staff offices. Station programming includes classical music, news updates and religious programs. WAUS contributes to the local community by being the only 24-hour provider of classical music and arts information, providing student training and employment, and public relations exposure for Andrews University.

Screen Graphics

Harrigan Hall (main floor, front entrance)

471-6989

Screen Graphics provides a wide variety of screen printing and signage products for your group or individual requirements including: signs, banners, T-shirts, sweatshirts, jackets, bags, polo shirts, mugs, embroidery on hats and clothing, and other items.

Student Insurance

Administration Building, Main Floor

stuins@andrews.edu

471-3097

The Office of Student Insurance provides information regarding student accident and sickness insurance as well as providing a student advocate to help mediate for the student, if necessary.

The University School

Ruth Murdoch Elementary, 8885 Garland Ave

rmes@andrews.edu

471-3225

Andrews Academy, 8833 Garland Ave

academy@andrews.edu

471-3138

The University School is a coeducational day school located on the Andrews University campus. It consists of two divisions: Ruth Murdoch Elementary School (K-grade 8) and Andrews Academy (grades 9-12). In addition to providing education for young people enrolled in the school, the University School serves as a demonstration school and a laboratory for educational innovation and research. The faculty and administration work with the School of Education in coordinating a teacher-training program.

Application for admission to either division of the University School should be made at least four weeks before the student plans to enter. The first semester begins approximately the last week of August. Information on admission may be obtained from the Office of Admissions, Ruth Murdoch Elementary School, 8923 Garland Ave, Berrien Springs MI 49104-0570; or from the Office of Admissions, Andrews Academy, 8833 Garland Ave, Berrien Springs MI 49104-0560.

Student Life

A more complete list of University Student Life expectations can be found in the *Student Planner/Handbook*.

Student Life	
Campus Center, Main Floor	471-3215
Campus Ministries	
Campus Center, Main Floor	471-3211
Campus Safety	
International Court	471-3321
Counseling & Testing Center	
Bell Hall (Education Building)	471-3470
Employment	
Administration Building, Main Floor	471-3570
Graduate Student Association	
Campus Center, Ground Floor	471-6606
Housing	
Lamson Hall	471-3446
Meier Hall	471-3390
University Apartments	471-6979
University Towers	471-3670
International Student Services	
Campus Center, Main Floor	471-6395
Intramurals	
Johnson Gym	471-3965
Student Activities & Athletics	
Campus Center, Main Floor	471-3615
Student Health & Counseling	
University Medical Specialties	473-2222
Student Insurance	
Administration Building, Main Floor	471-3097
Student Success Center	
Nethery Hall, Second Floor	471-6096
Undergraduate Leadership	
Campus Center, Main Floor	471-6636
Undergraduate Student Association	
Campus Center, Ground Floor	471-3250

Our Values, Your Choice

Andrews University is a Christian community where Christ is celebrated and reflected in the academic, social, physical and spiritual experiences of its members. As a Seventh-day Adventist institution, we seek to integrate faith, learning and living, while each of us matures in our relationships with God and each other. By deciding to attend Andrews University, students choose to be part of this uniquely Christian atmosphere. Every enrolled undergraduate student pursuing an on-campus degree signs a *Community Values Agreement* in which they affirm their decision:

1. **To attend a faith-based institution** by respecting Andrews University's Seventh-day Adventist Christian perspective and values. See the section "A Faith-Based University."
2. **To adopt a wholesome lifestyle** guided on- and off-campus by the core values of the Andrews University community. See the section "A Wholesome Lifestyle."
3. **To live on a residential campus** in a University residence hall while single and under the age of 22 and to participate in a meal plan at the University's vegetarian cafeteria (unless living in the community with parents). See the section "A Residential Campus."
4. **To be part of a gathered community** by attending required weekly co-curricular programs including chapels, forums and other developmental programs as part of the educational requirement. See the section "A Gathered and Growing Community."

Distance degree and PTC (Permission to Take Classes for non-degree purposes) students complete a *Community Values Agreement* in which they note their understanding and respect of the Andrews University commitment to embrace core Seventh-day Adventist Christian values. Distance degree and PTC students are invited to consider these values as they strive to remain in good standing with their local communities and to optimize the benefits of the University's whole-person educational philosophy.

A Faith-Based University

Seventh-day Adventist Faith and Values

Students attending Andrews University soon learn that our Seventh-day Adventist faith and values set us apart. Our distinctive Christian perspective, guided by our understanding of Scripture, informs our faith as well as our practice. This becomes evident as students encounter a seventh-day Sabbath of rest and worship, wholesome recreational and entertainment choices, an emphasis on healthful living, concern for others through local and global service, the care of dedicated staff and professors, and a hopeful view of the present and future as found in Jesus Christ.

Campus Ministries

The Office of Campus Ministries ensures faith development through appropriate pastoral care, resources and services to the University campus. The University chaplain and associate chaplain's function to enrich the faith and intellectual life of the campus by providing a variety of ministries appropriate to a spiritual, cultural and socially diverse student and professional body and to collaborate with other faith development leaders of the University community. The chaplains operate at a level that ignites the passion of those who have been transformed by or are considering a relationship with Jesus Christ from the unique perspective of the Seventh-day Adventist Church.

The essential question for the existence for AUCM is embraced in the transformative verse central to the Gospel of John, "Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through me.'" – John 14:6 NKJV. Embracing the ethos of Andrews University, AUCM believes:

- we Seek the Way: fostering and leading corporate and personal worship on campus.
- we Affirm the Truth: creating places to explore and own our faith.
- we Change the Life: encouraging the application of thoughtful, sensitive and tangible experiences.

A Gathered and Growing Community

Andrews University offers a rich learning environment inside and outside the classroom. As part of earning a degree, undergraduate students are expected to engage in out-of-class learning. This complements classroom education and allows students to document valuable experiences that can be shared with graduate schools and prospective employers.

Learning Outcomes. Co-curricular learning targets individual and campus community outcomes in four areas.

- *A Healthy U* focuses on physical fitness, sustainable nutrition and personal well-being.
- *A Successful U* focuses on academic skills, creative capacities and career readiness.
- *A Committed U* focuses on faith development, spiritual support and Christian influence.
- *A Better U* focuses on cultural competence, service orientation and leadership development.

Together with the academic curriculum, these programs deliver the whole-person education at the heart of Andrews University's mission.

Co-Curricular Choices and Changes. Four types of co-curricular programs are offered:

1. **Tuesday and Thursday Choices** meet each week during the 11:30 a.m. to 12:20 p.m. period.
 - a. Tuesdays offer a variety of programs, including University Forums, Departmental Assemblies and several Workshop Series. These programs are focused on academic, professional and personal development.
 - b. On Thursdays the University community meets for Chapel in Pioneer Memorial Church to explore and celebrate faith.
2. **Residence Hall Choices** occur throughout the week in the residence halls.
3. **Other Campus Choices** include Friday Vespers, Student Concerts and Recitals, Student Gallery Openings and educational programs planned by student organizations and campus departments.
4. **Changes.** Co-curricular credit is given to students who reflect on their involvement in a student organization, volunteer agency, campus ministry, workplace or local church. One credit is given for each hour of involvement, for a maximum of 7–10 hours per semester. A Learning Reflection must be completed in order to receive credit. Please contact Student Life for more information.

Co-Curricular Fee. A co-curricular fee is assessed at the end of each semester. Like tuition, proceeds cover the costs of delivering educational content. This fee accumulates based on nonattendance. There will be a fee of \$25 for the first credit short of the required number and \$11 for every credit short thereafter. A maximum of \$344 may be charged to traditional students and \$124 to non-traditional students per semester. As an incentive for participation, this fee can be minimized or completely eliminated by fulfilling the requirement.

Attendance Requirement. Engaging in out-of-class learning is part of earning an Andrews degree and should receive the same weight as classes when planning work schedules and overall academic load.

1. Traditional Undergraduates. All traditional undergraduates are required to attend 30 co-curricular programs a semester, meeting one or two minimums (below) as part of the total requirement.

- **Tuesday/Thursday Minimum.** Students must attend a **minimum of 15** Choices offered on Tuesdays and Thursdays during the 11:30 a.m. to 12:20 p.m. period.
- **Residence Hall Minimum.** Students residing in a campus residence hall are required to attend a **minimum of 8** Choices offered in their residence hall each semester.
- The remaining credits can be invested in ways that best support your life and career goals. A **maximum of 7–10 credits** may be earned through experiential learning in the Changes program.

2. Non-Traditional Undergraduates. Students 25 years and older or who are parents with a child in their care are identified as non-traditional. Non-traditional undergraduates are required to accrue only 10 credits a semester, drawn from any of the available programs. They also have the option of viewing programs online and submitting a report in lieu of physical attendance. Parents under the age of 25 must present a copy of their child's birth certificate to the Student Life office in order to receive non-traditional status.

3. Exempted Undergraduates. Marital status or work conflicts do not exempt students from attendance. However, if an undergraduate student is registered for 7 or fewer credits, pursuing a second bachelor's degree or has earned 120 credit hours or more by the beginning of the semester, the student is welcome but not required to attend programs. Earned credit hours can be viewed using the University Academic Record link on the iVue page. Do not use the CAPP program to figure earned credit hours.

Co-Curricular Requirement At-a-Glance

Student Status	Traditional Residential	Traditional Community	Non-Traditional
Tuesday/Thursday Minimum	15 minimum	15 minimum	No minimum
Residence Hall Minimum	8 minimum	No minimum	No minimum
Changes Maximum	7 maximum	10 maximum	No maximum
Total Required	30 credits	30 credits	10 credits

Pass/Fail System. Traditional undergraduates must complete at least 60% of the co-curricular requirement in order to pass for the semester. Students who fall short of the pass level will be placed on co-curricular probation.

Completion Level	Co-Curricular Credits Earned
Pass	18–30
Fail (Co-Curricular Probation)	0–17

Co-Curricular Probation and Registration Hold. Students placed on co-curricular probation at the end of a semester will be allowed to continue their studies the following semester. However, a hold will be placed on future registration until the pass level is achieved in the new semester. A continued pattern of failing attendance will result in the withholding of registration privileges for a period of one semester.

Absences due to occasional field trips, medical appointments, illness, or family emergencies will not be excused. Students should plan to offset these conflicts with attendance at other programs. However, those who miss a Tuesday or Thursday Choice for one of these reasons may have the option to view a missed program online (if it has been recorded) and file a report. Please contact the Student Life office within one week of your absence.

Attendance Monitoring. Students are responsible for keeping track of their attendance throughout the semester. To access your attendance record, go to the Andrews Vault and click on "The Co-Curriculum." If programs you have attended do not show up on your record, please report the program within 21 days using the "Missing Programs" link in your record.

A Residential Campus

Residential Living Policy

Andrews University is operated as a residential college on the undergraduate level. This means that the residential environment plays a significant role in the mission of the University and its efforts to foster the holistic development of each student.

Therefore, all single undergraduate students under 22 years of age who are 1) pursuing an on-campus degree and taking seven or more credits (including distance learning courses) or 2) enrolled in full-time language study must live in one of the University residence halls and participate in a meal plan at the University's cafeteria. Single undergraduate students are eligible for community living at the beginning of the semester in which they turn 22 years of age.

Costs associated with residence hall living are part of the investment in an Andrews University education, thus the Student Life office does not make exceptions on the basis of financial need.

The ONLY alternatives to residence hall living are:

1. Students who live full-time with parents within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.
2. Students who live full-time with a current Andrews University faculty or staff family within a 45-mile radius of the University under the terms of an approved Community Residential Agreement.

Community Residential Agreement forms can be obtained in the Student Life office. Agreements must be signed in person in the Student Life office by students and parents or employee hosts. Parents must provide a copy of their current Michigan or Indiana driver's license with a local address as proof of community residency.

Returning residential students under 22 years of age who meet the criteria for being released from on-campus housing assignments and desire to move off campus must submit applications to the Student Life office prior to the semester of their expected move for approval (deadline schedule below). Submitting an application before the deadline does not mean it is approved. The assistant to the vice president for Student Life will respond to all requests within five to ten business days of the deadline.

Semester expected to move	Application deadline	Decision rendered by
Fall 2013	July 15	July 30
Spring 2014	November 5	November 19

Please note the additional conditions of this policy:

1. A "parent" is a biological parent or legal step-parent. The parent of a parent, the brother or sister of a parent, or siblings 22 years or older may also be allowed, at the discretion of the Student Life office, to assume a parental role.
2. To be eligible for community housing, students must be in good and regular standing and evidence a willingness to abide by the expectations of Andrews University at the time of application.
3. Students living with parents are expected to abide by the standards and codes of conduct outlined in the *Student Handbook*.
4. Under the terms of the Community Residential Agreement, parents or employee hosts must notify Student Life of any changes of address, conduct concerns, irregularities or any concern that impacts the welfare of the student.
5. Parents and employee hosts must agree to live on a daily basis in the same household as the student (students may not live in a separate apartment with a different entrance in the same house) and to notify the Student Life office if the living arrangements cease to meet this requirement. Parents and hosts owning or renting more than one residence may not divide their time between residences during the school year.
6. Reapplication for living in the community must be made EACH school year.
7. False statements made to the University on a Community Residential Agreement will jeopardize an applicant's student status and ability to reside in the community and may result in additional consequences and/or fines.

Residence Halls

The University maintains three residence halls: Lamson Hall (for women), Meier Hall (for men), and University Towers. University Towers is a residence hall designed for single, older students—Damazo is for undergraduate age 22+ and graduate females, while Burman is for undergraduate age 21+ and graduate males. Double-occupancy rooms are standard. Single occupancy is permitted by special request, if space allows, for an additional fee.

Apartments and Houses for Rent

The University owns approximately 300 apartments and 30 houses. The apartments are available to married students, students with children, and single undergraduate age 22+ and graduate students. Accommodations are available only to those who have been officially accepted as University students. Since apartments are limited, applicants are advised to apply six to nine months before their first semester of studies.

Most apartments are furnished. Tenants must supply their own linen, draperies and kitchen utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos may be placed in the apartments only by prior arrangement with the University Apartments director. Pets are not allowed in University apartments or houses. The apartment descriptions, rental rates and application forms are available upon request.

Further information on University housing may be obtained through the *University Apartments Handbook* available from the University Apartments office. Please visit the website at www.andrews.edu/housing for applications and further information.

If internet access is desired in the apartments, a modem must be obtained from the Office of University Apartments. There is a \$100 refundable deposit required for this.

Other Accommodations

Some area landlords have their names and phone numbers on record at the University Apartments office. Students may consult or copy this list.

Non–Residence Hall Housing

Students living in non–residence hall housing must abide by the expectations outlined in the *Student Handbook* and the non–residence hall housing policy. All students living off–campus must maintain high moral standards in their choice of guests and entertainment; otherwise, they could be subject to discipline.

Unmarried, unrelated students must not live in the same shared dwelling with members of the opposite sex.

A Wholesome Lifestyle

Core Christian Values

Students who choose to attend Andrews University agree to adopt a wholesome lifestyle and to maintain high standards of conduct. These standards are part of the spiritual mission and heritage of the University. They reflect biblically grounded values such as honesty, modesty, sexual purity, respect for others and their safety, and healthful living.

Code of Student Conduct

The Code of Student Conduct is detailed in the *Student Handbook* and provides examples of violations that may result in serious consequences. Students may obtain a copy of the *Handbook* at the Student Life office (or online at www.andrews.edu/sl). Any regulation adopted and published by the administration in more informal written communication or online has the same force as regulations printed in official publications.

Code violations include, but are not limited to, the use or possession of tobacco, alcoholic beverages, illegal drugs or dishonestly acquired or misused prescription drugs; dishonesty; sexual immorality; physical and sexual assault; theft; vandalism; patronizing night clubs, dances, bars, taverns, gambling places, parties/places of residence where alcohol is served and other places of questionable entertainment; profanity or vulgarity; possessing lewd or obscene materials; possessing weapons, firearms or look–alike firearms; disrespect or slander; engaging in improper associations—participating in organizations that have not been registered with and approved by the Student Life office; insubordination of a University official; threatening and harassing behavior.

Accountability

Admission to the University is not a right. It is a privilege that entails acceptance of individual responsibility for honor, integrity and self–discipline. The University understands that all human beings are flawed and seeks to work with each student in a redemptive manner. However, students should expect to receive consequences up to and including dismissal from the University if they engage in activities or behaviors that violate the University’s core values or if their presence damages the mission and function of the institution. This includes activities and

behaviors outlined in the Code of Student Conduct, whether these activities and behaviors take place on–campus, off–campus, or in cyber communities.

Community Values Agreement

Undergraduates are required to sign a *Community Values Agreement* as part of their registration each academic year. By signing this document, students agree to support a wholesome lifestyle and to respect the faith–based values of the University. They also agree to abide by the University’s residential policy and to participate in required co–curricular programs.

Student Activities and Organizations

The University encourages students to participate in as many extra–curricular activities and organizations as their study–work loads permit. Experience gained in working with others to achieve common goals provides invaluable training. Some of the more prominent campus organizations and activities are described below. A complete list of campus organizations is available from the Student Life office.

Andrews University Student Association (AUSA) and Publications

The Student Association serves all undergraduate students enrolled at Andrews University for 5 or more credits. AUSA sponsors recreational and educational activities for the undergraduate student body. It responds to student needs and serves as a collective voice for student concerns. Additionally, it coordinates activities that include the publishing of the *Cast* (pictorial student directory), the *Cardinal* (University yearbook), and the *Student Movement* (University student paper). The editors and managers of these publications are approved by the Student Senate and elected by the members of AUSA. The Senate, composed of about 30 student leaders, exercises legislative and management powers given to it by the constitution of the association.

Student committees—Educational Standards, Student Services, Social Recreation and Student Life—are additional activities of AUSA. Details about AUSA and its sub–organizations appear in the *Andrews University Student Association Constitution and Bylaws*.

Andrews University Graduate Student Association

All graduate students enrolled with regular or provisional status in a degree program in all schools and colleges at the Berrien Springs campus of Andrews University are automatically members of the Andrews University Graduate Student Association (AUGSA). The AUGSA assembly includes all AUGSA members and is governed by elected officers who meet regularly and report to the assembly. The AUGSA sponsors social, spiritual and scholarly activities during the school year. It may also be involved in University policy development that affects graduate students. Details about AUGSA are found in the Constitution of the Andrews University Graduate Student Association.

Student Clubs and Organizations

Numerous campus organizations serve the social, spiritual, academic and leisure interests of students. Kappa Phi Gamma and Sigma Psi Delta include all women and men, respectively, who reside in college residence halls. Clubs for international and cultural groups, as well as those for commonly held pursuits and causes, provide for the diverse interests of students. Student organizations must be overseen by a full–time staff or faculty sponsor, led by at least three student officers, and guided by an official constitution. Organizations must register each year with Student Activities in order to function on campus. Students are not allowed to participate in unregistered organizations, and those who do jeopardize their student status. A list of registered organizations can be found on the Student Life website at www.andrews.edu/sl.

Student Records

The Family Educational Rights and Privacy Act (FERPA), gives students certain rights relating to educational records that are created and maintained by the University. The University is not obligated to maintain educational records and thus some educational records are destroyed. Students may inspect and review their educational records and may, if they believe the records are incorrect, seek to have records corrected through appropriate review procedures. The full policy that governs student records and access to them is available in the *Student Handbook*. Students who wish to review their academic records should make a request through the Office of Academic Records; students who wish to review their Student Life records should make a request through the Student Life office. The student may be asked to care for the reproduction costs of copies of records requested by the student.

Information Released to Third Parties

In accordance with FERPA, Andrews University does not disclose personally identifiable information from educational records without a student’s consent except in limited circumstances. FERPA does permit institutions to define classes of information as “directory information.” FERPA permits the disclosure of directory information without the consent of the student, unless the student has informed

the University Registrar, in writing, of her/his refusal to permit the dissemination of directory information. A form for opting out of the disclosure of directory information, which must be filled out and submitted each semester, is available in the Office of Registrar. The University has designated the following information as “directory information”: name, local address, local telephone number, e-mail address, gender, marital status, hometown, date and place of birth, school, academic program (degree, major and minor), enrollment status, class standing/classification (i.e., freshman, sophomore, junior, senior or graduate), participation in officially recognized activities, dates of attendance, degree(s) received, honors and awards, and photographs. Even where directory information may be released, Andrews University reserves the right to withhold such information from third parties.

Safety Regulations

Andrews University expects students to develop safe working habits. Students who participate in classes, laboratories or activities involving situations considered hazardous, as specified by the state or national standards, must provide and wear any such required personal safety equipment. If you are unsure of the required safety procedures please contact Campus Safety at 269-471-3321.

Motor Vehicles

Any student in good standing with the University will be allowed to register their vehicle with Campus Safety to drive it on campus.

Vehicle Registration

All motor vehicles on campus must be registered with Campus Safety. Decals are issued when a vehicle is registered and must be affixed immediately. Failure to register a vehicle may result in a fine.

Auto Licensing

All vehicles on campus must maintain current home state license plates.

Auto Insurance

All vehicles must be covered with liability insurance while driven on campus. Expiration or cancellation of insurance automatically revokes motor-vehicle registration and driving privileges. All vehicles must be maintained in legal operating condition while on property. Regulations governing the use of motor vehicles are described in the brochure “Student Right-to-Know Report,” available from the Office of Campus Safety.

Dining Services

The Office of Dining Services is located on the first floor of the Campus Center. The Dining Center is located on the second floor and features several stations for your dining pleasure. Andrews Classics features old and new favorite hot foods. A grill area features a varying selection of specialty foods that are self-serve for your convenience.

The Salad Bar and Deli area has fresh produce and a variety of delicious breads to make your own Panini. World Market features whole grain pizzas and a variety of delicious stir fry options with scratch-made sauces. Breakfast Zone offers waffles, cereal, an assortment of beverages and yogurt.

The beautiful Dining Room is equipped with booth seating as well as table seating next to the large stone fireplace. Several smaller conference rooms can accommodate your private group needs. Our catering concierge will be happy to assist you with seasonal and creative fresh food ideas and personal service.

The Gazebo is located downstairs across from the Office of Dining Services. It features grill items, pastries from a local bakery, and express line items that include salads, parfaits and gourmet sandwiches. There is a C-store area that sells convenience items and snacks.

Our vending services for snacks and beverages are available in many of the campus buildings.

Dining Services provides delicious vegetarian and vegan options. Additional information and menus are available on the Dining Services website at www.andrews.edu/life/dining.

Medical Services

Required Medical Records

Michigan State Law requires all first-time students to supply certain medical records to the school of their choice before registration can be completed. The required records are those for (1) Tuberculosis Screening and (2) Measles, Mumps, and Rubella (German Measles) Immunization (MMR). See the admission section of this bulletin for detailed requirements.

Available Medical Care

For health needs, students may contact University Medical Specialties, located next to the Apple Valley Plaza. Phone 269-473-2222 during office hours (8 a.m.–5 p.m., Monday–Thursday, and 8 a.m.–12 noon, Friday) to schedule appointments.

Physician appointments and nurse visits, as well as most short-term medications, are available to residence-hall students. These services are included in the rent/health plan and are not charged separately to the student. However, charges are made for lab work, X-rays and accident cases involving third-party liability. Non-residence-hall students living in the apartments or off-campus housing may use University Medical Specialties for a fee. For emergencies outside of regularly scheduled office hours, students may reach a physician at 269-473-2222.

Health-related Concerns

Insurance—Sickness/Accident

Every international student in “student status” and every other student registered for 6 or more credit hours is required to be covered by an Accident and Sickness insurance plan by filling out the student insurance section in Registration Central. The payment for this coverage is charged to the student’s account the same as tuition and is non-refundable. Students who have proof of the same kind of insurance coverage elsewhere may waive the University plan by presenting their insurance card or a letter from an employer verifying coverage, and by submitting information regarding their coverage in the student insurance portion of Registration Central. Coverage for a student’s spouse and dependent children is also available for an additional fee. All students from outside of the United States must cover dependents who accompany the student to the States. A brochure describing the insurance coverage is available at the Student Insurance office in the Administration Building or online at <http://www.andrews.edu/HR/documents/sibrochure.pdf>. Students will note that this is minimal coverage and may not cover some pre-existing conditions. Consequently, some students may want to consider purchasing additional personal coverage.

Counseling & Testing Center

The Counseling & Testing Center is the primary mental health care facility for the University and serves as a supportive medium aimed at enhancing the positive and learning University environment as it provides, at no charge, timely and comprehensive short-term counseling to University students and their spouses. The Center is staffed by licensed psychologists and counselors committed to utilizing all available resources in the delivery of services which include personal, group, premarital and marital counseling; career development; outreach and consultation; teaching and research; and training and supervision. The center endorses a holistic approach in working with students by facilitating the integration of the emotional, spiritual, physical and social qualities of the individual.

The Counseling & Testing Center is fully accredited by the International Association of Counseling Services (IACS) and serves as a training facility for graduate counseling and social work interns. Psychological testing, career assessment and other testing services are offered for a nominal fee.

National standardized testing—including the ACT, SAT, GRE, LSAT, PRAXIS, MELAB, TOEFL, CLEP and other academic tests needed at both the undergraduate and graduate levels—is offered at the Counseling & Testing Center. To contact the Center call 269-471-3470 or e-mail the staff at: ctcenter@andrews.edu.

Student Employment

Eligibility Pre-Employment I-9 Form

Before working on campus, all students (both U.S. citizens and others) must personally have a validation interview with an Employment Officer (Administration Building) at which time the officer and the student will make a joint sworn statement on the appropriate I-9 legal declaration form.

Employment Eligibility Certification

The Immigration Reform and Control Act charges all employers to examine and verify certain documents that establish the employment eligibility of all new employees. New and returning students who have not completed an I-9 for Andrews University work in the past and who plan to seek any employment on the Andrews University campus must supply documents of identity and employability. Some documents serve for both purposes (List A), but if not available, two documents may be presented (one each from List B and List C). The following are acceptable documents:

List A

Documents That Establish Both Identity and Employment Eligibility:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I94A bearing the

same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List B

Documents That Establish Identity:

- Driver's license or ID card issued by a state or outlying possession of the United States if it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present an identity document listed above (for List B):
- School report or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

List C

Documents That Establish Employment Eligibility:

- A Social Security Account Number card, unless the card includes one of the following restrictions: 1) NOT VALID FOR EMPLOYMENT, 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION, 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal
- Native American tribal document
- Identification Card for Use of Resident Citizen of the United States (Form I-179)
- Unexpired employment authorization document issued by the Department of Homeland Security

All documents presented must be original.

A parent or legal guardian may sign the I-9 form, attesting that the applicant is under age 18. However, such an applicant must present an employment eligibility item from the above list if a document proving both identity and employment eligibility is not available.

The Office of Employment

The Office of Employment, which is part of Human Resources, assists students in their on-campus employment needs. The office provides information regarding employment opportunities and assistance with necessary paperwork, administers employment tests and is responsible for updating employment files. The office is located in the Administration Building, Second Floor.

Office of Employment

Telephone: 269-471-3570

Fax: 269-471-6293

Email: employment@andrews.edu

Website: www.andrews.edu/hr

Students desiring part-time employment must be enrolled full-time (12 undergraduate credits, eight graduate credits or nine Master of Divinity credits) and they must complete the necessary paperwork at the Office of Employment. The University allows students to work, as work is available, up to 20 hours per week during the academic year. To maximize work opportunities, the student should schedule their classes so that large portions of the mornings or afternoons are free. Professional performance and conduct is expected in all on-campus employment.

Employment (International Students)

An international student on a non-immigrant F-1 visa is permitted to work on-campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. Dependents with F-2 visa status cannot work on- or off-campus under any circumstances.

Exchange Visitor students on a non-immigrant J-1 visa are allowed to work on-campus a maximum of 20 hours per week during the school year and full-time during school breaks and vacations. Dependents with J-2 visa status are allowed to study full-time and to work after they receive a work permit called the Employment Authorization Document (EAD) from the USCIS. J-1 students are allowed to work off campus on a severe economic hardship basis.

Other Campus Services

Other campus services include a barber shop, a beauty shop and the University-branch post office.

Immigration Information for International Students

International students on F-1 or J-1 visas (including dependents) who come to study at Andrews University (AU) should be informed about the immigration laws and regulations in matters related to their visa status. It is the responsibility of the international student to maintain his/her student visa and I-20 status at all times. Failure to follow immigration regulations, whether intentional or unintentional, is a violation of the student visa status. Consequently, the status of the international student would be terminated and he/she must apply to the USCIS to be reinstated back into the legal student visa status or be faced with possible deportation.

The personnel at International Student Services (ISS) consists of the director, called the Principle Designated School Official (PDSO), and the Designated School Official (DSO). They are appointed by Andrews University and authorized by United States Citizen and Immigration Services (USCIS) to issue I-20 and sign legal students' documents. The Undertreasurer Department of the General Conference of the Seventh-day Adventist Church is certified to issue the document DS2019 which enables the exchange visitor to obtain the J-1 visa to enter the U.S. The certified undertreasurer person is called the Responsible Officer, who presently is assisted by two Alternate Responsible (ARO) Officers. The director of the Office of International Student Services at Andrews University is one of the alternate Responsible Officers. The PDSO, DSO and ARO are also required to advise international students in areas related to student life on campus such as study, work and travel, etc.

The Office of International Student Services communicates information to the international students in matters related to the government laws and immigration by several methods. First, the orientation for new international students is required upon arrival at Andrews University. Failure to attend the orientation program will result in a fine to the student of \$75. In addition, they will have to attend a rescheduled orientation program in order to register for the semester. Other means of communication include the *AU Bulletin*, the international student services website, the *Andrews Agenda* and e-mail. All international students are required to immediately update the Office of International Student Services of any changes in their student visa status, address, change of major or change of academic level.

General requirements for maintaining status as international students:

1. Have at all times a valid passport.
2. Continue to carry a full course of study.
3. Leave the United States once the courses for the academic program are completed, unless the student applies for a work permit (F-1: OPT, J-1: Academic Training).
4. Apply through the Office of International Student Services for a new I-20 if it is desired to change programs or to continue for another academic level within the same school.
5. Keep the I-20 (F-1) or DS2019 (J-1) updated at all times.
6. Maintain a legal work permit (on- or off-campus according to USCIS regulations).

Tuberculosis Testing: All international students must submit a negative (clear) TB test prior to admission.

Attendance at Another School

International students that come to study with an Andrews University I-20 or the General Conference DS2019 should always maintain a full course of study at Andrews University. With an Andrews University I-20, international students may take additional classes from other schools if approved by the academic advisor and the Office of International Student Services.

The Department of Homeland Security established a new system to track all international students who are admitted to study in the United States. It is called the Student and Exchange Visitor Information System (SEVIS). It is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE). This is a web-based system for maintaining information on international students and exchange visitors in the United States.

Transfer to Another School in the U.S.

J–1 students who want to change schools or their academic program must first check with their sponsoring organizations. If an F–1 student intends to change schools for any reason during the program, or after receiving a degree, he/she must initiate a transfer and obtain a new I–20 from the new school. The transfer instructions that need to be followed are normally given by the new school. Once the receiving school is ready to issue the new I–20, the student should inform the ISS office so that the student’s current legal file can be transferred electronically to the new school.

Full Course of Study

USCIS requires every student on an F–1 or DS2019 student visa to enroll full–time every semester at the school they are authorized to attend beginning immediately after the report date on the I–20 or DS2019. Full–time class enrollment is as follows:

Undergraduate	12 credits (minimum)
Graduate	8 credits (minimum)
MDiv	9 credits (minimum)
English Language Institute (ELI)	12 clock hours (minimum)
Academy	
Fall Qtr.	2.0 units (minimum)
Winter/Spring Qtr.	1.5 units (minimum)
Audited credits do not count.	

Summer semester is a vacation semester for those who start a regular school year. International students do not have to enroll for a lesser course load during summer except if the initial attendance reporting date on the I–20 or DS2019 is dated for the summer semester. If so, the student must enroll for a full study load during the summer. Additional information is available in the Office of International Student Services.

1. International students with medical problems must provide a statement from a physician recommending an interruption or reduction in study load.
2. Graduate international students who have completed formal course work and are engaged in comprehensive exam preparation, project, thesis or dissertation are required to register for such. Thereupon they are considered to be pursuing a full course of study.
3. An international student who registers in his/her last semester for less than the minimum credits required must present a letter from his/her academic advisor verifying that these are the only credits that the student needs to fulfill all course requirements.
4. An F–1 student engaged in post–completion Optional Practical Training maintains his/her full visa status. A student in F–1 status doing full–time Curricular Practical Training is also considered to be pursuing a full course of study. But if an international student is engaged in part–time Curricular Practical Training or part–time Optional Practical Training, he/she is required to enroll in classes concurrently.

Students On Exchange Visitor Visas and the Two–year Home Country Physical Presence Requirement

The two–year home country physical presence requirement is one of the most important characteristics of the Exchange Visitor J–1 status. If the international student is bound by this regulation, it will be stated on the J–1 visa and on the bottom left corner of the DS2019. Exchange Visitors, including their dependents, can apply for a waiver of the requirement to return home for two years upon completion of their studies. Without the waiver, such students are not eligible to change their status in the U.S. to another category. Neither can such students become eligible for any change of status until they have been physically present in their country of nationality or the country of last legal permanent residence for a minimum of two years following departure from the USA.

Employment For J–1 and F–1 Students

Immigration laws are very strict about employment. International students desiring to work must be sure to comply with these laws. UNAUTHORIZED OFF–CAMPUS EMPLOYMENT CAN LEAD TO TERMINATION OF STUDENT VISA STATUS AND DEPORTATION.

J–1 students may engage in two kinds of employment:

1. academic training related to the course of study, or
2. work on–campus or off–campus (on severe economic hardship basis) for a maximum of twenty hours per week while school is in session and full–time during vacation.

J–1 students must obtain a letter from the RO or AROs authorizing employment before beginning work.

F–1 students may work on campus up to 20 hours per week while school is in session and full–time during vacations, breaks and holidays.

F–2 dependents cannot study or work under any circumstances while they are in the country.

Academic Training

Employment which is directly related to the course of study is permitted by the Department of State (DOS) while the J–1 student is enrolled in school, or approved for Academic Training no later than 30 days after completion of the program. The General Conference is the organization that authorizes the Academic Training once the student provides the required documents.

Curricular Practical Training (CPT)

Employment authorization for Curricular Practical Training is given to students whose degree programs require off–campus work experience. International students may NOT begin working until the I–20 has been issued for employment authorization by the DSO. CPT is limited to twenty hours per week if the student is required to take classes during the practicum. If the CPT work is full–time, then the I–20 must be issued for full–time. For more information, contact the Office of International Student Services.

Clinicals, Practicums or Internships

International students who are paid for clinicals, practicums or internships as part of a degree program MUST apply for Curricular Practical Training and be issued a new I–20 accordingly. Failure to do so will consider their work illegal.

Optional Practical Training (OPT)

Optional Practical Training is an optional work benefit for F–1 students, intended for practical work experience in their major field of study. Upon USCIS approval, a student receives work authorization to do OPT anywhere in the United States for a total of 12 months. International students may apply for the post–completion OPT during a five–month window; three months prior to the completion of the degree or 60 days after the completion of the degree.

Accepting Public Benefits is Illegal

Often hospital or medical clinic personnel encourage international students to accept Medicaid or other government benefits. DO NOT ACCEPT PUBLIC BENEFITS. Doing so is considered by USCIS to be a violation of your non–immigrant status. Such students will be required to pay back the money received and may risk deportation.

Tracking System

The USCIS created a new system called SEVIS which monitors international students. The government requires all universities and colleges to supply them with information concerning their international students through electronic submission to SEVIS. Information such as the date of commencement of studies, failure to enroll or attend classes, or any disciplinary action taken against the student due to criminal conviction, or otherwise failing to maintain student status must be reported to the government through SEVIS.

The \$200 SEVIS I–901 Fee

International students are required to pay \$200 for the SEVIS I–901 fee. The Office of International Student Services will send along with the I–20 the instructions concerning the different ways of paying this fee. Upon paying the SEVIS fee, the system will automatically generate a receipt which is essential for the students to present at the American Consulate in order for them to obtain the student visa. Canadians must present the SEVIS receipt at the port of entry. For additional and complete information, please visit travel.state.gov/visa/temp/types/types_1267.html.

General Academic Information

Students are expected to know the rules that govern academic matters. This bulletin presents answers to general questions regarding academic policies. Students with special problems and circumstances should consult the dean or program coordinator of the school that interests them. Responsibility for meeting degree requirements rests upon the student. Each student is expected to be aware of all relevant requirements published in the bulletin under which he/she plans to graduate. The bulletin in force when one first registers is the binding document between the student and the university. However, a student may request permission to meet the requirements of another bulletin in force during his/her years at the university. The student's freedom to choose the bulletin under which he/she will graduate is limited. Undergraduates should see the section "Student's Governing Bulletin". Graduate students should see "Residency Requirements and Time Limits".

Attendance at the University

The admission of candidates, their remaining as students, their status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the university. It reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

School deans reserve the right to review their students' grades periodically. Together with the faculty, they may also recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university president is absolute. The vice presidents, deans, and other officers are responsible for specific cases and in restricted areas.

Changes in Bulletin Requirements

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement at any time within the student's term of residence. All regulations adopted and published by the Board of Trustees or the faculty after publication of this bulletin have the same force as those published here.

Registration

Students should plan to register during the days assigned to registration on the official academic calendar. Registration is not official until all parts of the registration process have been completed, including financial arrangements.

Matriculation of First-year Students. Documentation of readiness to matriculate is required before admitted students will be allowed to register: official high school transcript or GED certificate, ACT or SAT scores, and for international students, minimum TOEFL scores.

Late Registration. Students who fail to register during the regular registration period must pay a late-registration fee. Students may not register after the last official day to enter classes.

Changes in Registration. A course may be dropped or added by means of a Change of Registration form or via the web during the drop/add period. This Drop/Add form is obtained from the Office of Academic Records. After completing the form, the student must get all needed signatures and return the form to the Office of Academic Records. The official academic calendar lists the deadline each semester for dropping or adding classes without an entry on the permanent academic record. It also notes the deadline to withdraw from a class with a "W" (Withdrawal) on the permanent record.

Credit Hour Definition

One semester credit hour at Andrews University is earned through academic work during a period of fifteen weeks; averaging three hours per week in undergraduate courses and four hours per week in graduate courses. Academic work contributes to established intentional learning outcomes and is verified by evidence of student achievement. Academic work includes:

1. A minimum of 50 minutes per week of direct faculty-student contact; and
2. Out-of-class student work during the remaining time.

For intensives or other classes that do not meet for fifteen weeks, an equivalent amount of direct faculty-student contact and out-of-class student work is required.

An equivalent total amount of academic work is also required in activities such as laboratory, independent study, practicum, studio, distance, distributed, tours and other learning modalities. More time may be expected for co-op work, internships and similar applied learning experiences where learning may take longer to be achieved.

Grading System and Grade-point Averages

Grades and Quality Points. The right to assign grades rests with the teacher of the course. Quality points (on a 4.00 scale) are given to each letter grade (A-F) for use in figuring a student's grade-point average (GPA). The GPA is the average number of quality points earned per credit hour in all courses which are assigned grades A-F.

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

How to Compute Your GPA. You may calculate your semester GPA by following these steps:

- Multiply the number of credit hours by the number of quality points given to the letter grade earned in each class. (Do the same for each class graded A-F.)
- Add the number of quality points earned in all classes for the semester.
- Divide the total number of quality points by the total number of credit hours attempted.

Other Grade Report Entries

Additional grades that may appear on a student's academic record are defined below.

AU—Audited Classes (including HN, UA and UH). A grade of AU is given for an audited course if the student has met the obligations of the audit agreement. It is possible to audit any class except private music lessons and independent study courses provided (1) there is room in the class, (2) the student has an appropriate background, and (3) the instructor gives permission to attend. The term audit refers to registration for attendance only. All auditors, including honors auditors (HN), are expected to attend all class appointments as agreed upon when the instructor granted auditing privileges.

Auditors must attend at least 80% of the class periods. Those who fail to do so are given a grade of UA (Unsatisfactory Audit); honors auditors a UH.

A student may change from "credit" to "audit" registration and vice versa within the published time limits. To make this change the student must present the Office of Academic Records with a Change of Registration form with the required signatures.

The tuition charge for an audited course is the same as a course taken for credit. Full-time honors students may audit one course per semester free of charge.

DG—Deferred Grade (including DN). A DG may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, courses requiring research and courses where mastery-level learning is required. The Office of Academic Records records a DG only for courses previously recommended by a department and approved by the dean of the appropriate school and/or graduate program committee.

An instructor may designate a time limit for a given course or for a specific situation for the DG to be changed to a letter grade. An instructor may change the DG to a DN—Deferred and Not completable, meaning that the course has not been completed and no longer can be completed because time has run out.

A DG may remain on a student's transcript at graduation if the course does not count toward the degree.

I—Incomplete. An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. Students will be charged an incomplete fee for each incomplete grade issued.

An I may be given when the instructor and the student agree to terms stated in an Incomplete Contract. The I is given to a student when the major portion of the work for the course has been completed. The contract states (1) the remaining work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student will receive if the work is not completed by the agreed-upon time.

Ordinarily, an I shall be removed during the following semester.

However, an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be made in writing before the end of the contracted date and approved by the dean of the college/school in which the course is offered. The number of I's on a student's record affects the student's class and workload.

Undergraduate restrictions: Students with 8 credits of Incompletes may not register for more than 12 credits of new courses; for those with 12 or more credits

of Incompletes the number of new credits is limited by the dean of the respective college/school. Incompletes must be removed before graduation.

R—Reregistered. Assigned only for designated remedial courses.

Students who obtain this grade are required to reregister for the course in question.

S/U—Satisfactory/Unsatisfactory. The grading pattern for lecture and lecture/laboratory courses is A–F. Certain designated courses, such as independent/individual study/readings, independent research, research projects, workshops, seminars, field/clinical experiences and practica may be graded with either an S/U or A–F pattern as the college/school decides. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period except for independent study courses, as in next paragraph. An S means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade U signifies unsatisfactory performance. Credit is earned only if an S is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

By definition, independent/individual study/reading/research courses imply potentially a different set of purposes, goals, objectives, activities and outcomes for each student. They are not intended to serve as a substitute for a required class or for canceled classes, and they must have an evaluation plan. All students taking one of these courses with the same acronym, course number and section number under the same instructor are typically listed on the same grade sheet, and therefore mixing grading patterns for these courses in a given term is permitted.

W—Withdrawal. Withdrawal is recorded when a student withdraws within the date limitations indicated by the academic calendar. Under certain circumstances the institution may initiate the withdrawal.

Repeating Classes. Students may repeat a course in which they receive an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. In the case of graduate students the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory part also must be repeated.

In sequence–type courses (course numbers ending in 1, 2, or 3) a student who earns an F for one semester automatically must repeat that course before being permitted to enroll or remain enrolled in courses that follow in that sequence. A student who earns a D in such a course should counsel with the teacher as to the wisdom of continuing the course.

Factors Influencing Grades

Several factors are used to compute the final grade in a particular course. These include such items as scores in oral or written examinations, quizzes, practical and written projects, papers, reports, laboratory experience, skill demonstration, clinical performance and class attendance/ participation. The teacher selects the grading components for a given course according to the nature of that course. The course outline (syllabus) clearly outlines how the students' final grades shall be figured.

Grade Reports

No hard copies of grades are mailed to students because they can view and print their grades via the web. Students who want a parent or organization to receive a printed grade report may request this via the web or at the Office of Academic Records.

Resolution of Grade Disputes

Students who dispute the grade received for a course are encouraged to seek a resolution through the steps delineated below. Succeeding steps should be taken only if the previous step fails.

Step 1: Informal resolution in person. The student must first seek a resolution in person with the instructor. Should such attempt fail, the student may seek a resolution through the instructor's immediate supervisor, the department chair or, in the absence of the chair, the dean of the school. The chair or dean may arrange a joint discussion between the student and the instructor.

Step 2: Written grade complaint. The student may file a written grade complaint with the instructor's immediate supervisor, requesting an investigation of the grade. The request must include the reasons for the student's belief that the grade was assigned as a result of carelessness, arbitrariness, or capriciousness. If the chair

is also the instructor in question, the chair should direct the grade complaint to the next highest officer for processing. The written grade complaint must be filed within the semester (not counting the summer terms) after the grade was given. Complaints filed after a full semester has elapsed since a grade was given, or a written grade complaint that does not detail the evidence called for above, shall not be investigated. A department chair or the instructor's immediate supervisor can recommend or make a grade adjustment only if his/her findings reveal clear evidence of carelessness, arbitrariness, or capriciousness on the part of the instructor. The department chair or the instructor's immediate supervisor is to render a written report on his/her findings within a week (if school is in session; if not, within the first week after school reconvenes). If the student does not receive a report or remains dissatisfied, he/she may proceed with Step 3.

Step 3: Grade Grievance. A student may file a written grade grievance with a dean of a relevant school to resolve a grade problem. The grade grievance must be filed within three weeks of receiving a response to the original filing of the written grade complaint. The written grade grievance shall provide evidence for the claim that the grade was assigned as a result of arbitrariness, capriciousness, or carelessness. Should the dean be the instructor in question, the dean shall direct the grade grievance to the provost. A written grade grievance that does not detail the evidence called for above, or that is filed more than three weeks after the response to the original filing of the complaint, will not be investigated.

Providing the student has met the conditions for filing a grade grievance, the relevant dean or the provost shall appoint a Grade Review Committee of three (3) faculty members with authority to investigate the matter further and to recommend a resolution.

The dean or provost shall issue a written verdict in response to a specific Grade Review Committee within one week after having received the written recommendations of the Committee. This shall be final and binding on both student and faculty member. The verdict may necessitate a grade change.

Transcripts

The Office of Academic Records issues transcripts of the student's academic record upon written request by the student. Requests should reach the Office of Academic Records at least ten days before the transcripts are needed. (For restrictions, costs and exceptions, see the Financial section of this bulletin.)

Student Responsibilities

Examinations. Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to follow the published examination schedule. In cases where the schedule requires a student to complete four exams in one day, arrangements may be made with the dean to complete one of the examinations at another time.

Class Attendance. Regular attendance at all classes, laboratories and other academic appointments is required of each student. Faculty members are expected to keep regular attendance records. The syllabus notifies students of the attendance requirements.

Teacher Tardiness. Teachers have the responsibility of getting to class on time. If a teacher is detained and will be late, the teacher must send a message to the class with directions. If after 10 minutes no message has been received, students may leave without penalty. If teacher tardiness persists, students have the right to notify the department chair, or if the teacher is the department chair, to notify the dean.

Class Absences. Whenever the number of absences exceeds 20% (10% for graduate classes) of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows. Three tardies are equal to one absence.

Registered students are considered class members until they file a Change of Registration form in the Office of Academic Records.

Excused Absences. Excuses for absences due to illness are granted by the teacher. Proof of illness is required. Residence hall students are required to see a nurse on the first day of any illness which interferes with class attendance. Non–residence hall students should show written verification of illness obtained from their own physician. Excuses for absences not due to illness are issued directly from the dean's office.

Excused absences do not remove the student's responsibility to complete all requirements of a course. Class work is made up by permission of the teacher.

Performance in Related Non–academic Areas. Professional programs sometimes require certain personality traits, lifestyles, clinical aptitudes, or other special competencies. For programs in which such items are specified, students are

evaluated in terms of these requirements. These requirements are described in departmental handbooks or in course syllabi.

Academic Integrity. In harmony with the mission statement, Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

- Falsifying official documents;
- Plagiarizing, which includes copying others' published work, and/or failing to give credit properly to other authors and creators;
- Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- Presenting another's work as one's own (e.g., placement exams, homework assignments);
- Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz;
- Assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

Andrews University takes seriously all acts of academic dishonesty. Such acts as described above are subject to incremental discipline for multiple offenses and severe penalties for some offenses. These acts are tracked in the office of the Provost. Repeated and/or flagrant offenses will be referred to the Committee on Academic Integrity for recommendations on further penalties. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university. Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

Peer-to-Peer File Sharing. Please see university policy.

Human Subjects Research. All students and faculty conducting any research involving human subjects must apply for approval from the Institutional Review Board. Application forms are available in the Office of Scholarly Research, Room 210, Administration Bldg. (e-mail: irb@andrews.edu).

Graduation Procedures and Degree Conferral

Degrees are awarded three times a year at Andrews University—May, August, and December to candidates who have successfully completed all degree requirements. The responsibility for meeting all program requirements rests with the student. Participation in graduation ceremonies is for students who have completed all degree requirements and for those who meet the minimum requirements to participate without completion (see Participation in Graduation Ceremonies below).

Participation without completion applies only to students on the Andrews University main campus. Candidates from off-campus sites must complete all degree requirements and obtain clearance through the Office of Off-Campus Programs to participate in main campus graduation ceremonies. Candidates must meet the following Applications and Final Clearances guidelines for graduation or participation:

Applications and Final Clearances

- Students must file an Application for Graduation/Marching form. Graduation/marching application forms from graduate students will be accepted only when their Advancement to Candidacy form has been submitted. (Graduation/marching application forms are available at and must be returned to the Office of Academic Records.) All students filing for December conferral and undergraduate students applying for graduation/marching in May must complete the graduation/ marching application no later than the October date specified in the academic calendar. All graduate students applying for graduation/marching in May must complete the graduation/ marching application no later than the January date specified in the academic calendar.

- Transcripts for transfer credit must reach the Office of Academic Records a minimum of 15 days before graduation/ degree conferral.
- All Incompletes and Deferred Grades in classes needed to complete degree requirements must be changed to a satisfactory grade in the Office of Academic Records a minimum of 15 days before graduation/degree conferral.
- Students must receive financial clearance from the Student Financial Services Office to participate in graduation ceremonies or to receive a diploma.
- Diplomas will be ready for distribution beginning two weeks after commencement/degree conferral.

Commencement Services. On-campus commencement services occur in May and August. Students who receive December conferral of their degrees have the option of participating in the May commencement services only.

Graduation in Absentia. At the time of application for graduation/marching, students must indicate whether or not they plan to participate in the ceremony. Those who complete all degree requirements and choose to graduate in absentia forfeit their right to participate in a later graduation ceremony. Those who participate in a graduation ceremony before completing all degree requirements under the terms specified below may not participate for a second time when they complete their requirements.

Participation In Graduation Ceremonies

Graduation ceremonies are intended to recognize students who have completed all degree requirements and to celebrate their achievements. Students who are nearly completed with their degree requirements are also permitted to march and participate in the celebration within guidelines designed to maintain integrity of the degree-awarding process.

Upon submission of their Application for Graduation/Marching by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria: Following registration for the term culminating in a spring or summer graduation ceremony, they fall within one of the following categories:

Undergraduate Criteria

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

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.

Graduate Criteria

1. General Criteria
Graduate 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

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 who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.
3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/ project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Office of Academic Records no later than 10 days before graduation.
4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions," written notification from their committee that they have made satisfactory revisions as required must reach the Office of Academic Records no later than 10 days before

graduation. For graduation procedures applying to the PhD in Religion and ThD programs see bulletin section on PhD program requirements, "Oral Defense of Dissertation: After the Defense," and the *PhD Program Handbook*.

5. Doctor of Physical Therapy students who have completed all coursework, have met all degree requirements including passing comprehensive exams, and who either lack completion of the
 - a. last two internships, and/or
 - b. capstone project

which is expected to be completed before the next graduation event.

The graduation program does not distinguish between those students who have actually completed all requirements and those who have not. All students authorized to participate will receive diploma covers, and all doctoral candidates will be hooded. However, for those who march without completion, diplomas will be issued and dated on the next official graduation or degree conferral date following completion of all degree requirements.

A list of graduates who have completed all requirements and received degrees for each commencement will be made public through a posting on the Andrews University website.

Undergraduate Academic Policies

Admission

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission. Any qualified student who would be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, disability, national or ethnic origin, sex, marital status or handicap.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.

How To Apply

- Request application materials

Telephone: 800–253–2874 toll free
Web: www.andrews.edu/undergrad/
Postal Address:
Office of Undergraduate Admissions
Andrews University
4150 Administration Dr
Berrien Springs MI 49104–0740

- Return a completed Undergraduate Application with the \$30 (non–refundable) fee by the following admissions deadlines, or an additional non–refundable \$20 late application fee will also be applied:

Fall Semester	Spring Semester	Summer Session 1	Summer Session 2	Summer Session 3
July 15	November 15	March 15	April 15	May 15

- Request official transcript(s) to be sent directly to Andrews University from the secondary school and any and all colleges attended.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Apply Early. 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 with a cumulative GPA (through the 11th grade) and ACT or SAT test scores are reviewed by the Undergraduate Admissions Committee for a decision. All students must submit a final secondary–school transcript and ACT or SAT scores before they can attend classes.

Admission Standards and Requirements

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 Admissions Requirement chart below.

Undergraduate Admission Requirements
Official documentation of completion of secondary–school studies from <ul style="list-style-type: none">an accredited secondary schoolor an equivalent overseas school (to be assessed by AACRAO guidelines)or GED certification with a minimum average score of 450 on five sections of the test with no section lower than 410 and 2250 totalor Home School transcript of classes taken
A minimum high school GPA of 2.5 overall and ACT/SAT composite scores at the 50th percentile (currently, these scores are 20 ACT and 940–970 [verbal and math] SAT; but are subject to adjustment annually) are required for admission. Completed application files from students who do NOT meet these requirements will be reviewed by the Undergraduate Admissions Committee, no later than July 15 for fall semester enrollment or November 15 for spring semester enrollment, for possible admission with prescribed intervention.
Students who have attended any college classes are required to have transcripts sent directly to Andrews University Undergraduate Admissions. College or University transcripts issued in languages other than English must be accompanied by an authorized English translation. Transfer students must have a minimum college cumulative GPA of 2.5 (ACT/SAT scores are recommended, but not required). Completed application files from students who do NOT meet these requirements will be reviewed by the dean of the college that they wish to attend. The dean will then make a recommendation to the Undergraduate Admissions Committee for possible admission on Academic Probation, no later than July 15 for fall semester enrollment or November 15 for spring semester enrollment.
The individual admissions status of each applicant is subject to the review and final decision of the Undergraduate Admissions Committee.
For high school students, reference evaluations may be conducted with the student’s guidance counselor and/or principal.

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

- ACT (or SAT) test results
- Detailed transcript* with a cumulative GPA or GED certificate
 - * Should be completed and signed by the person who directed the program.
- Call 269–471–3854 for more information.

Note: Andrews University School of Distance Education operates Griggs International Academy (GIA), a secondary education program. GIA will work with home school students who take a minimum of their last three high school courses through Griggs International Academy to develop and grant a high school diploma. Contact GIA at 800–782–4769.

Community Values Agreement. 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 adequate proficiency in English to succeed in the academic setting. A minimum score of 550* on the paper–based TOEFL (iTP), 80* on the internet–based TOEFL (iBT), 80* on the MELAB or 6.5* on the IELTS exam demonstrates such proficiency, and with no component lower than specified below. Exam must be taken within two years prior to enrollment

Concordance Table: Minimum Composite Score								
AU Admissions	MELAB		TOEFL iBT		TOEFL ITP		IELTS [Academic Version]	
	80		80		550		6.5	
Concordance Table: Minimum Component Scores								
MELAB	TOEFL iBT			TOEFL ITP			IELTS	
80	Reading	15		all components (except Writing and Speaking)		55	Reading	6
	Listening	15					Listening	6
	Writing	17		Writing		80	Writing	5
	Speaking	18		Speaking		3	Speaking	6
Two applicants with the same total score may have very different abilities. Minimum component scores help to ensure that admitted students have the profile of language abilities necessary to be successful in their department. For more information, contact the CIEP at 269.471.2260.								

Students who score below these levels may complete language requirements by enrolling in Intensive English Program courses (ENSL) on campus and passing the Exit Exam for English as a Second/Foreign Language.

Language proficiency must be met before enrolling full-time in regular course work.

These test results may not be required when the applicant has completed all education from at least the ninth through the twelfth grades or equivalent in an educational institution where English is the language of communication and instruction.

* Some programs require higher scores.

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 admission standards required of all applicants.

Transfer students who have earned 25 or more semester credits before applying to Andrews are evaluated on the basis of their cumulative 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.

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. College or university transcripts issued in languages other than English must be accompanied by an authorized English translation. (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.

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 Office of Undergraduate Admissions and Office of Academic Records, 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.

Dual enrollment will affect your financial aid package. Be sure to speak to a financial aid advisor prior to a dual enrollment semester.

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.

- Be sure to see your Financial Aid advisor, this may affect your award eligibility.

Limitation on Graduate Credits. The limitations on graduate credits taken while a student has dual enrollment status are the following:

- Credits may not be used to satisfy undergraduate requirements.
- A maximum of 16 credits of graduate courses may be reserved and applied to a subsequent graduate degree at Andrews University.

Permission to Take Classes (PTC) Status

Permission to Take Classes (PTC) is a temporary enrollment status, not an admission category.

Qualifications for PTC Status. PTC status is assigned to any of the following:

- Guest students who are already regular students at another school but wish to take courses at Andrews without being admitted.
- Persons who need certain courses to qualify for certification.
- Adult students in off-campus classes who do not wish to enroll for a degree program.
- Gifted secondary-school students enrolled in special programs for academic enrichment.

Secondary Students Taking College Classes

Secondary students are eligible to take Andrews University classes if they meet the criteria of Andrews University and the secondary school in which they are enrolled. Students must be at least a high school junior with a minimum cumulative GPA of 3.0 as well having a B in any prerequisite course. The appropriate secondary school representative or committee must give approval for taking college courses. For homeschool students supporting testing scores (ITBS, ACT, pSAT, SAT, etc.) are required as well.

Courses available to secondary students are 100 and 200 level courses. On-campus courses also require the approval of the professor.

Andrews University college courses are available to secondary students in the follow formats:

1. On-campus courses taken by an individual student or by groups of students such as through the Berrien RESA or area high schools.
2. Direct credit courses taught at a secondary school by a secondary teacher authorized by Andrews University.
3. Online courses through the Andrews University School of Distance Education taught either by Andrews University professors or approved secondary professors for groups of students at a secondary school site. For the 2013–2014 academic school year the list of online courses are:

COMM 104 Communication Skills (3 semester credits) – Fall semester

ENGL 115 English Composition I (3 semester credits) – Fall and Spring semesters

HIST 117: Civilization and Ideas I (3 semester credits) – Fall semester

MATH 165: College Algebra (3 semester credits) – Spring semester with ACT/SAT requirement

MATH 168: Precalculus (4 semester credits) – Fall semester with ACT/SAT requirement

FNDT 230: Nutrition (3 semester credits) – Spring semester

RELB 210 Jesus in His Time and Ours (3 semester credits) – Fall and Spring semester

In all cases, it is the prerogative of the secondary school to decide whether to count the college course work as dual credit for high school credit.

For the 2013–2014 Academic year the cost for any Andrews University college course in any of the above formats is \$100 per credit. A maximum of 2 courses per semester is allowed and a maximum of 21 total credits will be accepted toward Andrews University degree requirements. For the \$100 per credit rate a student must register for and start the course prior to graduating from high school or taking the GED test.

Individual students or groups of students will register for dual credit classes through the Permission to Take Classes (PTC) process as described above.

Limitation of Credits Taken on PTC Status. Students who eventually apply and receive regular admission, may ask that up to 21 of the undergraduate credits taken on a PTC basis be applied towards the proposed degree. A minimum grade of C must be received in each course to be accepted for degree credit.

Admission of International Students

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.

International students that have college or university transcripts issued in languages other than English must be accompanied by an authorized English translation.

Students Accepted with Prescribed Intervention

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.

Refusal or Annulment of Admission

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.

Undergraduate Academic Information

Planning Programs

Advisors. 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. Although advisors assist students, the responsibility for meeting degree requirements and knowing the rules which govern academic matters always rests with the individual student.

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

- **ACT or SAT**
The ACT or SAT is required for admission and should be taken before arriving on campus. (International students studying outside the U.S. will be required to take the ACT/SAT if offered at their secondary schools.)
 - **TOEFL, MELAB, or IELTS** International students that have not had four years of secondary school that was taught in English are required to take the TOEFL, MELAB, or IELTS.
 - **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 269-471-6096, e-mail: success@andrews.edu).

Declaration of Major. 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.

How to be Well-Prepared Academically

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/.

Class Standing

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

Freshman	0-24	Sophomore	25-56
Junior	57-86	Senior	87+

Areas of Study

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.

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 experience of 3 hours is considered equal to one regular class period unless otherwise noted in the course syllabus.

The normal undergraduate class load is 15 to 16 credits per semester. Those wishing to register for more than 17 credits must secure permission from their dean. If good scholarship has been demonstrated by the student, the dean may permit a freshman to register for a maximum load of 17 credits; sophomores, juniors, and seniors for 18 credits. Adding to the course load by receiving private instruction, by correspondence work, or by registering in another university or college while being currently registered at Andrews University is not allowed. Exceptions must have permission from the dean of the school in which the student is enrolled. If permission is granted, the total study load per semester must not be greater than the maximum load permitted in residence. A student is not permitted to earn more than 20 credits during one semester.

Work Load. The course load of students who engage in part-time employment must be adjusted to provide a reasonable balance of work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered. Students taking 12 to 16 credit hours are recommended a maximum work load of 20 hours per week.

Students should consult with their advisors in planning a proper balance of study and work. Exceptions to the above guidelines require approval by the dean of the school in which the student is enrolled and the Employment Office before the work is undertaken. On-campus employment is limited as specified in the financial section of this bulletin.

Satisfactory Academic Progress

Students are expected to maintain the following minimum academic performance standards:

- Successfully complete at least 66% of all courses attempted following initial enrollment.
- Maintain an overall GPA of at least 2.00 (average grade of C).

If a student fails to maintain an overall GPA of 2.00 (on a 4.00 system), his/her enrollment category is changed to probationary.

Academic Probation Procedures

Academic Probation. A student is classified as on Academic Probation when one or more of the following three conditions apply:

1. the cumulative AU GPA falls below 2.00,
2. the semester GPA is 1.75 or below,
3. a combination in a semester of three or more of Withdrawals (W), Incompletes (I), or grades lower than a C. Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean.

Students on academic probation: (1) are expected to limit extracurricular activities and part-time employment; (2) may be required to take special courses (see below), and (3) may be restricted to taking no more than 12 credits per semester, including these special courses. This program ensures that students have ample time to concentrate on their courses and develop personal habits for greater success in future terms. Students on academic probation for any two semesters may not be permitted to re-register.

Students on academic probation may be required to take one or more of the following special courses:

- **GDPC C115 – Academic Learning Assessment**—individual guidance to help students succeed at Andrews University. Instructors use comprehensive evaluations and individualized plans to help students break patterns of failure and to achieve success.
- **GDPC 116 – Academic Development**—to help students clarify personal goals and values and improve their study skills.
- **GDPC 116 – Academic Development**—to help students learn to write clear, effective sentences and paragraphs with few mechanical errors.
- **EDTE 140 – Reading Vocabulary Development and EDTE 160 – College Reading Efficiency**—to improve the skills of those with reading problems.
- **MATH 91 & MATH 92 – Arithmetic and Algebra Review II**—to help students with poor mathematical backgrounds. Further information is available from the dean of each school offering undergraduate programs.

Academic Suspension/Dismissal. Students are subject to academic dismissal in four ways:

- Earning during a given semester a GPA of 1.25 or less
- Two semesters on academic probation
- Failure to meet Probation Student Guidelines for their personal academic probation program outlined by their dean
- Displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments.

Failure to honor the Scholastic Study Lab Contract is sufficient grounds for academic dismissal.

Academically suspended students may appeal to the dean for semester-by-semester admission.

Advanced Placement Opportunities

Andrews University provides opportunities for advanced placement by following the methods listed below. This applies only to matriculated students in good and regular standing. Regardless of the method, the most credit that may be applied to a baccalaureate degree is 32 semester credits.

The Advanced Placement Opportunities booklet, which can be obtained from the Office of Academic Records, has the courses listed that will be accepted for the various areas listed next:

International Baccalaureate Exam. Andrews University recognizes scores from the International Baccalaureate (IB) exam as follows:

- For general-education courses, a score of 4 (Higher Level) is considered for general-education credit.
- For major-level courses, a score of at least 5 (Higher Level) will be considered through review by the department for credit towards major requirements.
- 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.

European Advanced Standing. Andrews University may grant varying amounts of advanced standing credits (0 to 32 semester credits) in general education only, to students graduating from select European gymnasiums. Students must submit official transcripts in the native language accompanied by official English translations to Undergraduate Enrollment Management.

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.

Exceptions: To 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 3 credits for ENGL 115 – English Composition I. A score of 4 or 5 on the Advancement Placement test in Literature and Composition may provide the student with one of the following: 3 credits for ENGL 115 – English Composition I OR 3 credits for ENGL 255 – 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: (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.

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). The following courses are not accepted via CLEP: ENGL 115, ENGL 215 and INFS 120.

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

Transferring Correspondence Courses from Another Institution. These guidelines pertain to students who begin at Andrews University and wish to take correspondence courses from another accredited college or university. These guidelines do not apply to Andrews University distance education courses.

A maximum of 16 semester credits by correspondence, other than credits taken through Andrews distance-education, 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 degree. Correspondence courses cannot be used to replace failures or other low grades earned in residence. All transcripts for correspondence work must be in the Office of Academic Records at least 15 days prior to commencement.

PLA: Prior Learning Assessment. Credit for PLA is validated and granted through a process that includes the presentation of a portfolio. This credit-granting option is available only to students 24 years of age or older. PLA is for adult learners who desire tangible recognition through academic credit for their achievements and expertise. Credit can be given for knowledge already acquired in subject areas as a result of on-the-job training, community-service activities, non-credit courses, and/or special accomplishments. For more information, contact the Student Success Center.

Cooperative Education. Andrews University has developed official, cooperative, educational opportunities for students. In this program, students are employed off-campus for specific periods of time as an integral part of their academic program. The employment is related to the students' courses of study and provides involvement in the practical application of theory. The work period may be full- or part-time. Students are usually paid for services by the cooperating employer and may receive college credit for the experience. Arrangements are made in consultation with the student's department chair.

Baccalaureate Degree Requirements

The general requirements are the minimum required to receive a baccalaureate degree. Departments often have higher standards and additional requirements. The minimum, general standards are listed below.

Credit Requirement

- A minimum of 124 semester credits must be earned and applied toward the degree.

Course Requirements

- Bachelor of Arts or Bachelor of Science degrees. Students must complete required courses including the following: General Education requirements plus the requirements for a major, a minor (if required), and specified cognates (or related courses).
- Professional baccalaureate degrees. Students must complete all required courses including the following: General Education requirements plus the specific requirements for a degree as outlined in the appropriate section of this bulletin, including core, major, emphasis, and cognate requirements.
- All baccalaureate degrees. Students must complete a minimum of 30 semester credits from courses numbered 300 or above.

Residence Requirements

- A minimum of 30 of 50% of undergraduate credit requirement or a minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned at Andrews University. Before a student takes non-Andrews University courses for any part of the other 6 semester credits, the dean of the college/school in which the student is enrolled must approve.

- A minimum of one-third of the credits required for a major, and 3 credits required for a minor must be earned on campus and in courses numbered 300 or above.
- School of Business Administration 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 used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements.)
- Major GPA: A GPA of at least 2.25 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 2.00 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.

One Degree with Multiple Majors. 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, BS or Professional degree) 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.

Multiple Degrees. 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, BS or Professional degree). 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.

Assessment (Evaluation) Requirements. 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.

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

Second Baccalaureate Degree Requirements

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

- 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 3 credits in religion if the first degree did not include a comparable General Education component in religion.

Associate Degree Requirements

Credit Requirement. A total of 62 semester credits must be earned and applied toward the degree.

Course Requirements. 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.

Residence Requirements

- A minimum of 15 of the last 21 semester credits applied to a degree must be earned in residence. Before a student takes non-Andrews courses for any part of the final 6 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 2.00 (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 2.25 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.)

Request for Graduation. A degree candidate must file a request for graduation with approval by the student's advisor and a designated records officer.

Student's Governing Bulletin

Students may graduate under the bulletin for any school year they attend Andrews as long as that bulletin was published no more than ten years before the planned date of graduation. If students leave the university after earning at least 8 semester credits and then try to transfer more than 12 semester credits earned in the interim from another college, they are governed by the bulletin for the school year in which they return. The dean of the college in which the student is enrolled may permit exceptions.

The university reserves the right to require students (1) to take another course when a course required under an earlier bulletin is no longer offered, and (2) to graduate under a recent bulletin if they are working for certification by a governmental or professional agency

General Education Program

Nethery Hall, Room 135

269-471-6157

Donald May, *Director*

may@andrews.edu

Philosophy of the General Education Program

The rapid expansion of knowledge in a global community requires those who would be truly educated citizens to adopt a philosophy of lifelong learning. One must engage the mind in the study of many fields, from the fine arts and humanities to the empirical, quantitative, and social sciences. This broad encounter with the varied perspectives of the liberal arts tradition forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills. The university will provide a cohesive General Education Program, supported by faculty committed to an effective core curriculum.

The General Education Program aims to develop students notable for their culture, civility, integrity, and intellect within a Christian milieu.

Thus, the faculty seeks to prepare graduates who possess knowledge, the ethical values, interests, abilities, communication competence, quantitative skills, and analytical thinking for both leadership and service, so that they may contribute effectively to their homes, work places, communities, and churches. Transmitting this foundational heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of the General Education Program at Andrews University. As a result, the General Education Program strives to foster an atmosphere in which each student is encouraged to meet the learning outcomes for the Andrews University General Education Program.

The Program provides a first-year curriculum that establishes initial expectations and basic academic skills foundational to the undergraduate experience. Anchored in four 100-level General Education courses, the First-year Experience at Andrews University provides first-year 'native' students with an introduction to academia and a balanced university life, further development of basic academic skills, and a sense of belonging to the Andrews University community.

General Education Learning Outcomes

Seek Knowledge

- Strengthen the ability to communicate effectively. Oral and Written.
- Develop the ability to think critically, observe accurately, analyze quantitatively, draw reasonable inferences, perceive relationships, and show the ability to discriminate among alternatives and design creative strategies to solve problems.
- Enjoy the cultural achievements of humanity and foster participation in creative and aesthetic activity.
- Master content knowledge across the academic disciplines identified in the General Education tables. By specifying courses to that end, Andrews University recognizes the learning outcomes foundational to developing thoughtful citizens of the world.

Affirm Faith

- Construct a thoughtfully conceived worldview that recognizes the roles of Scripture, nature, and human discovery as sources of truth
- Consciously make Christian convictions explicit and apply them ethically, as well as articulate individual values from the viewpoint of one's chosen profession.
- Understand the heritage and mission of Andrews University in furthering the teachings of Christ within the context of Seventh-day Adventist faith and practice with a view to the heritage and mission of Andrews University.
- Exhibit compassionate behavior towards other individuals and show respect for the dignity of all people, affirming the Biblical view of all persons being created in the image of God who in Christ wants all human beings to be one, independent of gender or ethnic background.

Change the World

- Enjoy camaraderie with many individuals and form enduring friendships within the diverse campus community.
- Evaluate one's interpersonal effectiveness, including the ability to work in groups while maintaining the ability to think for oneself, and strive to enlarge the scope of all personal abilities.

- Understand one's role and responsibilities as a citizen in a secular society and as a member of a religious community; and then, beyond understanding, to respond with thoughts, with emotion, and with action to the needs of one's wider community.

Honors General Education (SAGES)

The Andrews Honors Program offers a series of interdisciplinary courses which apply to the General Education requirement. See Scholars Alternative General Education Studies (SAGES)

2013 –2014 GENERAL EDUCATION: BA & BS Degrees

RELIGION	12
<input type="checkbox"/> RELT 100 – God and Human Life (first year)	3
<i>Recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT</i>	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
LANGUAGE/COMMUNICATION	BA*13/BS 9
<input type="checkbox"/> ENGL 115 – English Composition I	3
<input type="checkbox"/> ENGL 215 – English Composition II	3
<input type="checkbox"/> COMM 104 – Communication Skills	3
* BA Language, intermediate level	4
HISTORY	6
<input type="checkbox"/> HIST 117 – Civilization and Ideas I	3
<input type="checkbox"/> HIST 118 – Civilization and Ideas II	3
FINE ARTS/HUMANITIES	6
<i>Take a total of 6 credits from any two of the following categories:</i>	
<input type="checkbox"/> Visual Arts:	
ARTH 220 – Language of Art	3
PHTO 210 – History of Photography	3
A course in studio art	4
<input type="checkbox"/> Humanities:	
ENGL 255 – Studies in Literature	3
PHIL 224 – Intro to Philosophy	3
<input type="checkbox"/> Music:	
MUHL214 – Enjoyment of Music	3
3 Credits of Ensemble, Applied Music	3
<input type="checkbox"/> LIFE/PHYSICAL SCIENCES	8
<i>Take one Life Science AND one Physical Science course as recommended below or major level Life and Physical Science course</i>	
<input type="checkbox"/> Life Science:	
BIOL 100 – Human Biology	4
BIOL 110 – Principles of Biology	4
BIOL 208 – Principles of Environmental Science	4
BIOL 330 – History of Earth and Life	4
FDNT 230/240 – Nutrition/Nutrition Lab	3+1
<input type="checkbox"/> Physical Science:	
CHEM100 – Consumer Chemistry	4
CHEM110 – Intro to Inorganic & Organic Chemistry	4
PHYS110 – Astronomy	4
PHYS115 – MythBusting	4
PHYS225 – Sound and Waves	4

<input type="checkbox"/> MATHEMATICS	2–4
<i>Take one course from the following:</i>	
MATH 145 – Reasoning with Functions	3
MATH 165 – College Algebra OR MATH 166 – College Algebra for Business	3
MATH 168 – Precalculus	4
MATH 182 – Calculus with Applications	3
MATH 191 – Calculus I	4
<input type="checkbox"/> COMPUTER LITERACY	3
INFS 120 – Foundations of Information Technology	3
OR pass competency exam	
SERVICE	2
<input type="checkbox"/> BHSC 100 – Philosophy of Service Fieldwork	2
<input type="checkbox"/> Take one course from the following	
BHSC 300 – Fieldwork	
S–designated course	
Application Process – 40 hours	
SOCIAL SCIENCES	6
<input type="checkbox"/> Take one foundation course from the following:	
ANTH 200 – Cultural Anthropology	3
ECON 225 – Macroeconomics	3
GEOG 110 – Survey of Geography	3
PLSC 104 – American Government	3
PSYC 101 – Introduction to Psychology	3
SOCI 119 – Principles of Sociology	3
<input type="checkbox"/> Take one interdisciplinary course from the following:	
BHSC 220 – Contemporary Social Issues	3
BHSC 235 – Culture, Place and Interdependence	3
FNCE 206 – Personal Finance	3
PLSC 237 – The Individual, State, & Marketplace	3
PSYC 180 – Dealing With Your Mind	3
FMST 201 – Personal Relationships	3
FITNESS EDUCATION	4
<input type="checkbox"/> HLED 120 – Fit for Life, first year recommended	3
<i>Recommend students take one course for each academic year in attendance. Three courses, taken from at least two different categories: Personal Fitness, Outdoor Skills, Team Activity.</i>	
<input type="checkbox"/> _____	1
<input type="checkbox"/> _____	1
<input type="checkbox"/> _____	1
Total Semester Hours	
Bachelor of Science	55–60
Bachelor of Arts	59–64

2013 –2014 GENERAL EDUCATION: PROFESSIONAL DEGREES PROGRAMS

RELIGION

Recommend students take **one course** for each academic year in attendance from **RELB, RELG, RELP, RELT**

☐ RELT 100 – God and Human Life (first year)

☐ _____

☐ _____

☐ _____

LANGUAGE/COMMUNICATION

☐ ENGL 115 – English Composition I

☐ ENGL 215 – English Composition II

☐ COMM 104 – Communication Skills

HISTORY

Take **one course**. Recommend one of the following:

☐ HIST 117 Civilization and Ideas I

☐ HIST 118 Civilization and Ideas II

FINE ARTS/HUMANITIES

Take **one course** from the following:

☐ Visual Arts:

ARTH 220 – Language of Art

PHTO 210 – History of Photography

A course in studio art

☐ Humanities:

ENGL 225 – Studies in Literature

PHIL 224 – Intro to Philosophy

☐ Music:

MUHL 214 – Enjoyment of Music

One year of Ensemble, Applied Music

☐ LIFE/PHYSICAL SCIENCES

Take **one Life Science OR one Physical Science** course as recommended below or **major level** science course

☐ Life Science:

BIOL 100 – Human Biology

BIOL 110 – Principles of Biology

BIOL 208 – Principles of Environmental Science

BIOL 330 History of Earth and Life

FDNT 230/240 – Nutrition/Nutrition Lab

☐ Physical Science:

CHEM 100 – Consumer Chemistry

CHEM 110 – Intro to Inorganic & Organic Chemistry

PHYS 110 – Astronomy

PHYS 115 – MythBusting

PHYS 225 – Sound and Waves

☐ MATHEMATICS

Take **one course** from the following:

MATH 145 – Reasoning with Functions

MATH 165 – College Algebra OR MATH 166 – College Algebra for Business

MATH 168 – Precalculus

MATH 182 – Calculus with Applications

MATH 191 – Calculus I

STAT 285 – Elementary Statistics

☐ COMPUTER LITERACY

Determined by each professional program

☐ SERVICE

Determined by each professional program

☐ SOCIAL SCIENCES

Take **one course** from the following:

ANTH 200 – Cultural Anthropology

ECON 225 – Macroeconomics

FNCE 206 – Personal Finance

GEOG 110 – Survey of Geography

PLSC 104 – American Government

PSYC 101 – Introduction to Psychology

SOCI 119 – Principles of Sociology

BHSC 220 – Contemporary Social Issues

BHSC 235 – Culture, Place and Interdependence

PLSC 237 – The Individual, State, & Marketplace

PSYC 180 – Dealing With Your Mind

FMST 201 – Personal Relationships

FITNESS EDUCATION

Take two courses. Recommend HLED 120 first year.

☐ HLED 120 – Fit for Life

And take one course from the following categories: **Personal Fitness, Outdoor Skills, Team Activity**

☐ _____

ASSOCIATE OF ARTS (AA)/ASSOCIATE OF SCIENCE (AS)

Religion	6	Take RELT 100 and recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT ENGL 115 , ENGL 215 & COMM 104
Language/Communication	9	
History/Arts/Humanities	3	Choose one course from History, Visual Arts, Humanities or Music
Life/Physical Sciences	4	Choose one course from Life Science, Physical Science
Mathematics	3	MATH 145 or higher
Computer Literacy	3	INFS 120 – Foundations of Information Technology
Social Sciences	3	Choose one Social Sciences course
Service	2	Take BHSC 100
Fitness Education	2	Take HLED 120 and one activity course
Total	30–35	

ASSOCIATE WITHIN PROFESSIONAL PROGRAMS

Religion	2 Courses	Take RELT 100 and recommend students take one course for each academic year in attendance from RELB, RELG, RELP, RELT
Languages/Communication	2 Courses	Take ENGL 115 and COMM 104
Humanities/Social Sciences	1 Course	Choose with advisor
Life/Physical Sciences/Mathematics	1 Course	Choose with advisor
Mathematics	P2 Minimum	Required
Fitness Education	2 Courses	Take HLED 120 and one activity course

Multiculturalism/Diversity in the General Education Curriculum

The General Education Program at Andrews University includes an explicit emphasis on multiculturalism and diversity. This emphasis recognizes the historical development of various cultures and groups in the United States, the global nature and mission of the Seventh-day Adventist Church, and the diverse student body and faculty of the university with more than ninety countries from around the world represented on campus. The focus on multiculturalism and diversity includes specific emphasis in the following courses: COMM 104 – Communication Skills, BHSC 100 – Philosophy of Service, ENGL 115 – English Composition I, RELT 100 – God and Human Life, and HIST 117 – Civilizations and Ideas I & HIST 118 – Civilizations and Ideas II.

General Education Mathematics

The Andrews General Education mathematics requirement consists of a **skill requirement**, which should be met first, and a **reasoning requirement**, which should be fulfilled no later than the second year of college.

The Andrews Mathematics Placement Examination (MPE) provides information essential to planning the college career. Students with ACT or SAT scores will have an MPE score assigned based on their performance on the math portion of the test. If students believe this placement is inaccurate, then they should take the MPE as soon as possible. All other new students, including transfer students, must take the MPE during the first semester of residence and before taking any mathematics courses, subject to the exceptions listed below.

The MPE takes one hour, no calculators are allowed, and there is a fee which may be charged to the student's account. It is given during Orientation Week and at other convenient times throughout the year. Retakes are recommended only after intense study equivalent to taking a math course. Three months must normally elapse between tests. The exam may not be taken more than three times without special permission of the Department of Mathematics. Similar tests taken elsewhere are not recognized. The MPE score is valid as a prerequisite for mathematics courses for three years after it is earned.

The **skill requirement** is met by an MPE score of at least P2, showing competence in arithmetic and high school algebra.

At a minimum, the entering student should be proficient in addition, subtraction, multiplication and division of whole numbers, fractions, and decimals, and should be able to handle percentage problems. The student should not need a calculator to find answers to problems no more difficult than $9 \times 6 = 54$, $13 - 21 = -8$, $2(3/14) = 3/7$, or $4/0.02 = 200$.

Any student with an ACT math score of 17 or below, or an SAT math 450 or below, and many higher scoring students will need to do serious study and review to

achieve a score of P2 on the MPE. Students should do everything possible to improve mathematics performance before coming to campus. A thorough review of algebra the summer before enrolling in college will pay great dividends even if the student places into the skill course.

Specific suggestions for self-evaluation and review including sample questions may be found on the Web site www.math.andrews.edu (click on "Math Placement Examination").

The skill course, MATH 091 and MATH 092. Students with MPE scores of E0, E1, M0, M1, P0, or P1 at the time of enrollment must enroll in MATH 091 Arithmetic and Algebra Review, or engage in other study to achieve a score of P2. Many students, including all who score E0 or M0, should plan to enroll first in MATH 091 and then in MATH 092 (for two successive semesters) to bring their skills up to the required level. Completion of the MATH 091 /MATH 092 Arithmetic and Algebra Review sequence fulfills the skill requirement and awards a P2 score.

The principal means of instruction in MATH 091 /MATH 092 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 Center and receive help from a tutor.

The reasoning course, MATH 145. MATH 145 – Reasoning with Functions is the course which most non-science students will find most appropriate for meeting the reasoning requirement. MATH 165, MATH 166, MATH 168, MATH 182, MATH 191 and MATH 195 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 to meet the requirement. 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, Pre-algebra, College Arithmetic, or Business Mathematics may prepare the student for the MPE but do not normally meet the reasoning or the skill requirement and do not apply toward graduation.

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 Department of Mathematics.
- 3. Students who transfer from a four–year college into Physical Therapy or Medical Laboratory Sciences 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 Center for Intensive English Programs are not required to take the MPE until the first semester of enrollment in regular college–level courses.

General Education Transfer Student Policy

These guidelines pertain to transfer students, not transient students. See below for definitions.

Transfer Students. To qualify as a transfer student, one must have earned 24+ credits prior to entering Andrews University from another college/university.

Transient Students. Students who begin at Andrews University and wish to take and transfer credit from another college/university are, by definition, transient students. The below guidelines do not apply for these students; they are required to fill out a petition form prior to attending the other institution.

Andrews University views the general education curriculum in two distinct ways when working with transfer students.

Mathematics and English Composition II should be recognized as core foundation skills needed for all degrees, thus these two disciplines should continue to carry extra weight and should be at least equal to Andrews University course expectations.

All other General Education transfer courses should be treated generously upon credit articulation. The following guidelines will be used when reviewing transfer student courses.

2013–2014 Transfer Student Credit Articulation Guidelines for BA/BS General Education

Religion—Independent of transferring from a Seventh–day Adventist or non–Seventh–day Adventist college/university.

Transferring with*	Religion Courses Required
23 credits or fewer	Four AU religion courses required
24–56 credits	Three AU religion courses required
57–86 credits	Two AU religion courses required
87 or more credits	One AU religion course required
* Transfer credits are determined on the basis of courses taken prior to attending Andrews University.	

English—2 courses

- English Composition
 - English Composition I: An introduction to written composition. A general freshman composition course.
 - English Composition II: An introduction to general research and/or critical writing from sources using documentation.

Communication—1 course

- A speech course:
 - Public Speaking
 - Interpersonal Communications

History—2 courses

- 1 Ancient World History course
- 1 Modern World History course
 - May substitute American History course

Fine Arts/Humanities—2 courses

- Any fine arts course
 - Art History or Appreciation
 - Music History or Appreciation

- Literature History or Appreciation, 200–level or higher literature
- Philosophy

- Applied art for a minimum of 3 credits
- Life/Physical Sciences**—2 courses with labs

- 1 Life Science course
 - Biology, Environmental or Nutrition
- 1 Physical Science course
 - Chemistry or Physics

Mathematics—1 course

- The course must be clearly equivalent to MATH145 Reasoning with Functions.
 - Courses that will be accepted include: College Algebra, College Algebra with Trigonometry, Precalculus, Precalculus Algebra, Precalculus Trigonometry, Calculus, a Cambridge “A Level” pass in Mathematics, or AP Calculus.

Computer Literacy—1 course

- A lab–based course covering multiple computer skills necessary for college success, e.g. a working knowledge in word processing, spreadsheets and PowerPoint (a course taken for a computer–related major, by petition approval only)

Service—1 course

- Course relating to service and/or service fieldwork upon petition approval

Social Sciences—2 courses

- Sociology, Psychology, Anthropology, Marriage and Family, Geography

Fitness Education—4 courses

- 1 course in concepts of health/wellness
- 3 activity courses

2013–2014 Transfer Student Credit Articulation Guidelines for Professional Degrees General Education

Religion—Independent of transferring from a Seventh–day Adventist or non–Seventh–day Adventist college/university.

Transferring with*	Religion Courses Required
23 credits or fewer	Four AU religion courses required
24–56 credits	Three AU religion courses required
57–86 credits	Two AU religion courses required
87 or more credits	One AU religion course required
* Transfer credits are determined on the basis of courses taken prior to attending Andrews University.	

English—2 courses

- English Composition
 - English Composition I: An introduction to written composition. A general freshman composition course.
 - English Composition II: An introduction to general research and/or critical writing from sources using documentation.

Communication—1 course

- A speech course:
 - Public Speaking
 - Interpersonal Communications

History—1 course

- Ancient World History
- Modern World History
- American History, Canadian History (for Canadian students)

Fine Arts/Humanities—1 course

- Any fine arts course
 - Art History or Appreciation
 - Music History or Appreciation, ensemble music (for a minimum of 3 credits)
 - Literature History or Appreciation, 200–level or higher literature
 - Philosophy
 - Applied art for a minimum of 3 credits

Life/Physical Sciences—1 course with lab

- 1 Life Science course
 - Biology, Environmental or Nutrition

or

- 1 Physical Science course
 - Chemistry or Physics

Mathematics—1 course

- College–level math, including statistics

Computer Literacy—per department

- Check with your department program for requirements

Service—1 course

- Check with your department program for requirements

Social Sciences—1 course

- Sociology, Psychology, Anthropology, Marriage and Family, Geography

Fitness Education—2 courses

Service—Learning Requirements

Service to others is a central emphasis of the Andrews University Mission Statement. The General Education Program, therefore, includes an emphasis on service so that all graduates will understand the importance and rewards of service activities.

The service—learning component consists of two requirements: (1) BHSC 100 – Philosophy of Service, and (2) Fieldwork (0–2 credits).^{*} The fieldwork requirement can be met in three ways: by registering for BHSC 300 – Philosophy of Service Fieldwork, by taking an “S” course (service—learning course) in the student’s major or minor (such courses are marked with the symbol “S” in the Bulletin), or by waiving the requirement based on the steps outlined in the “Service Learning Packet,” available in the Behavioral Science Department. Larry Ulery supervises the waiver process for the fieldwork requirement.

A student in a degree program which includes Service/ Fieldwork who does not complete the program will need to complete the Service/Fieldwork requirement as specified.

^{*} Transfer students with two years of course work elsewhere choose to take either BHSC 100 or Fieldwork.

School of Graduate Studies & Research

The School of Graduate Studies & Research, is 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.

Contact Information

School of Graduate Studies and Research Staff

Dr Christon Arthur

Dean
christon@andrews.edu
269.471.3405, Room 310

Barbara Huset

Executive Secretary
husetb@andrews.edu
269.471.3405, Room 310

Bonnie Proctor

Dissertation Secretary
proctor@andrews.edu
269.471.3276, Room 308

Dr Gary Burdick

Associate Dean for Research
gburdick@andrews.edu
269.471.6361, Room 322

Sarah Kimakwa

Research Integrity and Compliance Officer
research@andrews.edu or irb@andrews.edu
269.471.6361, Room 322

Graduate Enrollment Management Staff

Monica Wringer

Director of Graduate Enrollment Management
wringer@andrews.edu
269.471.3742, Room 303

Lizzy Salazar

Graduate Enrollment Coordinator
lizzy@andrews.edu
269.471.6013, Room 305

Muriel Bello

Graduate Admissions Coordinator
bellom@andrews.edu
269.471.6321, Room 303

Ruben Gutierrez

International Transcript Associate
gutierrez@andrews.edu
269.471.3253, Room 310

Angelica Muñoz

Assistant Director of Graduate Admissions
munozm@andrews.edu
269.471.3251, Room 303

Eileen Leshner

International Transcript Specialist
lesherl@andrews.edu
269.471.6690, Room 308

Kimberly Muehlhauser

Graduate Admissions Specialist
muehlhak@andrews.edu
269.471.6553, Room 303

Programs

- Archaeology: Biblical and Ancient Near Eastern – PhD
- Architecture – MArch
- Biology – MS
- Business Administration (on-campus and online) – MBA
- Church Administration – MSA
- Clinical Mental Health Counseling – MA
- Communication – MA, Certificate
- Community and International Development (on-campus) – MSCID
- Counseling Psychology – PhD (Adult Emphasis, Child/Family Concentration, Cultural Diversity Concentration, Health Psychology Emphasis)
- Curriculum and Instruction – MA, EdS, EdD, PhD
- Divinity – MDiv
- Divinity/Social Work Dual Degree – MDiv/MSW (Track 1 and Track 2)
- Higher Education Administration (interactive online) – MA, EdS, EdD, PhD
- Educational Leadership (interactive online) – Certificate, MA, EdS, EdD, PhD
- Educational Psychology – MA, EdD, PhD
- Elementary Education – MAT
- English – MA
- International Development Administration (off-campus sites) – MIDA
- Leadership (interactive online) – Certificate, MA, EdS, EdD, PhD
- Medical Laboratory Science – MSMLS (Education Emphasis, Lab Lead & Admin, Lab Mission & Development, Lab Science)
- Ministry (distributed learning) – DMin
- Music – MA
- Music: Conducting, Music Ed., Music Ministry, Performance – MMus
- Nurse Education (distance learning) – Post-MS Certificate
- Nutrition and Wellness – MPH

- Organizational Leadership (off-campus sites) – MIDA
- Pastoral Ministry (distributed learning) – MAPMin, Hispanic Track, Non-NAD
- Physical Therapy – DPT, t-DPT, DScPT
- Religion – MA, PhD
- School Counseling – MA
- School Psychology – EdS
- Secondary Education – MAT
- Social Work – MSW
- Special Education/Learning Disabilities – MS
- Teaching English to Speakers of Other Languages – MA
- Theology – ThD
- Youth and Young Adult Ministry – MAYYAM, Campus Chaplaincy Emphasis

Graduate Enrollment & Admission Policies

The Admission Process

The graduate programs at Andrews University are characterized by academic quality, attention to research, close individual student/professor interaction, and an emphasis on the spiritual dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

1. Applications for graduate programs should be submitted online at www.andrews.edu/apply along with the appropriate requirements. Once the application is complete and ready for review, the appropriate Academic Program and School will make an admission decision on the application. Graduate Enrollment Management processes the Admission Decision and communicates it to the applicant.
2. Applicants for the DPT Program must apply through the Physical Therapy Centralized Application Service (PTCAS). For more information, see the Physical Therapy section of this bulletin.

How to Apply

1. The graduate application is to be submitted online along with the nonrefundable application fee. Online applications cost \$30 and paper applications cost \$40. Applications submitted after the deadline will be charged an additional \$70 late application fee. During the application process, you may pause and then reopen your online application file through a link that will be sent to the email address you provide. Your information is saved for up to 90 days.
2. **2013–2014 Application Deadlines**
 - Fall (August 26 – December 12): **July 15**
 - Spring (January 8 – May 2): **November 15**
 - Summer Session 1 (May 13 – June 7): **March 15**
 - Summer Session 2 (June 10 – July 5): **April 15**
 - Summer Session 3 (July 8 – August 2): **May 15**
 - Domestic students are advised to apply 3 months before the expected enrollment date
 - International Students are advised to apply at least 6 months before.
 - Some departments may have different deadlines.

Eligibility Requirements

These are the eligibility requirements as stated by the School of Graduate Studies & Research.

Graduate Certificate Programs

To qualify for regular admission to a Graduate Certificate program, students must meet the minimum eligibility requirements as stated in the Master's degree section below, in addition to fulfilling the general admission requirements.

Master's Degree Programs

MA, MArch, MAT, MBA, MMus, MS, MSA, MSMLS, MSW, MSCID, MIDA, MPH

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies & Research as listed above, students must meet the following minimum academic standards in addition to the appropriate admission requirements.

- Hold a four-year baccalaureate degree from a regionally accredited American university or senior college, or its equivalent from a comparably recognized institution outside the U.S. Accreditation must be from an accrediting body recognized by the U.S. Department of Education or schools outside of the U.S. must have government recognition in the country of origin. Degrees or work

received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.

- 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. Visit Required English Proficiency for more information.
- 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.
- Satisfy one of the criteria below:
 - 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 3.00 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.

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from a regionally accredited American university or senior college, or its equivalent from a comparably, recognized institution outside the U.S. Accreditation must be from an accrediting body recognized by the U.S. Department of Education or schools outside of the U.S. must have government recognition in the country of origin. Degrees or work received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.
- Evidence of adequate preparation for doctoral-level graduate work. Applicants who have completed at least 16 semester credits of graduate work must have a graduate GPA at least equal to the GPA requirement for graduation from the program. Applicants with less than 16 graduate semester credits must have an undergraduate cumulative GPA of 3.00 or have a GPA of 3.30 in a minimum of 16 graded semester credits of course 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. Visit Required English Proficiency for more information.

Physical Therapy Degrees and Programs

Doctor of Physical Therapy (DPT), Transitional Doctor of Physical Therapy (t-DPT), Doctor of Science in Physical Therapy (DScPT), Orthopedic Clinical Residency Program

Professional degrees in the Department of Physical Therapy operate under the supervision of the Physical Therapy Professional Degree Council. This council has delegated authority to act as the Courses and Curriculum Committee for all Physical Therapy programs. The Physical Therapy Professional Degree Council formulates and approves general education requirements after consultation with the General Education Committee and develops academic, department, financial and other policies of its programs. See the Physical Therapy section of this bulletin for academic standards for these degrees and programs.

Theological Seminary Professional Ministerial Degrees

Master of Arts in Pastoral Ministry(MAPMin), Master of Arts in Youth and Young Adult Ministry(MAYYAM), Master of Divinity(MDiv), Doctoral of Ministry(DMin) Professional degrees in the Theological Seminary are not under the supervision of the School of Graduate Studies & Research. See the Theological Seminary section for academic standards for these degrees.

Admission Requirements

These are the minimum admission requirements based on each degree level; however, note that each graduate program may have unique admission requirements. Also, international students will need to submit additional requirements.

1. **Graduate Certificate Requirements** (Communication, Leadership, Religious Education, Educational Leadership, Campus Spiritual Leadership)
 - Statement of Purpose – At least 500 words.

- Professional History or Resume – Information about your employment, research, or special projects.
- Recommendations – Two professional or academic recommendations are required.
- Official Transcripts – From institutions where all post-secondary coursework was taken. Official transcripts must be sent directly from your school to The Office of Graduate Enrollment Management at Andrews University. These documents may also be delivered in a sealed envelope with the issuing school's seal.

2. **Master Level requirements** (MA, MArch, MAT, MBA, MMus, MPH, MS, MSA, MSMLS, MSW, MSCID, MIDA)

- Statement of Purpose – At least 500 words.
- Professional History or Resume – Information about your employment, research, or special projects.
- Recommendations – Two professional or academic recommendations are required.
- Official Transcripts – From institutions where all post-secondary coursework was taken. Official transcripts must be sent directly from your school to The Office of Graduate Enrollment Management at Andrews University. These documents may also be delivered in a sealed envelope with the issuing school's seal.
- Standardized Test – Most programs require the GRE (Graduate Records Exam) or GMAT (Graduate Management Aptitude Test) exam. This exam must be taken within five years prior to admission. Visit this link to see a full list of the programs that require these tests.

3. **Professional Master level requirements** (MDiv, MAPMin, MAYYAM)

- Statement of Purpose – At least 500 words for MAPMin and MAYYAM. The MDiv program requires additional questions.
- Professional History or Resume – Information about your employment, research, or special projects only required for MAPMin and MAYYAM.
- Recommendations – Three specific recommendations are required. Visit the appropriate program for more details.
- Official Transcripts – From institutions where all post-secondary coursework was taken. Official transcripts must be sent directly from your school to The Office of Graduate Enrollment Management at Andrews University. These documents may also be delivered in a sealed envelope with the issuing school's seal.
- 16 PF test – Complete the Sixteen Personality Factor Questionnaire as directed. Students in the MAPMin Spanish track, do not need to complete this test.

4. **Doctoral Level requirements** (EdS, EdD, PhD, ThD, t-DPT, DScPT, DMin, DPT)

- Statement of Purpose – At least 500 words. Each program may require specific questions. Visit the appropriate program for more details.
- Professional History or Resume – Information about your employment, research, or special projects.
- Recommendations – Three professional or academic recommendations are required. Visit the appropriate program for more details.
- Official Transcripts – From institutions where all post-secondary coursework was taken. Official transcripts must be sent directly from your school to The Office of Graduate Enrollment Management at Andrews University. These documents may also be delivered in a sealed envelope with the issuing school's seal.
- Research Paper – Most programs require submission of a research paper that showcases your best writing work.
- GRE (Graduate Records Exam) exam – Most programs require this test. It must be taken within five years prior to admission. Visit this link to see a full list of the programs that require this test.
- Applicants for the DPT Program must apply through the Physical Therapy Centralized Application Service (PTCAS). For more information, see the Physical Therapy section of this bulletin.

5. **Post-Doctoral Certificate requirements** (Leadership)

- Statement of Purpose – At least 500 words.
- Professional History or Resume – Information about your employment, research, or special projects.
- Recommendations – Two professional or academic recommendations are required.
- GRE (Graduate Records Exam) exam – This exam must be taken within five years prior to admission.

International Studies

In addition to fulfilling the regular admission requirements, international students need to submit additional documents in order to complete their graduate application.

Additional Admission Requirements

- **Transcripts** are needed in the original language and translated to English. Students have two options for submitting their transcripts:
 - Sending transcripts directly from the university attended. Official, literal English translations of transcripts, along with the original–language documents, from institutions where English is not considered the official language.
- OR
- Having official transcript evaluations done through one of our approved credential evaluation agencies: WES, AACRAO or ECE. Evaluations must be sent directly from the organization to us and must include:
 - At least the overall GPA
 - Degree title equivalent in the U.S.
 - Date the degree was conferred
- These are the guidelines you must follow if you use any of the approved credential evaluation agencies:
 - WES: Students who choose this organization must request the WES International Credential Advantage Package (WES ICAP) which includes verified copies of official transcripts. Students using WES ICAP will not need to submit additional copies of transcripts
 - AACRAO: Students who choose this organization must also send official transcripts in both the original language and in English to the office of Graduate Enrollment Management
 - ECE: Students who choose this organization must also send official transcripts in both the original language and in English to the office of Graduate Enrollment Management
- **English Proficiency:** International students must demonstrate their proficiency in English. Visit the English Language Requirements section for more information
- **Bachelor's degree diploma:** A copy of the literal English translation of the diploma, along with the original–language document may be sent by email. The copy of the Diploma is not needed if the transcripts come through an approved credential evaluation agency (WES, AACRAO, ECE) listing the graduation date.
- **Secondary documents:** A copy of these Secondary Documents may be required where applicable:
 - Baccalaureate for the French System
 - Abitur Diploma for the German System
 - A–level results for the British system
- **Summary of Educational Experience:** Complete the educational summary form provided at the time of application and submit to the Office of Graduate Enrollment Management

Special Requirements

International Students who wish to become full time students (F1 visa) must obtain an I–20 form before applying for a visa. The requirements for obtaining and I–20 form are:

- Academic Acceptance
- Payment of \$3,000 advance deposit (not required for Mexico or Canada)
- Submit the Estimated Budget Sheet form
- Notarized affidavit of support for all personal funds and/or sponsorships
- Bank documentation for the previous 12 months
- A full semester payment in advance is required for citizens of Kenya and Ethiopia
- A full semester payment in advance is required for students in the Masters of Divinity program

Please visit the Office of Student Financial Services for more information.

Full–Time Status

International students must retain their status as full–time students as required by the United States Immigration and Naturalization Service (INS). They must enroll for a minimum of 8 credits each semester (MDiv minimum is 9 semester credits) while in the U.S. They may also work on a part–time basis only on campus and if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students should visit Full–time Status.

English Language Requirements

English is the language of communication and instruction for all programs on the Michigan campus and at most sites across the United States or Canada. All students whose first language is not English must demonstrate adequate proficiency in English to succeed in this academic setting.

Minimum scores required

Internet–based TOEFL (iBT)	80
Paper–based TOEFL (ITP)	550
MELAB	80
IELTS	6.5
PTE(Academic)	54

The following programs require a higher English test score. Please visit the appropriate links in order to learn more:

- MA Communication
- MA English
- Masters of Divinity
- MA TESOL
- DPT Physical Therapy

Guidelines

- These tests must be taken within two years prior to enrollment.
- Applicants may not be required to fulfill the English language requirement if one of the following takes place from an educational institution where English is the language of communication and instruction:
 - Completion of education from at least the ninth through the twelfth grade and a high school diploma or equivalent.
 - Completion of a bachelor’s degree (BA or BS) and diploma from an undergraduate college or university.
 - Completion of a graduate degree.
- Students who score below these levels may complete the language requirements by enrolling in Intensive English Program courses (ENSL) on the Andrews University campus and passing the Exit Exam for English as a Second/Foreign Language.
 - The ENSL course work for a student’s academic program is formulated on the basis of the results of MELAB (Michigan English Language Assessment Battery), TOEFL (Test of English as a Foreign Language), or IELTS (International English Language Testing System), 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 need to take ENSL courses will need to budget for additional costs.
 - The Counseling & Testing Center in Bell Hall offers the Internet–based TOEFL and MELAB by appointment. The Center for Intensive English in the College of Arts & Sciences offers the Institutional paper–based TOEFL (ITP).

Required Tests

GRE and GMAT

Students are expected to take the GRE General Test or GMAT exam prior to enrollment. The following programs must take either the GRE General Test or the GMAT exam as listed below:

DEGREE	EXAM
DPT, EdS, EdD, MA, MArch, MAT,MS, MSA, PhD, ThD	GRE
MBA	GMAT
MSA Church Administration	GMAT or GRE
MA Pastoral Ministry, MA Youth Ministry, MDiv, DMin	GRE is not requested

The GRE is **not** required for these programs:
Professional degrees in the Theological Seminary, MSW, MSCID, MSMLS, MA Music, MMuS, Post–Professional t–DPT and DScPT.

Guidelines

- Exams are to be taken no more than five years before the date of admission.
- The Andrews University code of 1030 must be used when requesting GRE scores form Educational Testing Services www.ets.org/gre
- The Andrews University code of VVG–G6–19 must be used when requesting GMAT, scores from www.mba.com.

- The Prueba de Admisión a Estudios de Postgrado (PAEP) may be substituted for the GRE as an entrance requirement for any cohort taught in Spanish.
- Students may be allowed to enroll for a maximum of one semester before taking the exam at their school's/department's/program's discretion. They may not enroll for a second semester prior to meeting this requirement.
- The GRE scores may be waived for master's applicants who have graduated with a previous United States master's degree from a regionally accredited institution, or a United States master's degree equivalency from an accredited or government recognized institution outside of the U.S.
- All EdD, PhD, ThD programs and the EdS School Psychology require general GRE test scores prior to admission. In cases of extreme hardship students applying to the EdS School Psychology program may contact the Department of Graduate Psychology & Counseling for an exception to this policy.
- Admission GMAT requirements can be obtained by one of the following:
 1. Attain formula score of 1,000 points, calculated by taking the undergraduate cumulative GPA X 200+GMAT score \geq 1,000
OR
 2. Five years of documented and approved work experience and earned a grade of at least a B– in statistics and a grade of at least B– in pre-calculus algebra, OR
 3. On-campus Andrews University undergraduate business students with a cumulative GPA = or > 3.0 and earned a grade of at least a B– in statistics and a grade of at least B– in pre-calculus algebra.
- See Andrews Graduate Scholarship to learn about the GRE or GMAT Scholarship.

Availability

1. The Graduate Scholarship is available for full time students in:
 - All on campus Master programs (except professional master programs).
 - Professional Doctoral level programs: EDS, EDD, DPT.
 - Doctoral programs PhD, ThD.
2. The Graduate Scholarship cannot overlap with another discount from an Andrews University budget.
3. The Graduate Scholarship will not be available for programs that already have a discounted tuition below the standard tuition rate. If the Graduate Scholarship is greater than the discount provided by the specific program, then the difference will be awarded as an additional scholarship.
4. The Graduate Scholarship does not apply for staff members that are using the free class benefit from Andrews University. If the Graduate Scholarship is greater than the discount for which the staff member is eligible for, the difference will be awarded as an additional scholarship.
5. The Graduate Scholarship will be assigned by the School of Graduate Studies and Research and applied by the Office of Student Financial Services at the time of a student's registration.

Scores

The Graduate Scholarship is a tuition reduction percentage and is awarded as follows:

Tuition Reduction	Combined Verbal and Quantitative GRE Scores	GMAT Score
10%	≥ 300	≥ 500
25%	≥ 310	≥ 550
50%	≥ 320	≥ 600

Time Limits

The scholarship is available for the following number of semesters:

Master's Level programs	4 Semesters
EDS, EDD, DPT	6 Semesters
PHD, THD	8 Semesters

Eligibility

1. New graduate students who meet the appropriate GRE/GMAT scores are eligible for the Graduate Scholarship if:
 - The students took the GRE/GMAT prior to the start of the first semester.
 - For example, students registering for their first semester in the Fall 2013 should have taken the GRE/GMAT prior to the start of that semester.
 - The students took the GRE/GMAT test during their first semester in the graduate program. However, because the GRE/GMAT was taken during their first semester of registration the GRE/GMAT scholarship will be applied in their second semester.

- For example, students who took the GRE/GMAT during their first semester of Fall 2013 are eligible for the scholarship in their second semester, Spring of 2014. Fall 2013 will count as one of the semesters of the scholarship.
- The student took the test multiple times in their first semester. In that case, the highest score will count toward the GRE/GMAT scholarship. However, because the GRE/GMAT was taken during their first semester of registration the GRE/GMAT scholarship will be applied in their second semester.
 - For example, if students took the GRE/GMAT multiple times in their first semester of Fall 2013, then the highest GRE/GMAT score will count toward their scholarship for Spring 2014. Fall 2013 will count as one of the semesters of the scholarship.
- 2. In order to retain the Graduate Scholarship, students are required to maintain the minimum GPA for their program. Students whose GPA falls below the required minimum for their program will permanently forfeit the scholarship.
- 3. Scholarship money will not be applied retroactively to any coursework started prior to taking the exam.
- 4. Students applying and accepted to a second graduate degree, who already had received the Graduate Scholarship, will be eligible to the scholarship for the new program if the GRE/GMAT scores are not older than 5 years.

Discount Percentage	Programs
25%	MA Religion
	MA Religious Education
	MA Youth and Young Adult Ministry
	MAPMin
40%	CIDP
33%	MDIV/MSW
	MAYYAM/MSW
38%	MA Youth Ministry
	MAPMin
50%	PhD Counseling Psychology
	EdS School Psychology
	MA School Counseling
	MS Special Education
	MA Clinical Mental Health
	Leadership Certificate
	Post-MS Nursing Education Certificate
Varied	MPH Nutrition & Wellness
	MDIV Credits \leq 5
Subsidized	MDIV
Reduced Tuition	DPT
	DScPT
	MBA
	MBA Online

Please visit Financial Information section and the program page for more information.

Refusal or Annulment of Admission

Applicants may be refused admission

- When they do not meet the admission standards
- When they submit documents found to be falsified
- Admission status may be cancelled 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 falsified.

Admission Enrollment Categories

Students are admitted and enrolled under one of the following categories:

Regular Status. Students are admitted on a regular basis when they meet the:

- General admission requirements
- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

Provisional Status. Students who fail to meet one or more of the requirements for regular admission may be admitted on provisional status. This can be done if the appropriate dean, department chair, or graduate program coordinator believes the student has the ability to be successful in the desired program.

At the time the provisional admission is granted, the student's deficiency is noted. A plan and a deadline to remove the deficiency is made clear. Deficiencies must be met and the regular status must be granted by the time the student completes 50% of the total requirements for graduate certificate and master's programs or 16 credits for EdS and doctoral programs. Students who fail to meet these requirements are dropped from the program in which they had provisional admission.

Students enrolled on provisional status may not:

- register for thesis or independent study
- request advancement to degree candidacy
- take comprehensive examinations.

Permission to Take Classes (PTC) or Guest Student

PTC is for students holding a U.S. bachelor's degree from an institution accredited by a validated accreditation body or its equivalent outside the U.S. The PTC status is especially designed to allow the enrollment of qualified students in special classes including workshops and guest students from other universities. PTC is a temporary enrollment designation, not an admission category.

PTC Status is for:

- Applicants who have no intention of earning a graduate degree from Andrews University.
- 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.

Guidelines

- Enrollment on PTC status does not guarantee or imply future admission to a degree program.
- Normally, transcripts are not required for PTC enrollment.
- PTC enrollment must be requested each semester that the student wishes to enroll in a course.
- Courses taken on PTC status generally do not count toward a graduate degree. However, after the student has been accepted into a graduate program: up to 8 credits, 15 credits in some Theological Seminary programs, and up to 50% of the graduate certificate programs may be applied by petition.
- Petition requests should be filed during the first semester the student is enrolled in the graduate program. Petitions are evaluated on an individual basis and they are not automatically approved.
- Students registered on PTC status cannot have dual enrollment. If the student applies simultaneously for a graduate program, the department and school will notify the student in writing of their admission decision.

Dual Enrollment Status

Dual enrollment is available to:

- Students who already hold a Bachelor's degree and want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree.
- Graduate students who want to pursue two graduate degrees at the same time
- Undergraduate students who want to get graduate credits while finishing their undergraduate degree.

Graduate and Undergraduate Enrollment (for those who already hold a Bachelor's degree)

The student must satisfy or abide by the following:

- 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.
- Undergraduate credits earned toward the additional baccalaureate degree may not be used towards the total credits needed for completion of the graduate program
- The GPA on undergraduate credits does not count toward the graduate GPA

Graduate and Graduate Enrollment

The student must satisfy or abide by the following:

- 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 appropriate graduate programs
- Submit for approval a planned program for completion of the two graduate programs to the advisors from both programs
- 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 & Research. They, in turn, will clear the student for regular admission for both 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.

Undergraduate and Graduate Dual Enrollment

- Visit this link to learn more about the guidelines of the Undergraduate and Graduate Dual Enrollment status.

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

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

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).

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. Applications 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 was 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 another 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.

Graduate Academic Information

Academic Credit and Course Loads

The course load is expressed in semester credits. A semester credit represents a class with one 50-minute class period or equivalent each week for one semester. Thus, a 3-credit class ordinarily meets three periods (150 minutes) each week and requires additional appropriate time for class preparation.

Course Loads. The normal full-time graduate course load is 8–12 credits each semester (9–16 credits for MDiv students). Loads in excess of a full load must be approved by the advisor and the appropriate dean/graduate program coordinator before completing registration. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer. Students engaged in part-time employment must talk with their advisors and adjust their course loads accordingly.

Credits for Workshops and Independent Study. Normally, master's-degree students may accumulate up to 6 appropriate workshop/tour credits and up to 6 independent study credits toward a degree with a maximum of 9 credits combined. If workshops are taken during the semester breaks, the credits are counted as part of the class load for either the semester before the break or the semester following the break. Specialist or doctoral students in the School of Education or the SDA Theological Seminary should read the section in this bulletin that applies or the appropriate specialist or doctoral handbook for information about limits on workshops or independent study.

Residency Requirements

All PhD and ThD students must establish doctoral residency by enrolling in full-time doctoral course work at Andrews University three out of any four consecutive semesters. EdD students establish residency by enrolling full-time for any three out of nine consecutive semesters.

Students enrolled in the professional ministerial or religious education programs of the Theological Seminary or in the School of Education leadership program should read the appropriate section of this bulletin concerning residency requirements and time limitations.

Active Status. Before advancement to candidacy, master's degree students are considered to be on active status in a program if they enroll, for credit, for at least one semester during each academic year (summer–spring terms).

After advancement to candidacy a master's degree student must maintain active status by being registered continuously for credit courses or non-credit continuation status. Non-credit continuation status includes research or program continuation.

Non-credit research continuation includes project/thesis continuation, recital continuations, and/or comprehensive exam preparation.

When not enrolled in the above, non-credit program continuation is used to maintain access to University services, e.g.: library services (including online database), ITS resources (including e-mail), faculty advising, and research supervision for graduate students taking their programs on the main campus (Berrien Springs). Program continuation carries a fee (See Continuation Fee in Financial Information).

Specialist and doctoral students who have completed their coursework and have registered for all their dissertation credit must maintain active status. Active status may be achieved by registering for non-credit continuation courses such as Program Continuation, Comprehensive Exam Preparation, Project Preparation and Dissertation Continuation.

The special needs of graduate students in extension and affiliation programs will be addressed in the agreements and procedures established for each site and/or degree program.

Governing Bulletin

Normally, students meet the requirements of the bulletin in force when they begin their graduate program. As long as they remain on active status, students may elect to meet the requirements of 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 & Research 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 required to take additional courses.
- Grades from all graduate courses taken at Andrews University, including those more than six years old, and those taken on a PTC basis, are used in computing the final GPA.
- School of Education students should visit Time Limits, in Doctoral Degrees (EdD/PhD) section for more information.

Time Limits on the Specialist Degree. A student must complete the requirements for a specialist degree within six calendar years from the beginning of the first semester of class work regardless of admission classification.

Time Limits on Doctoral Degrees. Whereas the doctoral degree is the highest academic degree possible and therefore requires stellar academic preparation and integrity; and whereas the program faculty are the gatekeepers of academic integrity, this policy on Time Limits on Doctoral Degrees provides program faculty with a framework for ensuring academic integrity.

All doctoral course work and the comprehensive examinations must be completed within six years from the initial registration after acceptance into the doctoral program. The student must complete the dissertation within a period of five years after passing the comprehensive examinations. Further, all requirements must be met within a total of ten years (seven years for the Department of Graduate Psychology & Counseling and the Department of Leadership). A petition for an extension of time may be granted by the School of Graduate Studies & Research upon the recommendation of the dean, and after action by the appropriate school/college committee.

Ordinarily, a student may be granted a maximum of two one-year extensions. Failure to successfully complete the degree by the end of the extensions granted shall result in dismissal from the University. The following will be considered when reviewing a request for a one-year extension:

- The student's documenting the extenuating circumstances that merit a time extension,
- Continuous enrollment in dissertation credits or zero-credit dissertation continuation,
- A petition with the appropriate signatures explicitly describing the amount of work left to be done for the degree and the month and year the student plans to defend the dissertation.

The documents in support of the petition shall include:

- i. a copy of the student's updated course of study, with projected graduation date, documenting which courses will fall outside the time limit based on the projected graduation date;
- ii. a letter demonstrating how the student has remained current in the specified content area (i.e., publications, seminars, conferences, independent readings, professional development courses, tutorials, coursework from other institutions, college level teaching assignments, additional job responsibilities, etc.);
- iii. any additional documentation or support for the student's request.

Inactive Status. Throughout the doctoral program, the student is expected to make progress and to keep in contact with the department. If one year passes without progress and without approval from the student's advisor, the student is put on inactive status and must apply to be reactivated. Students in the Department of Graduate Psychology & Counseling and the Department of Leadership should visit Time Limits, in Doctoral Degrees (EdD/PhD) section for more information.

Students must comply with the Bulletin in effect when the reactivation is approved. Course work taken previously may apply by petition, subject to the normal time limits and GPA standards. The cumulative GPA from all courses taken, including any that may not apply to the new program, is used to compute the GPA requirements for satisfactory progress and completion of the degree.

Updating Courses

Updating Master's Degree Courses. Students working towards a master's degree may update some outdated course work. However, graduate classes in the School of Business Administration and computer courses in the College of Technology may not be updated. Those courses that may be updated are subject to the following policies:

- No more than 25% of the total program credits from courses 6–10 years old may be updated. No work over 10 calendar years old, calculated from the graduation year, may be updated.

- Not all courses between 6 and 10 years old may be updated. Each course must be approved by the department.
- No course work with a grade below a B (3.00) may be updated.
- Outdated work done elsewhere cannot be updated at Andrews University.
- Independent study, workshops, and directed readings cannot be updated.
- The requirements for updating are specified by the department on a course-by-course basis.
- Written evidence of the updating must be approved by the department chair and the appropriate dean or graduate program coordinator.
- Updating a course does not change the grade in the course used in computing the GPA.
- The updating fee is 20% of regular graduate tuition.

Academic Standards

Students enrolled in graduate programs governed by the School of Graduate Studies & Research should note the following standards of scholarship. Students enrolled in Physical Therapy, the Theological Seminary professional ministerial programs or in the School of Education EdS, EdD, and PhD programs should read the requirements for their specific programs in the appropriate sections of this bulletin.

Minimum Standards of Scholarship. Candidates for graduate degrees must satisfactorily fulfill the course of study for the degree program they select subject to these standards:

- A minimum GPA of 3.00 (4.00 system) is required in those courses that apply to the degree.
- No course with a grade of D or F (or U) may count toward a graduate degree. Some departments may require a higher satisfactory grade in certain courses.
- If a student receives an unsatisfactory grade as defined above, the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA.
- Credit by examination is not accepted toward a graduate degree.
- Candidates for a master's degree must pass comprehensive examinations and/or formally defend a master's thesis or an acceptable alternative for a particular program as approved by the Graduate Council. Candidates for specialist and doctoral degrees must pass comprehensive examinations. Doctoral degree candidates must complete and formally defend a dissertation. Clinical doctoral degrees must complete a capstone project.

Standards for Progression. In addition to the following standards, master's, specialist, and doctoral students should consult the appropriate section of this bulletin and their respective handbook.

- The cumulative GPA must be at least 3.00 calculated using all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the time limits for degrees, and courses taken PTC. Exceptions to this standard must be recommended by the dean/graduate program coordinator and approved by the dean of the School of Graduate Studies & Research.
- 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 & Research.
- 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 & Research.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
 - English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work for a master's or specialist degree or 25% of his/her course work for a doctoral degree.
 - Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work. Doctoral students should take care of

background deficiencies before starting on required doctoral course work.

- A minimum GPA equal to the GPA requirements for graduation from the program must be met by the time the student has completed 9 graduate credits.
 - A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- Students on academic probation or provisional status may not:
 - Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
 - Register for project credit except by permission from the dean/graduate program coordinator of the college/school
 - Advance to degree candidacy or take comprehensive examinations.

Awarding Degrees for Graduate Programs

General Minimum Requirements for a Master's Degree

(MA, MAT, MBA, MMus, MS, MSA, MSMLS, MSW, MIDA, MSCID)

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must satisfactorily fulfill a schedule of studies approved by the student's advisor and the graduate program coordinator or dean of the appropriate school.
 - The number of credits to be completed depends on the minimum requirements for the degree.
 - The student's schedule of studies must include at least one-half of the required minimum credits in course work numbered 500 and above. Exceptions are made where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.
- The student must submit evidence of competence in conducting investigation in his/her field of study. A student may fulfill his requirement by one of the following, depending on the particular degree program:
 - A thesis
 - Written reports of one or two research projects
 - Research methods or other appropriate course work.
- Where required, and only after a student has been advanced to degree candidacy, he/she must successfully complete general written and/or oral comprehensive examination(s) as prescribed by the student's major department. Usually this is done within the last semester of a student's program.
- 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," 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 Physical Therapy section of this bulletin and the *Physical Therapy Student Handbook* 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 credits taken at another accredited/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 credits to be transferred do not exceed 20% of the minimum credits required for the new master's program.
- 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 credits is on file in the Office of Academic Records. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

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

Transferring Credit from an Andrews Graduate Certificate Program to Another Program. All credits in an Andrews University graduate certificate program are eligible for transfer into a graduate degree program subject to approval by the program faculty and the school dean if taken within the established time limits for the degree.

Transferring Master's Degree Credits from Another Andrews Program. Graduate courses taken at Andrews University as part of another 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.
- A minimum of 80% of the requirements for the master's degree must be taken as Andrews University credits that are not applied towards any other Andrews University master's degree.
- 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.

Seminary professional ministerial degree programs have special transfer limitations. See the appropriate section of this bulletin for details.

Transferring Specialist Degree Credits. Read the Educational Specialist section of this bulletin or the School of Education Handbook for Educational Specialist Students.

Transferring Doctoral Degree Credits. Post-master's transfer credit, if appropriate to the student's program, may be accepted if (1) the credits were completed within the time limitations indicated in the appropriate section of this bulletin and (2) the transfer complies with the provisions in the School of Education and the Seminary Handbooks for doctoral students. A petition for transfer of credit is considered only after an official transcript for the course is received. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

Exceptions. Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies & Research on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions will be considered individually in the light of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions.

Student Supervisory Committees

Master's Degree Committees. A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis advisor and normally two other members. **Exception:** For an interdisciplinary master's degree, a committee is appointed before initial registration. All other master's-degree student committees are appointed after some course work has been completed and before registration for thesis credits. Only rarely may a student's committee be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief advisor. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

Doctoral Degree Committees. The dissertation committee shall consist of a minimum of three members, including the chair. Two of the three members, including the chair, shall be selected from among the current full time Andrews graduate faculty at the appropriate category with at least one member being from the school in which the student is enrolled. The third member may be from the Andrews graduate faculty at the appropriate category or a person outside the University whose record of scholarship is equivalent to that required of a member of the Andrews graduate faculty at the appropriate category. Additional persons may be added either from the Andrews graduate faculty or from outside the University where specialized expertise is needed with the approval of the School of Graduate Studies & Research.

Comprehensive Examinations

Most master's- and all specialist- and doctoral-degree candidates are required to take prescribed written and/or oral comprehensive examinations as required by the department.

Master's-degree students are not permitted to sit for these examinations until they have been officially advanced to degree candidacy. EdS and doctoral students normally sit for comprehensive examinations after all course work is completed and after applying for degree candidacy. Candidacy is not granted to doctoral students until the comprehensive examinations have been passed.

See the appropriate sections of this bulletin and the *School of Education Handbook for Doctoral Students*, the *School of Education Handbook for Educational Specialist Students*; the *Doctor of Physical Therapy Student Handbook*, t-DPT/DSCT Student Handbook; or the *Graduate Programs Manual* for details about examinations for master's, specialist, or doctoral students.

Advancement To Degree Candidacy

Master's Degree. Upon completion of 50% of course work, a student must apply for advancement to degree candidacy. Forms are available at the office of the appropriate dean or graduate program coordinator. The forms should be completed by the student, approved by the advisor and the department chair, and returned to the office of the dean or graduate program coordinator.

- At the time a student files an application for advancement to degree candidacy, he/she must have:
 - Received regular admission status
 - Applied for graduation
 - Completed all curriculum and English-language deficiencies that may have existed
 - Demonstrated foreign-language proficiency where required.
- A student who has completed 75% of his/her program is not allowed to register for further course work until the advancement to degree candidacy forms have been filed with the appropriate dean or graduate program coordinator.
- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

Educational Specialist Degree. Read Educational Specialist section of this bulletin and the *School of Education Handbook for Educational Specialist Students* for information on degree procedures.

Doctoral Degree. The Application for Admission to Doctoral Candidacy form must be filed at least one month prior to the scheduled date of the comprehensive examination.

Approval for degree candidacy is granted when the student has

- Received regular admission status
- Completed all curriculum and English–language deficiencies that may have existed
- Demonstrated research tool proficiency, including foreign language when required
- Passed all comprehensive examinations
- Completed all other degree requirements except the dissertation.

Projects, Theses and Dissertations

Projects. The student who elects to complete a research project or projects as part of fulfilling the research requirement for the master’s degree or clinical doctorate reports it/them in conformity to the *Andrews University Standards for Written Work*. One copy of each report is submitted to the instructor under whose supervision it was prepared. It becomes the property of the department. Completed and signed approval forms for the project(s) must be filed in the Office of Academic Records no later than noon on Friday, one week before graduation, unless an earlier time is specified by the department. Some departments require approval of the project(s) before writing the comprehensive examinations. If students need time for project preparation beyond the semester(s) when regular project credits are accumulated, they may register for project continuation. Project continuation is a non–credit enrollment status that requires a small fee for each semester of registration.

Master’s Thesis. To fulfill the thesis option for the master’s degree, a student is required to write a thesis and successfully defend it in an oral examination at an officially designated time and place.

Doctoral Dissertation. For doctoral programs requiring a dissertation, the student is required to write and successfully defend a dissertation in an oral examination at an officially designated time and place.

Registration for Thesis Credits—Committee Guidance. When a master’s student is required or elects to write a thesis, he/she should register for it initially no later than one semester before the anticipated graduation date. The student may register for 2–6 thesis credits per semester with a maximum of 9 total credits for the thesis. The student is guided from the beginning of thesis preparation by a committee, normally consisting of two to three members, appointed before registering for thesis credits. The committee chair serves as thesis advisor.

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 the general requirements under Doctoral Degrees and the *Handbook for Doctoral Students* for information regarding dissertation credits. Students in the Seminary should read the Academic Policies in the Theological Seminary section 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 dissertation secretary is Bonnie Proctor, phone: 269–471–3276, e–mail: proctorb@andrews.edu. 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 Office of Academic Records.

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.

- 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 & Research 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 for duplicating the copies that stay with the University. The School of Education requires four copies (two for the Library and two for its own use). The Seminary requires five copies (two for the Library and three for its own use). These copies do include one copy for the student’s dissertation chair. Master’s students are billed for only three copies: two for the Library and one for the School involved.
Option 2. The student personally arranges for duplicating the required number of copies of the thesis or dissertation. These are delivered to the dissertation secretary.
- Doctoral students must submit a digital PDF file of their dissertation to (1) ProQuest/UMI and (2) the dissertation secretary (for inclusion in the James White Library catalog). Contact the dissertation secretary for assistance and forms.
- Master’s students must submit a digital PDF file of their thesis to the dissertation secretary for inclusion in the James White Library catalog. Contact the dissertation secretary for assistance and forms.
- At this point, the dissertation secretary submits the Notification of Thesis/Dissertation Completion form to the Office of Academic Records, and the thesis/dissertation process is complete.
- Strict adherence to the deadline of 10 days before graduation 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 photocopying and binding.

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.

Financial Information

Tuition and Fees

Andrews Partnership Scholarship

Andrews University is pleased to offer its full-time undergraduate students the Andrews Partnership Scholarship in recognition of their academic achievement. This scholarship affirms the university's commitment to partnering with families and students to achieve an educational dream in a Christian environment at Andrews University. Scholarships range from \$10,000 to \$40,000 to complete a four-year degree for incoming freshmen who have never attended college. Andrews University also has an Andrews Partnership Scholarship to honor its continuing, transferring, Canadian and international students.

Estimated Costs for Undergraduate

	<u>Per Credit</u>	<u>Per Semester</u>	<u>Per Year</u>
Full-Time Tuition			
12–16 credit hours		\$12,324	\$24,648
under 12 credit hours	\$1,028		
over 16 credit hours	839		
Residence Halls (double occupancy – Lamson, Meier, Burman)		\$2,082	\$4,164
Food (minimum)		\$1,650	\$3,300
General Fee		<u>\$411</u>	<u>\$822</u>
TOTAL		\$16,467	\$32,934
Co-Curricular Fee*		up to \$358	up to \$716
Books/Supplies		\$550	\$1,100
Residence Hall (double occupancy – Damazo Hall)		\$2,282	\$4,564
Residence Hall (single occupancy – Lamson, Meier, Burman)		\$3,124	\$6,248
Residence Hall (single occupancy – Damazo Hall)		\$4,564	\$9,128

Course/Lab Fees (varies, see current class schedule for amounts)

* The Co-Curricular Fee is not assessed until the end of the semester. It may be reduced or eliminated depending on a student's level of completion of the co-curricular requirement. See Co-Curricular Fee.

Estimated Costs for Graduate

	<u>Per Credit</u>	<u>Per Semester</u>	<u>General Fees per Semester</u>
Full-Time Tuition			
Master's degree (12 credit hours)	\$964	\$11,568	\$312
Doctoral degree (8 credit hours)	\$1,122	\$8,976	\$312
Seminary	\$1,122	\$8,976	\$328
Educational Specialists (8 credit hours)	\$1,122	\$8,976	\$312
MDiv Registration Fee			
Fall, Spring		\$2,758	
Summer		\$2,075	
General Fee		\$328	
Continuation Fee			
Master's Program Continuation		\$225	
Master's Project/Thesis		\$225	
Doctoral Dissertation		\$563	
School of Education Degree Reactivation		\$563	
Leadership (Program Dissertation Continuation)		\$1,122	
Physical Therapy Capstone Project/Program		\$220	
Continuation			
Seminary		\$600	
Preparation for Comprehensive Exams		\$108	
Master's Recital		\$108	
AVIA460 Program Coordination		\$281	

International Students must provide the following information

<u>International Students</u>	<u>Canadian Students</u>
<ul style="list-style-type: none"> Balanced Estimated Budget Sheet 	<ul style="list-style-type: none"> Balanced Estimated Budget Sheet

- Notarized affidavit of support for all personal funds and/or sponsorships
- Twelve-months worth of bank documentation
- \$3,000 advance deposit
- Notarized affidavit of support for all personal funds and/or sponsorships
- Twelve-months worth of bank documentation

Refer to International Students for details.

Other Financial Information

Who To Contact

The **Office of Student Financial Services (SFS)** assists applicants in making financial arrangements to attend Andrews University through **financial clearance**. Students with questions about financial assistance that they may qualify for should contact Student Financial Services. Applicants of Federal Financial Aid need to apply and complete the process well in advance of enrollment to assure consideration of all resources, particularly limited ones, and to assure a smooth registration process.

Contact information:

Website:	www.andrews.edu/sf
Address:	Office of Student Financial Services Andrews University 4150 Administration Dr Berrien Springs MI 49104-0750 269-471-3334 or 800-253-2874
Telephone:	269-471-3334 or 800-253-2874
Fax:	269-471-3228
Email:	sfs@andrews.edu

Office of International Student Services. All international students who enter the U.S. on an Andrews University I-20 Form are considered Andrews University students. They must report immediately upon arrival to the Office of International Student Services. The office is located in the Campus Center.

Telephone:	269-471-6395 or 800-253-2874
Fax:	269-471-6388
Email:	iss@andrews.edu
Website:	www.andrews.edu/iss

Office of Employment

The **Office of Employment**, which is part of Human Resources, assists students with on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests and is responsible for updating employment files. The office is located in the Administration Building, Second Floor.

Telephone:	269-471-3570
Fax:	269-471-6293
Email:	employment@andrews.edu
Website:	www.andrews.edu/hr

Office of Student Insurance

The **Office of Student Insurance**, which is part of Employee Services, Human Resources, provides information regarding student accident and sickness insurance, as well as providing a student advocate to help mediate for the student, if necessary. The office is located in the Administration Building, Second Floor.

Office of Student Insurance

Telephone:	269-471-3097
Fax:	269-471-6293
Email:	stuins@andrews.edu

Insurance

Rates

Single student premium (approximately)	* \$1,191
Student & 1 Dependent	* \$2,876
Student & 2 Dependents	* \$4,320

* Rates reflect 2013–2014 school year and are subject to change each school year.

Accident/Sickness. Every international student in “student status” and every other student registered for 6 or more credit hours is to be covered by at least an Accident and Sickness Plan. This may be purchased through the university by signing up online in Registration Central at registration time. International students are required to include all dependents that are here in the U.S. and there is an additional fee for adding dependents. Payment for this coverage can be charged to the student's account. The insurance is non-refundable after the drop/add date.

International students are required to have health insurance irrespective of their class load.

Waivers. Students who have comparable coverage from elsewhere may waive the student health insurance plan by entering their health insurance information in

Registration Central at the time of registration. Proof of health insurance must be taken to the Office of Student Insurance in the Administration Building before the drop/add date for verification of coverage each semester.

Brochures. Information describing the health insurance coverage can be viewed at www.andrews.edu/hr/stu_insurance.html or at the Office of Student Insurance in the Administration Building.

The health insurance premium is charged to the student’s account via information entered in Registration Central. A waiver will prevent this charge from occurring (see Waivers above).

Medicaid. Michigan Medicaid is considered proof of insurance for U.S. citizens and Permanent Residents and should be entered into the waiver section of Registration Central at the time of registration. The only difference is that the student will be required to bring their current Medicaid card to the Student Insurance office in the Administration Building **before drop/add date** for verification of current coverage. This must be done for each registration period that the student is enrolled in school. If proof of current Medicaid is not provided, the student will be charged for the student insurance and the charge will be **non-refundable**.

Note: Medicaid from any other state will not be accepted as proof of insurance.

Student Employment

Students desiring part-time employment must be enrolled fulltime (12 undergraduate credits, 8 graduate credits, or 9 Master of Divinity credits) and they must complete the necessary paperwork at the Office of Employment. To be employed, students must show the Office of Employment original documents (no photocopies) that establish their identity and employment eligibility, such as a U.S. passport, birth certificate, or social security card.

The University allows students to work, as work is available, up to 20 hours per week during the academic year. To maximize work opportunities, the student should schedule their classes so that large portions of the mornings or afternoons are free. Professional performance and conduct is expected in all on-campus employment.

Payroll Schedule. Andrews University follows a biweekly payroll schedule. Student employees are responsible for having their time submitted to their department supervisors each Monday morning. The university does not issue payroll advances for time turned in late.

Dictionary of Miscellaneous Money Matters & General Fees

Students have two types of expenses while attending the university—educational (tuition, books, insurance and fees) and living (housing and meals).

The University makes every effort to maintain the costs published in this bulletin. The University reserves the right to make changes as necessitated by unexpected increases in costs. Such changes are announced in advance of the semester in which they become effective.

Additional Costs. The online registration process, Financial Plan, estimates the two types of costs mentioned in the preceding section. However, students may incur additional expenses that are not estimated at the time of pre-registration. These billed expenses may include, but are not limited to, lab fees, class fees, trips and tours, club fees, printing charges, and expenses related to a major such as photo store charges. Many of these expenses are described in more detail in the following pages. Fees are non-refundable.

Alternative Loans. Student Financial Services considers all awarded grants, scholarships and loans for a student’s cost of attendance as resources when certifying an eligible amount of private educational loan funds. See Cost of Attendance Limitations for a list of these resources.

Application Fee	
Undergraduate non-refundable	\$30
Online undergraduate non-refundable	\$30
Undergraduate Late application fee non-refundable	\$50
Graduate non-refundable	\$40
Graduate non-refundable late fee	\$70
Online graduate non-refundable	\$30

Application Deadlines	
July 15	For fall semester
November 15	For spring semester
March 15	For summer term 1
April 15	For summer term 2
May 15	For summer term 3

Auditing a Class. The cost of auditing a class is the same as the cost of enrolling for credit.

Carrying Charge of 1% is charged on all unpaid account balances monthly.

Cash Withdrawal. Andrews University is unable to serve as a bank for students. Sometimes students have a credit balance on their student account they need to withdraw to pay living or education expenses. Students may request a cash withdrawal at the front desk in Student Financial Services. A maximum of three cash withdrawals not exceeding \$300 may be requested during an academic term. Cash withdrawals are not available if payment was made by credit card. Cash withdrawals will not be paid on monies anticipated in a future term. The student must present a current AU student ID or valid driver’s license for release of funds.

Change of Registration	\$32
Dropping/adding a course, changing from credit to audit, or from audit to credit after the “last day to enter any class” as published in the academic calendar, will be assessed a fee.	

Club Dues. Clubs approved by Student Activities may charge a maximum of three club dues to student accounts only during September and January. Appropriate forms with required information are turned in to Student Financial Services by September 25 and January 25. Student accounts cannot be used for fund-raising. Each club can only charge maximum annual dues of \$50.

Course/Lab Fees listed in online class schedule

Credit Balances on student accounts may be withdrawn by or at the direction of the person responsible for the student’s account after the final statement is issued—usually thirty days after the last day of school.

Credit Card Payments will be accepted to pay account balances, but cannot be accepted for a student to make a cash withdrawal from his/her student account. Secure payment can be made via the Andrews web page at www.andrews.edu. This requires a login and password. The following information is required:

Student Name:
Student ID #:
Type of card: (Visa/MC/Discover/American Express)
Card #:
Expiration Date:
Name on Card:
Telephone:

Credit by Examination Fees	
<u>College Level Examination Program (CLEP)</u>	
Registration fee—per test	\$76
Recording fee—per credit	\$44
Counseling & Testing Administrative fee—per test	\$30
<u>Academic Departmental Examinations</u>	
Recording fee—per credit	\$43
Administrative fee—per test	\$20

Dual Enrollment. Advanced undergraduate students need to check with their Financial Aid advisor regarding award eligibility.

Ending Balance. When a student leaves the University, any balance of \$5 or less is not collected after one year.

Examination Fees	
New Student and Freshman Testing	\$54
Mathematics Placement Examination	\$20
Special administration of any test	\$76
Language Proficiency Examinations (each)	\$32
Other than CLEP for seminary, graduate school (reading examinations), and undergraduate students.	
Graduate Record Examination (GRE)	as announced
Each exam—paid to Educational Testing Service, Princeton, N.J.	

Exit Procedures. Check-out procedures must be followed when a student leaves Andrews University without the graduation process. Students should ask for Andrews University Student Exit Procedure Forms from the dean’s office in the school in which they are enrolled or from the Student Life office. All required signatures on the form must be obtained to ensure that the necessary information has been given both to the student and to the departments listed on the form. Financial Clearance is required in order to:

- Activate ID card
- Complete registration at the beginning of each term

- Graduate or receive a certificate or diploma
- Move into residence hall
- Receive a transcript or other certification of academic achievement
- In order to obtain financial clearance to complete registration, any previous account balance (academic or housing) must be paid in full. All required documents must be turned in to Student Financial Services 30 days prior to registration.

Final Exam Date Change Fee \$100

Free Class

For university employees, refer to section 4:6–100 of the Employee Handbook.
For university salaried full-time employee spouse, refer to section 2:726 of the Andrews University Working Policy.

General Fees for on and off main campus.

Main-campus. All main-campus students (those attending classes on the main campus in Berrien Springs) enrolled for 5 or more credits will be charged the following general fee each semester at registration:

Undergraduate students	\$411
Graduate students	\$312
Seminary students	\$328
Summer school students	\$130
All students taking less than 5 credits	\$112

Distance education. All students in different forms of distance education programs who pay tuition directly to the main campus will be charged the following general fee **each semester** at registration.

Doctor of Ministry (DMin) general fee (included in tuition)	\$0
InMinistry (MDiv) fee (charged fall & spring only)	\$112
Undergraduate Distance Education students taking <5 credits	\$30

Graduation Fee. All students from off-campus programs will be charged a graduation fee as follows:

Undergraduate	\$102
Graduate	\$119
Doctor of Ministry (DMin) graduation fee	\$0

Identification Card

Each Andrews University student is issued an original card for free and the card remains the property of the university. The cost to replace a card is listed below:

Lost, stolen or damaged cards	\$32
All other replacement cards	\$5

(This includes cards reissued due to loss of functionality at the Bookstore, Dining Services, ITS store, time clocks and door access.)

Immunization Costs (as required)

Certain classes require immunization (i.e., biology, clinical laboratory science, nursing, physical therapy, and speech pathology). Immunization costs are charged to the student's account.

Incomplete Grade \$32

Lab/Course Fees (listed in current class schedule)

Late Registration—service fee \$81
\$225

Master's Program Continuation Fee

A master's student, who has advanced to candidacy, registers under program continuation when not registered for credit courses or other non-credit continuation (project, thesis, recital, and/or comprehensive exam). See Estimated Costs for Graduate.

Non-Current Student Accounts on which no payments are being made, may be turned over for third party collection. Students whose accounts are non-current must pay the account in full, including collection costs, before they may register for any additional coursework.

By enrollment, students agree to the following responsibility statement:

"In consideration for any and all credit extended to me at any time in the past, present or future, I agree to give Andrews University a security interest in my student records. I understand that, in giving the University such an interest, I may not obtain a diploma or transcript of my record at any time for any reason unless my account is paid in full. The security interest I grant to the University is intended to cover any and all current indebtedness as well as any and all future advances of credit which the University may grant me at any time. I also understand that a 1% per month carrying charge will be added on my unpaid balance and I agree to pay

this carrying charge in addition to any other debt. I recognize that the above figures are estimates and I accept the responsibility for the payment of actual charges incurred. If the University incurs any expenses, including reasonable attorney's fees, in collecting any unpaid debt, I explicitly agree to be responsible for those collection expenses in addition to the unpaid debt. I understand that sundry charges not listed in the above estimate are due the month in which they appear on the statement."

Non-Sufficient Funds (NSF). Charge for returned checks. \$35

Payment Plans

A. Cash Rebate Plans

3% Rebate Plan—Full time regular students with at least 12 undergraduate credits, at least 9 graduate credits or at least 9 MDiv credits may choose to pay their estimated Out-of-Pocket Expenses (charges less financial aid resources) for the full year **by August 15** to receive a 3% rebate. After making payment, e-mail sfs@andrews.edu by the first day of class to request the 3% rebate. The student's minimum Out-of-Pocket Expenses as calculated online in Registration Central must be at least \$1,000 to qualify for this plan. The rebate

is unavailable for payment made after the first day of class. Cash withdrawals and refunds are unavailable until the end of spring semester. All approved rebates will be applied to the student account during the fall semester.

B. 1% Rebate Plan—Full-time regular students with at least 12 undergraduate credits, at least 8 graduate credits or at least 9 MDiv credits may choose to pay their estimated Out-of-Pocket Expenses (charges less financial aid resources) in full for the semester to receive a 1% rebate per semester. The student's minimum Out-of-Pocket Expenses as calculated online in Registration Central must be at least \$500 to qualify for this plan. Each payment must be receipted **by August 15 for fall semester and December 15 for spring semester**. After making payment, e-mail sfs@andrews.edu by the first day of class to request the 1% rebate. The rebate is unavailable for payment made after the first day of class. Cash withdrawals and refunds are unavailable until the end of that semester. All approved rebates will be applied to the student account during that semester.

C. Installment Plan—Arrange to make installment payments toward estimated Out-of-Pocket Expenses for the semester.

1. All previous account balances (including installment plan balances) must be paid in full.
2. The plan is not to exceed more than 60% of the estimated Out-of-Pocket Expenses for the semester.
3. Payments are to zero the account by the end of the semester to which the plan applies.
4. Late payments will incur a late payment fee of \$25.
5. A carrying charge will be posted to an unpaid balance at the end of the current academic term.
6. Minimum balance for Installment Plan is \$500 or above.

Permission to Take Class Fee \$22

Post-Dated Checks are not accepted.

Prior Accounts. Students may register only when accounts with other schools have been paid or arrangements made with them.

Prior Learning Assessment (PLA) **Fees Non-refundable**

Application fee per portfolio	\$43
Evaluation fee per portfolio (max. 5 credits)	\$133
Recording fee per credit hour	\$55

Refund Check Policy

- Refund checks resulting from credit on the student's account will not be available to the student until approximately five days after the semester drop/add date. The checks will be mailed to the address the student wrote on the request form.
- Refund checks will only be issued from credit on the account at the time the check is requested. Students should monitor their account balances carefully since funds from a future semester are unavailable until the appropriate time in the future term.
- Student Financial Services is unable to serve students as a bank. A maximum of three credit refund checks may be requested during a term.
- Students receiving federal loans are encouraged to carefully read their Disclosure Statements so they know the loan disbursement schedule.
- Financial funds from future semesters are unavailable until the funds reach the University's bank. Students should plan their budgets accordingly.

- Half-time enrollment is required for student loans to disburse to the account. A class does not count toward the half-time enrollment status until within ten (10) days of its start date.
- To pick up a refund check in Student Financial Services, the student must show current Andrews University ID or valid driver's license.
- For a student's spouse to pick up the refund check, the student must sign a letter giving permission for the spouse to pick up the check. Without the appropriate documentation, the refund check will not be released.
- Federal regulations require that credit from Parent (PLUS) loans be returned to the parents. Written authorization from the parents is required before these funds can be released to the student.
- If you have received or are planning to receive Federal student loans, please be aware that you have the right to cancel all or a portion of your loan disbursements. However, you must act within 30 days of your loan disbursement. Contact your financial advisor if you need more information.
- Credit refund checks not picked up in 30 days will be mailed to the address listed on the refund request form or to your statement mailing address.

Registration Central. For information on how to financially clear and register online, visit vault.andrews.edu and log on to "Registration Central."

Rescheduling senior exit tests and major field tests. \$76
required for:

- Academic tours
- Adventist Colleges Abroad applicants
- Off-campus academic experiences
- Taskforce and Student Missionary appointees

Account balances, including installment payments not yet due, must be paid in full before students are financially cleared. When a student on tour is sent home for medical, financial, or citizenship reasons, all travel costs must be paid by the student and/or family.

Student Missionary
 IDSC296 Recording fee—per semester \$69
 Independent Study Recording fee—per credit \$44
 (undergraduate only)

Student Status. Student status is achieved only after a student is both academically and financially cleared. Only then may students attend classes, take examinations, participate in graduation exercises, and live in university housing.

Textbooks \$550
 The estimated semester cost of textbooks is \$550. Students are charged the estimated amount of their bookstore purchases.

Thesis/Dissertation Fees
 Binding (each volume) for AU copies \$14
 Binding (each volume) for personal copies \$20
 Fees for copyediting of theses/dissertations are on a sliding scale basis, starting at \$130 for 50 pages, plus \$5 for each additional 10-page increment.

Transcript
 Rush service (plus cost of overnight delivery if requested) Free
\$32

Transcript and Diploma. Students may not receive a transcript or diploma under the following circumstances:

- Owing on a student or housing account, including installment payments not yet due
- Having a balance guaranteed by Andrews University
- Being in default on a government loan
- Needing to complete loan exit counseling

Transcript Exception. Students may request that a transcript be sent to the following:

- An organization for scholarship or licensure purposes, AMCAS, AADS, or PTCAS Transcript Department (Student Financial Services must be given documentation of a scholarship application).

Academic Transcript Exception Policy for Student Loan Borrowers in Default

University policy prevents the Office of Academic Records from releasing academic transcripts for borrowers who are not paying on their Federal Stafford (Subsidized/Unsubsidized), GSL or Federal Supplemental Loan for Students (SLS). Every request is handled on an individual basis; however, if the borrower complies with the appropriate guidelines below, the academic transcript requested directly from the Office of Academic Records may be issued for the following two limited purposes:

For Educational Purposes

1. The transcript is to be sent directly to the academic institution.
2. The borrower must have made six consecutive monthly payments as scheduled prior to release of the transcripts.
3. The provisions and conditions in #2 above are certified in writing by the lending institution or the guaranty agency handling the loan.
4. A copy of the letter described in #3 above confirming satisfactory status is sent to Student Financial Services. The confirmation letter is valid for the purposes of this policy for six months from its date, and future requests may be denied if the satisfactory status is not maintained.

For Employment Purposes

1. The transcript is released for employment purposes only and is so stamped.
2. The transcript is sent directly to the prospective employer and may not be shared with any other party.
3. The borrower in default must contact the guaranty agency (or agencies) in writing to acknowledge the student loan debt and make an acceptable repayment commitment of a specified monthly amount.
4. A copy of the letter written to the borrower's lender or guaranty agency, as stated in item #3 above, must be sent to Student Financial Services.
5. Future requests for academic transcripts may be denied should a borrower not fulfill his/her promise as stated in the letter to the guaranty agency.

Updating Course Work Fee—20% of graduate tuition per credit

Wiring Funds
 International wire fee \$50
 Domestic wire fee \$25

International Students

Advance Deposit. Applicants attending the main campus from outside the United States (except Canada and Mexico) must make an advance deposit of \$3,000 before issuance of I-20. This deposit must be paid in cash. No university scholarships may be applied to pay the deposit. All International students who apply for the MDiv program in the SDA Theological Seminary must pay for the first semester (Tuition, general fee and health insurance) before the issuance of the I-20 (except Canada and Mexico). New international graduate students from *cited countries (Kenya and Ethiopia) must pay in advance the first semester (tuition, health insurance, general fee and other school fees) in addition to the standard deposit (\$3,000) prior to issuance of the I-20.

All students are encouraged to pay the \$200 SEVIS I-901 fee (subject to change) online at www.fmjfee.com or at the Western Union Quick Pay services or to contact Andrews University International Recruiter in case of unavailability of the Western Union services in their countries. This fee is required by the U.S. Immigration and Customs of all students seeking an F-1 or J-1 visa from an embassy or consulate as well as students applying for admission at a U.S. port-of-entry (such as Canadians) to begin initial attendance at A.U. schools.
 * As determined by AU Financial Management Committee.

SEVIS Fee. International students coming to the United States for the first time must pay a \$200 SEVIS fee (subject to change), as mentioned previously, and the cost of the visa at the American Consulate of his/her home country. International students and exchange visitors are subject to the \$200 SEVIS fee (subject to change) which is used to administer and maintain the Student and Exchange Visitor Information System (SEVIS). The University will send instructions regarding payment of this fee along with an international student's I-20. To make this payment online or to find out more about the SEVIS fee please visit www.fmjfee.com. It is very important to have paid your SEVIS fee before your visa interview. If you are a Canadian student you must have your original receipt with you at the U.S. port of entry.

Unclaimed Foreign Deposits Policy. International student deposits that have not been refunded within four years after the student reaches non-current status shall be transferred from the student's international student deposit account to a quasi-endowment account. Student Financial Services will monitor the international student deposit account on an annual basis to determine the appropriate transfer of funds to the International Graduate Assistance Fund Account. At the discretion of Student Financial Services, these funds will be available as payment on account to assist graduate international students in their financial clearance process.

The initial funds shall be established as a quasi endowment from which 80% will be invested and 20% will be available annually.

Any subsequent requests will be claimable after identifying that the person is the one who paid the deposit to the account.

Deposit Allocation. This deposit is not available to cover registration expenses; the deposit earns interest during the time the student is enrolled with full-time tuition. The deposit plus interest is refunded when the student's degree is completed or enrollment is terminated; alternatively, it can be used as partial payment for the final semester of registration. International students do not get a discount on their deposit when the deposit is used to pay tuition costs. If the student doesn't complete the educational program during the term the deposit is used to meet expenses, the deposit must be reinstated for financial clearance.

Resource Verification. Bank documentation as well as other forms of financial documentation are required to prove ability to support one's educational expenses. This documentation must be sent to the university directly from the bank. Sponsors in the USA will be required to sign an affidavit of support. In addition, the applicant must demonstrate adequate financial support for the duration of the program for which (s)he is applying.

I-20 Form. Once the deposit and resource verification are received and accepted, the university authorizes the Office of International Student Services to issue the I-20 Form for the purpose of securing a United States student visa. There is an individual I-20 shipment charge that will be billed to your Student Account. This shipment charge varies according to the country of destination.

Arrival to Andrews University Campus. All international students who enter the U.S. on an Andrews University I-20 Form are considered Andrews University students and must report immediately to the Office of International Student Services.

Exchange Visitor General Conference Sponsorships. The General Conference of the Seventh-day Adventist Church is the sponsoring organization of the Exchange Visitor program and is authorized by the Department of State to issue the DS2019 document. The exchange visitor is required to present the DS2019 and a copy of the \$200 SEVIS Fee Receipt at the American Consulate in order to obtain a J-1 visa. This visa (J-1) enables the exchange visitor to pursue his/her study or to do other options as indicated on the DS2019.

Class Loads and Financial Aid

Aid is awarded for an entire academic year (two semesters) and is based on full-time enrollment. The summer session usually is not part of the regular academic year. Students do not receive aid during non-enrollment periods. Most aid programs require students to be enrolled at least half-time. Students who enroll with a half-time class load may receive a maximum of 50% of the full-time award. Three fourths time enrollment permits students to receive a maximum of 75% of the full-time award. Students who change their course load during a given semester should read the Financial Aid Refund policy, see Undergraduate Financial Assistance.

Tuition Adjustment Policies

Tuition adjustments are given to students who withdraw from school or drop individual courses during the academic term. These tuition adjustments are based on the date when all the appropriate drop forms with all the required signatures are completed and filed with the Office of Academic Records.

Fall and spring semester adjustments

100%	1st-10th calendar day
70%	11th-17th calendar day
40%	18th-24th calendar day
0%	25th-last day of semester

Summer session adjustments

100%	1st-3rd calendar day
50%	4th-10th calendar day
0%	11th-last day of term

Courses with Special Schedules. When courses are scheduled for irregular periods of time, adjustments are based on the ratio of the length of the course to the length of the academic period for that course.

Fees. All fees are non-refundable.

Financial Assistance Adjustments after withdrawal. Federal and State regulations require the university to return a portion of program funds when a student withdraws completely from school after receiving financial assistance under any

Federal Title program (other than Federal Work Study). Refer to Undergraduate Financial Assistance for Financial Aid Refund Policy.

Gifts and Bequests

Each year the university has increased needs for scholarship funds to aid students. The Trustees of Andrews University invite alumni, friends, and members of the university family to join them in providing an increased opportunity for training youth in the traditions of a Christian university.

The following supplies contact information for making a gift, either unrestricted or designated for a specific purpose, to Andrews University:

Current Gifts

Individuals interested in making a current donation to Andrews University of either cash or non-cash assets should contact:

Office of Development
Andrews University
8903 U.S. Hwy 31
Berrien Springs MI 49104-0660
269-471-3124

Deferred Gifts

Individuals desiring to leave a gift to Andrews University by way of a bequest or another estate plan option should contact:

Office of Planned Giving & Trust Services
Andrews University
8903 U.S. Hwy 31
Berrien Springs MI 49104-0645
269-471-3613

Charges

Residence Hall Charges

Residence hall occupancy is based on two persons per room, for the duration of an entire term. All single undergraduates under 22 years of age should plan on living in the residence hall, unless living full-time with their parents.

Before the room assignment process is initiated, receipt of both the residence hall application and the room deposit are required. Prior to moving in, students must have been accepted for the session in question and be financially cleared.

Residence Hall Package Plans*

For fall and spring semesters

Double Occupancy (Lamson, Meier, Burman)	\$2,082
Double Occupancy (Damazo)	\$2,282
Single Occupancy (Lamson, Meier, Burman)	\$3,124
Single Occupancy (Damazo)	\$4,564
(if available space in Lamson, Meier, Burman, Damazo)	
Double Daily Rate (Lamson, Meier, Burman)	\$21
Single Daily Rate (Lamson, Meier, Burman)	\$31
Double Daily Rate (Damazo)	\$22
Single Daily Rate (Damazo)	\$44

For summer sessions

Summer room charges are calculated on a per day basis.

* The residence hall package plan includes room, utilities, basic telephone and basic cable, reduced health club membership rate, and limited health care. It does not include health care lab work and x-rays, comprehensive psychological or substance use/abuse interventions or testing, health insurance, or miscellaneous expenses such as linens, cleaning, books, supplies, transportation or food. University Medical Center (UMC) charges the insurance company for any coverage applicable to the services provided to residence hall students, thus students should take their insurance information with them when utilizing UMC services. UMC waives any copay or deductible (for the student/family) for the limited health care provided.

Residence Hall Room Deposit Payment

The room deposit is \$250, payable by each resident prior to room assignment. Assignments are made on a first-come first-served basis. For priority room assignment, submit your application and deposit by July 15 for fall term, November 15 for spring term, and April 15 for summer terms. If a deposit is received after those dates, expect to be assigned to temporary housing.

Residence Hall Room Deposit Refund

Room deposits are refunded if you do not move into the residence hall and cancel your application by July 15 for fall term, November 15 for spring term, and April 15 for summer term. Cancellation must be made through the respective residence hall housing office. Students will receive room assignment notification during the month of June for the upcoming fall semester. They are expected to confirm this room assignment online. Failure to confirm or cancel by July 15 will result in room cancellation as well as release of the room deposit. Rooms that have been confirmed and then cancelled after July 15 will result in forfeiture of the room deposit.

Failure to Check Out Properly

Students are charged if they leave the residence hall without following checkout procedures. Additional charges may be assessed depending on the amount of cleaning and/or repairs required.

Residence Hall Unreturned Key Charges (subject to change)

Unreturned or lost key fee	\$75
Unreturned or lost security drawer key fee	\$10

Personal Effects Insurance. The University does not provide personal effects insurance coverage. The University is not responsible for the loss or damage, from any cause, of personal belongings brought to the campus. This is true even though students are required by the University to purchase certain items or to keep them in a specified place. The University strongly recommends that students secure their own personal effects insurance coverage.

Meal Plan Charges

Residence Hall Meal Plan

Undergraduate residence hall students under age 22 are required to participate in the Declining Balance Meal Plan. The minimum meal plan charge is \$1,650 per semester. The meal plan can be used for purchases at the Terrace Café, Gazebo and campus vending machines. In some cases, the minimum meal plan will not meet your complete food needs for the semester (for example, \$1,650 should cover approximately two average meals each day, every day, throughout the semester). Students who know they will require a larger meal plan amount may opt to add additional funds through Dining Services.

Students who run out of funds in the meal account during the semester may add to the balance in increments of \$100 by request at the Office of Dining Services in the Campus Center.

A refund of up to \$200 of the declining balance will be credited to the student's account at the end of the semester if funds remain in the meal plan. Bulk purchases of food will not be available at the end of the semester to use up your unspent plan balance, so students should plan accordingly.

All residence hall students of Andrews University employees receiving 60% educational allowance must select a meal plan regardless of the student's age. Women living in Damazo Hall can select the Damazo Meal Plan. please contact your Student Financial Services financial advisor.

Meal Plan cost per semester	\$1650
-----------------------------	--------

Café Account

Minimum amount to open a Café Account (\$50)

The Café Account is a plan for graduate and undergraduate students not living in a dormitory. Students may use their Café Account card to purchase food from the Terrace Café, Gazebo, or vending machines. To open a Café account with cash, check or credit card, visit the Office of Dining Services. To open a Café account with a credit balance on a student account, visit the Office of Student Financial Services.

University Apartments Charges

Apartments

Application Fee	\$320
-----------------	-------

The application fee is divided as follows:

Security Deposit	\$200
Cleaning Fee, non-refundable	\$100
Processing Fee, non-refundable	\$20

Rental Rates (each month)*

Efficiency	\$555
One-bedroom	\$585-655
Two-bedroom	\$645-715
Three-bedroom	\$705-770
Four-bedroom	\$825

* Apartment rates include all utilities: local telephone, basic cable television, and high-speed Internet

Houses

Processing Fee, non-refundable	\$20
--------------------------------	------

Before possession, the following is required:

Security Deposit	\$300
Cleaning Fee, non-refundable	\$100

Monthly Rental Rates

One-three bedroom houses	\$495-\$930
--------------------------	-------------

The Office of University Apartments provides apartment descriptions and application forms upon request. Application forms can also be downloaded from www.andrews.edu/life/living/housing/apartments/. If notice of cancellation is received before the date of stated occupancy, the application fee is refunded minus the \$20 processing fee. Apartments or houses are assigned from the processing list in the order in which the application fee is received.

A student's immediate family only includes husband, wife, children, parents and biological siblings. Birth certificates must be provided showing the relationship to the student. Any other relatives (cousins, nieces, nephews, in-laws, etc.) who desire to live with students must first receive permission from the University Apartments director. Rent is increased by \$20 per month for each additional person that is not immediate family as described above or the student does not have legal guardianship over. No overcrowding is allowed.

Single students wanting to share an apartment with a roommate will pay an additional \$20 rent per month. The monthly rent, along with the additional extra person charge, will be divided between the roommates.

Rent Payments

The first month's rent is prorated to the date of occupancy. Students are required to pay the first month's rent in advance. Thereafter, rent is due in advance on the 1st of each month. **A late fee of \$30** is charged for any payment made after the

10th of the month. Payments can be made in person, by using the drop box, by mail or online. Address all payments and inquiries to:
Office of University Apartments
Andrews University
Box 10920
Berrien Springs MI 49104

Termination of Occupancy

All tenants are required to sign a year lease at the time of occupancy. At the end of the initial lease a new lease has to be signed if the tenant wishes to continue occupancy.

College of Arts & Sciences Charges

Action America (Summer Intensives)

Action America is a language and cultural immersion intensive offered from mid–June through mid–July for adults and teens. The fees are based on individual, group and customized programs:

Expenses	25–day Session Individual	25–day Session Group of 10 or more
Program Fee	\$2,090	\$1,568
Room & Board*	<u>1,360</u> \$3,450	<u>1,360</u> \$2,928

*Meals are provided for off–campus trips.

Language Training (Short–Term Intensives)

Individuals and groups may register for short–term intensives: fall semester, beginning in August and late October; spring semester, beginning in January and early March. The program fees (tuition) will be pro–rated. Housing and meal plans are available for an additional fee.

Non–credit ESL Courses

The Center for Intensive English (CIEP) offers language training concurrent with the fall and spring semesters. Individuals may register for non–credit courses, ENSL 130 or ENSL 530. Tuition for the semester, 12–16 non–credit hours/week: \$4,140, or \$345/noncredit hour up to 12 non–credit billing hours.

Transportation will be provided to and from the South Bend Airport. Fees do not include textbooks, health insurance, or airfare to and from Andrews University. Health insurance is available through Andrews University for \$101 per month. Participants in each program must either show proof of insurance or purchase insurance at Andrews University.

General Studies Degree Plan	\$248
International Language Studies	\$197
Reading examination in French or German for MA and doctoral candidates in the Seminary and the School of Graduate Studies & Research	
Credit by examination other than CLEP (College Level Examination Program) test for undergraduate students for course credit or to have the language requirements of the College of Arts & Sciences waived (no credits are given)	\$32

Music

Students wishing to charge private lessons or non–credit music classes to their account must receive authorization from Student Financial Services, prior to signing up for the lessons.

Private music lessons (non–credit)	
Per 30–minute lesson	\$27
Music ensemble fee adjustments	
• Half tuition rate for students who register for music ensemble for credit and whose combined load exceeds 16 credits	
• No tuition for students who audit music ensemble and whose combined load exceeds 16 credits	
Music organization uniform approx. Wind Symphony, Chamber Singers, Ladies Chorus, Men’s Chorus, and University Singers	\$141
MENC Collegiate Chapter Membership Fee Professional membership fee required for Bachelor of Music in Music Education majors	\$38
Lab fee for Music minors (per semester for two years)	\$44
Lab fee for Music majors (per semester, excl. summer)	\$44

Religion Professional Fees

Computer lab fees for theology/religion majors (per semester) taking more than 6 total credits	\$28
--	------

Social Work Professional Fees

Freshmen and Sophomores	\$63
Juniors and Seniors	\$127
Graduate students	\$324
Full–time graduate students (summer) (Changes per semester, excluding summer)	\$104

Department of Aviation Charges

Flight Majors: Flight–training fees are to be paid at the beginning of each semester. This is to insure that flight training progresses without interruption due to financial limitations. Required flight module fees for the degree include a minimum of 260 hours; consisting of flight experience in airplanes, and 50 hours in flight simulators. The fees are only cost estimates and may be adjusted for students with prior flight experience or the ability of the student. Flight instructor fees generally are covered by course tuition. Any additional flight or ground instruction, beyond each 65–hour flight training module and/or course lab fee, will incur additional hourly training fees. Students should plan to cover their own costs of the 1st class FAA medical, and in the case of international students, the TSA application fee. Uniforms, FAA written tests, charts and other materials are additional and cannot be charged against the flight training fees.

Please note: Flight training fees are non–refundable. Students should plan to complete their training within the semester they have enrolled for the course. If, due to special circumstances, approved by the departments; students unable to complete the training may be given a specified extension to finish their flight. Beyond that exception, unused hours after the semester enrolled are forfeited and will be unusable.

Aviation Professional Fee

Fall	\$100
Spring	\$100

International Flight Students: TSA Application Fee for Permission to Commence Flight **\$130**

The fee is required for all non–U.S. students training as Private, Instrument and Multi–engine pilots. An approved application allots one year of training for each of the above flight ratings. If a student does not complete the rating in that time frame, they will be required to repay the TSA fee and reapply to continue training.

Community (Non–Flight Majors) Taking Flight Training

Flight–training fees will be on a pay–as–you–go basis. Ground School classes are available with no university credit for \$350 per course. Credit for such courses may be obtained by registering through the registrar’s office and paying regular tuition. For flight certificates without credit call the Department of Aviation for a cost estimate.

Flight Training Fees and Rates

Rates and fees are subject to change without notice due to changes in operating costs (insurance, fuel, etc.). Every attempt will be made to maintain published rates. Check with the airport administration for current rates. Flight–training fees listed below apply to this bulletin:

Course Fees For Flight Training Labs

The full fee amount is due at the beginning of the semester/registration for each course.

(Note: Flight Training 1–4 required for Flight degree)	
AFLT 118 – Flight Training 1	\$9,500
AFLT 218 – Flight Training II	\$9,500
AFLT 318 – Flight Training III	\$10,000
AFLT 326 – Flight Training IV	\$11,500
AFLT 416 – Turbine Transition	\$2,500
AFLT 356 – Flight Instructor Flight Training	\$3,500
AFLT 366 – Instrument Flight Instructor Flight Training	\$2,500
AFLT 467 – Multi–Engine Flight Instructor (as initial)	\$6,000
AFLT 474 – Techniques of Mission Flying	\$1,300

Flight Physical	\$110
Electronic Flight Bag (iPad 16GB minimum)	\$530

Electronic Flight Publications (annually)		\$75	Senior		
Headset		\$325	NRSG 440 – The Developing Child		\$468
			NRSG 450 – Community Nursing		\$328
FAA Exams (Flight)*			Graduate professional fee (per semester)		\$260
Written test		\$150	Departmental NLN Upward Mobility Examination		\$546
Checkride for AU student		\$175			
Checkride for non–AU student		\$300			
* Subject to change					
			Nutrition & Wellness		
Aviation Maintenance			Application fee for Dietetics Internship Program		\$50
Required Minimum Tool Set		\$3,200	Dietetic Internship Professional fee, each semester (FDNT594–001 and –002)		\$354
Laboratory fee for materials (per credit)		\$25	Dietetic Internship, each semester (FDNT594–002)		\$3,155
Note: Maintenance students are required to have a Windows–compatible personal laptop.					
			Physical Therapy Professional Programs		
			These fees do not include transportation costs, general education fees, special tests, insurance, books, or graduation fees.		
FAA Exams (Maintenance)*			Nonrefundable confirmation deposit fee:		
For AU student (each written test)		\$150	Prior to December 1		\$200
For AU student (each oral/practical test)		\$200	After December 1		\$300
For non–AU students (each oral/practical test)		\$400	DPT program block package rate		
*Subject to change			Tuition per semester		\$10,400
			Professional fee per semester*		400
			Total package per semester**		\$10,800
			* Set by Department		
			** Students not taking the entire block of PT classes pay regular doctoral tuition up to a maximum of the PT package tuition rate and are not charged the PT professional fee for that semester.		
Community Non–Credit Classes for Aviation Airframe and Powerplant Certificate			t–DPT and DScPT programs		
For those wishing to attend classes to earn the FAA Airframe and Powerplant certificates without university credit, there is a cost of \$21,580 for the program (\$415 per AU credit equivalent). Should the student want university credit at a later date, the difference between the then–current university tuition rate and the non–credit rate would have to be paid. FAA test fees are additional. Tool costs may be waived for students who own their own tools appropriate for program requirements. Contact the Department of Aviation for more details.			Regular credit (per credit)		\$499
			Competency credit (per credit)		\$195
			PTH 655 – Program Continuation		\$220
			PTH 788 – Research Project		\$220
			Continuation		
			CEU—Workshop fees		vary
			Seventh–day Adventist Theological Seminary Charges		
			Full–Time Tuition		
			Master’s degree (per credit)		\$964
			Doctoral degree (per credit)		1,122
			MDiv Registration Fee (per semester)		
			Fall, Spring (up to 16 credits)		2,758
			Summer (up to 12 credits)		2,075
			General Fee (per semester)		
			Fall or Spring		328
			Summer		130
			(Except all students taking less than 5 credits and all students in any form of Distance Education)		112
			Continuation Fee (per semester)		
			Master’s Program Continuation GSEM 688 – Master’s Degree Continuation		600
			PhD Dissertation		600
			DMin project continuation fee (years 5 and 6), (includes general fee).		675
			DMin program extension fee, if granted, (includes general fee).		1,197
			Preparation for Comprehensive Exams		
			GSEM 680 – Master’s Comprehensive Exam		150
			Application Fees		
			Application		40
			Online Application		30
			Psychological Evaluation		25
			STV Program (includes background check)		12
			Late Application Fee		70
			Other Fees		
			Per credit recording fee—CPE or military chaplaincy training (CHMN 557, CHMN 659 and CHMN 641)		87
			Academic Departmental Examinations		
			Administrative Fee—per test		20

Recording fee—per credit	87
Seminary Distance Learning Center	
MA or PTC distance tuition (per credit)	964
MDiv (per credit)	482
MDiv if part of load – student may request rebate to reduce net fee to:	
2 credit class (net after rebate)	\$250
3 credit class (net after rebate)	\$300

Program Specific Fees and Discounts

MA: Full-time on-campus students who do not transfer MDiv credits into their MA program may apply for a tuition discount (based on GPA) at the Seminary Dean's office each semester by drop/add date (see below):

MAR, MA RelEd Tuition Adjustment: 25% discount
MAPMin, MAYMin Tuition Adjustment: 25%–38% discount

MDiv: The MDiv fee is already discounted down to a flat registration fee (automatic) so no further discounts are available except during summer semester, an on-campus student taking less than 8 credits on campus may apply for a reduction/proration of the summer fee. Applications available in the Seminary Dean's office. Must be submitted by drop/add date of third session. The registration fee is due August 15 for fall semester, December 15 for spring semester, and May 10 for summer term. Any credits (over 16 for fall and spring semesters or over 12 for the summer) are charged at the regular per-credit master's tuition rate. MDiv students taking a graduate course in the College of Arts & Sciences in fulfillment of their elective course requirement may request a 50% tuition reduction (up to 9 credits), provided the class is not full and there are a sufficient number of students paying full tuition to warrant the teaching of the course. Directed study, laboratory courses, and study tours are not eligible for reduced tuition. Neither is this discount available for dual enrollment students who have been accepted in a graduate degree program in the College of Arts & Sciences. (Application form is available in the MDiv office), but request form is submitted to the Dean of Arts & Science.

A per-credit recording fee is charged by the University for current students who take CHMN 557 – Practicum in Clinical Pastoral Education (CPE), CHMN 659 – Practicum in Pastoral Care and Counseling, or CHMN 641 – Practicum in Military Chaplaincy, credits earned in approved centers not connected with a graduate-level school.

InMinistry MDiv: In addition to the MDiv registration and general fee, InMinistry MDiv students are also charged an orientation/ cohort fee and a Seminary Distance Learning Center fee. See program director's office for a complete breakdown of fees.

DMin: NAD employees are eligible for 62% discount off the published doctoral rate. International students may receive 50% deferred tuition. Tuition includes general fee, graduation fee, and editing and binding fees.

PhD/ThD: Visit the PhD program office for scholarship application in January of each year.

Seminary Scholarships and Discounts

Scholarships

Endowed/Named Scholarships—Application deadline during spring semester for the next year. Emergency Scholarship—Visit the Seminary Dean's office for details.

Seminary Spouse Discount

Available to master's-level students enrolled in Seminary programs whose spouses are enrolled full-time in a Seminary program. Student must submit application to Seminary Dean's office each semester by drop/add date. Details and applications are available in the Seminary Dean's office. Discount, if granted, would net Seminary master's tuition to \$110 per credit (maximum 9 credits per semester).

Note: The purpose of this section is to summarize the most common Seminary fees. Seminary students are still responsible for all fees and policies as set forth in this *Bulletin*.

Other departmental charges for individual courses are listed in the *Class Schedule*. These charges, which may be significant, are added to tuition.

The Andrews Partnership Scholarship reflects the university's desire to recognize academic achievement as well as assist students in achieving a degree in a Christian environment at Andrews University.

Andrews Partnership Scholarship

Merit-based

The Andrews Partnership Scholarship is available to accepted undergraduates including Canadian and international students. The Office of Undergraduate Admissions will determine the scholarship amounts for incoming freshmen and transfer students. To establish the scholarship amount, the Office of Undergraduate Admissions will determine a rating based on the following guidelines:

FTIACS (defined below)

- Confirmed U.S. SAT or ACT scores (Test must be taken by July 15)
- Confirmed U.S. cumulative GPA (following the conclusion of the sixth semester for academy or high school)

Transfer Students (defined below)

- Confirmed cumulative college GPA

Contact the Office of Undergraduate Admissions for further details.

FTIAC (First Time In Any College)

Andrews Partnership Scholarships are merit scholarships awarded to students who have taken fewer than 25 college semester credits after graduating from high school. The award amounts are based upon a combination of cumulative high school GPA and ACT or SAT and can be calculated at the website www.andrews.edu/aps. The award levels are as follows:

Scholarship	4-Year Total
\$10,000	\$40,000
\$7,500	\$30,000
\$5,000	\$20,000
\$2,500	\$10,000

Special Andrews Partnership Scholarship for FTIAC (First Time In Any College) Students

In addition to the Andrews Partnership Scholarship (based upon the combination of high school cumulative GPA and ACT/SAT scores) freshmen are eligible for an additional annual \$2,000 special APS for either (only one) of the following categories:

- ACT composite of 32 to 36
- SAT Critical Reading + Mathematics combination score of 1400 to 1600 (Writing score not included)
- National Hispanic Recognition Program Scholar

Note: Continuing eligibility and time frames for this scholarship are the same as for the regular APS. Transfer students do not qualify for the additional APS for ACT or SAT scores since their APS is based upon their transfer cumulative college GPA. However, transfer students can qualify for the additional APS if they are a National Hispanic Recognition Program Scholar. Students qualifying for the National Merit Finalist Scholarship or the National Achievement Finalist Scholarship are **not** eligible for this additional APS. All tests must be taken by July 15 to be evaluated to raise their APS.

Transfer Students (transferring 25 or more semester credits taken after graduating from high school) to Andrews University who are full-time undergraduates and in their first degree program may be eligible for an Andrews Partnership Scholarship. Based on their incoming cumulative college GPA, the Office of Undergraduate Admissions will grant an Andrews Partnership Scholarship according to the following:

GPA	Scholarship Amount
3.50 and higher	\$7,500
3.00 to 3.49	\$5,000
2.50 to 2.99	\$3,000
Below 2.50	\$1,500

Named Scholarships

Endowments and other restricted scholarship funds from alumni and friends of the university provide specially named scholarships as part of the Andrews Partnership Scholarship. Selected students are awarded, by their school, a named scholarship based on academic performance, declared major, and career goals. Because of this special recognition a thank-you letter is required to be submitted to the Office of Development by e-mail: development@andrews.edu, regular mail, or bringing it by in person. Receipt of a named scholarship will not increase the total amount of financial aid awarded if an Andrews Partnership Scholarship was already given.

Academic Scholarships Funded by Andrews University

Student Missionary/Taskforce Volunteer Scholarship

This scholarship is awarded to an undergraduate student who has served as a Student Missionary or Taskforce Volunteer and enrolls full-time at Andrews University the year following the year of service. The \$1,500 scholarship is a one-year award divided over two semesters. It is not transferable to any other school nor any other student. Approval for this scholarship is given by the University Chaplain from the Office of Campus Ministries. This scholarship is not part of the Andrews Partnership Scholarship.

Summer Ministries Scholarship Program

Summer camp scholarship will be based on \$170 per week for a maximum of \$2,210. Summer camps that pay minimum wage or higher are not eligible for this scholarship. Student Financial Services will determine the amount of the scholarship based on the information received from camp directors in time for financial clearance.

Magabooks and HHES are matched 50% of the net earnings. The entire net earnings must be placed onto the student's account at Andrews University before the scholarship is given. The scholarship cap is \$2,500.

Summer scholarships for Andrews University Field Evangelism and Church/Conference outreach programs are matched 100% based on the information given to Student Financial Services from each organization. The entire scholarship must be placed onto the student's account at Andrews University. The scholarship cap is \$1,500.

All summer scholarships are awarded to full-time graduate and undergraduate students attending the Berrien Springs campus and require full-time service. The scholarship closing date for consideration is October 31 of the current academic year.

If a student attends Adventist Colleges Abroad, Student Missionary or Task Force that fall, their scholarship will be held until the following year and funds disbursed the next fall semester. If they also work in a summer ministries program that year, the scholarship would be given the following fall semester.

Included and Excluded Funds

Funding for Andrews Partnership Scholarships may include Andrews University grants, named scholarships, and departmental scholarships, as well as the value of spouse free tuition. Funds not included in the Andrews Partnership Scholarship are Summer Ministries, Student Missionary/Taskforce, General Conference Missionary Matching, Undergraduate Research grants, the DeHaan Work Excellence Award, employer-provided scholarship or assistance, music performance, and non-Andrews outside resources.

Continuing Eligibility

To retain the Andrews Partnership Scholarship each student must meet all of the following:

- The university's Satisfactory Academic Progress policy
- Complete a four-year degree in ten semesters or get permission for an APS extension from the associate vice president for Enrollment Management. Students are allowed terms of prorated APS for less-than-full-time attendance (minimum 6 full-price credits, i.e. half time; handled manually upon written request to Student Financial Services). A prorated term counts as one complete term of the ten Andrews Partnership Scholarship terms allowed. 9–11 credits=75% APS; 6–8 credits=50% APS.
- Be a full-time (minimum 12 credit hours) undergraduate completing his/her first degree on the Berrien Springs campus
- Be a full-time (minimum 12 credit hours) student on the Andrews University main campus. Twelve Andrews undergraduate correspondence credits, 12 ELI non-credits, May Express, Sahmyook Top Scholar, and other discounted credits, do not qualify as full-time eligibility for the Andrews Partnership Scholarship.

Summer Enrollment

An Andrews Partnership Scholarship recipient may request the Andrews Partnership Scholarship during the summer term if all of the requirements are met. The summer term will count as one of the 10 semesters for which the Andrews Partnership Scholarship may be available. Usually the only aid available for summer is a student loan.

National Merit/National Achievement Finalist Scholarship

Andrews University rewards National Merit and National Achievement Finalists a special Andrews Partnership Scholarship that covers 100% tuition for four years for incoming freshmen with a cap of 144 credits and limited to a degree. To confirm receipt of the scholarship, submit appropriate records to the Office of Undergraduate Admissions. Gift aid is:

1. All gift aid received by the awardee, including a university scholarship or grant, cannot exceed the cost of full tuition. All gift aid is added in the following order: external scholarships, merit aid, and then need-based aid. Should the external scholarships and merit-aid portions exceed the cost of tuition per

semester, then books, general fee, required course fees and the minimum costs of room and board may be included in the calculation. Gift aid, for the purpose of this policy, is defined as

- a. Any Andrews funds such as, but not limited to Andrews Gift, named scholarships, or honors scholarships.
 - b. Any external aid received by the student for the purpose of school-related expenses such as, but not limited to, State grants, Federal grants, private scholarship grants, or denominational educational allowance.
2. No cash amount is paid directly to the student, nor may any funds be transferred to any other student's account. Tours are not included.
 3. The length of the National Merit and National Achievement Finalist Andrews Partnership Scholarship is nine (9) semesters with a cap of 144 credits and limited to a degree.
 4. All National Merit and National Achievement Finalist Andrews Partnership Scholarships may be renewed yearly if students maintain a 3.25 Andrews cumulative GPA.
 5. Transfer National Merit and National Achievement Finalists are eligible to receive the scholarship according to the general scholarship rules plus the following additional rules:
 - a. The scholar enters the scholarship program at his/her appropriate grade level. In no case is a transfer scholar eligible for a full four-year scholarship.
 - b. The student must meet the GPA requirements as outlined in #5 above at his/her appropriate grade level.

Andrews Gift Aid

In addition to the Andrews Partnership Scholarship, Andrews University makes Andrews Gift monies available to help satisfy the student's need as determined by the financial aid information. To be eligible for Andrews Gift aid, students must file the Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov. To complete your financial aid award, you will need to submit the AU Financial Information Sheet and any other documents required for verification by the Student Financial Services Office. If you did not or could not use the IRS data retrieval tool on the FAFSA, we will need an IRS Tax Return Transcript. You can order one at www.irs.gov (select "Tools"). Processing time is approximately 5–10 business days. The priority processing date is March 1. No electronic award letter will be prepared until Student Financial Services receives and processes these forms. Andrews Gift will be recalculated if outside resources are received after initial awarding.

Many of the financial aid programs presented in this bulletin are governed by Federal and State regulations. Every attempt has been made to be accurate in the program description at the time of printing. Changes, however, may be made over which the university has no control.

Undergraduate Financial Assistance

Defining Financial Need

When figuring eligibility for financial aid, need is determined by the following Financial Aid Formula:

Cost of Attendance
Less: Expected Family Contribution
= Educational Need

Cost of Attendance refers to the amount it costs to attend Andrews. This cost includes tuition, estimated cost of books, general fee, room and board, personal and travel allowances.

Expected Family Contribution is determined by taking the information provided by the student on the Free Application for Federal Student Aid (FAFSA) and putting it through the analysis stipulated by the U.S. Congress.

Educational Need is the difference between cost of attendance and expected family contribution. In a few instances, the family contribution is greater than the cost of attendance; thus, aid may be awarded on academic excellence rather than on financial need. In all other cases, the need factor is what Student Financial Services attempts to solve. After determining which sources of aid a student may be eligible for, Student Financial Services brings together funds from these sources to fill as much of the educational need as possible. These resources may be Federal and/or State grants, Andrews gift and scholarships, internal and external scholarships, work-program earnings, loans, and other sources.

General Information

FERPA. Andrews University follows the Family Educational Rights and Privacy Act guidelines.

Financial Aid Documents. To find required documents visit www.andrews.edu/sf. To complete your financial aid award, you will need to submit the Financial Information Sheet and other documents if selected for verification. If you did not or could not use the IRS data retrieval tool on the FAFSA, we will need an IRS Return Transcript. You can order one at www.irs.gov (select "Tools"). Processing time is 5–10 days. No award letter will be prepared until Student Financial Services receives and processes these forms. Priority processing date is March 1.

The United States Department of Education selects some students for whom the school must verify the information submitted on their FAFSAs.

When to do the FAFSA. Students can file the FAFSA online after January 1. If a student files a paper FAFSA, the student must mail it to Federal Student Aid Programs as early as possible after the first of each calendar year. If a student chooses to apply on the web, www.fafsa.ed.gov, the student must mail the signature page with the appropriate signature(s) on it to the Federal Student Aid programs or sign electronically with the student's pin number. The Federal office will process aid eligibility only after receiving either the signed signature page or an electronic signature.

School Name and Federal School Code. The FAFSA must include the name(s) of the college(s) to which the student is applying. Andrews University's Federal School code is 002238.

Federal, State, and Campus Financial Aid. The information on Federal and State-based aid is in accordance with regulations and funding information available at the time this bulletin goes to press. Actual awards depend on Federal and State regulations and funding at the time aid is disbursed.

Aid money is credited to the student account each semester. Any change required in the student's verification process (check to be sure what was entered on the FAFSA matches what was entered on the verification forms) can change the distribution and amount of aid.

Master Promissory Note (MPN). Andrews University follows Federal guidelines for Master Promissory Notes. Students sign electronically a loan note only once indicating their intent to use loans to pay their tuition expenses and their commitment to repay the loans after graduation. Once electronically signed, the loan note remains active for ten years (unless it is canceled by the student). Andrews University uses an in-house loan-request form for students to indicate which loans and how much loan eligibility they will use each year.

Funding Limitations. Should university aid funds become over-committed, Andrews University reserves the right to reduce all previously granted awards, to

discontinue making further awards, and/or to use other appropriate methods to bring aid expenditures into agreement with budgeted aid figures.

Financial Aid Eligibility. To be eligible for financial aid, the student must be:

- Accepted on regular, provisional, or probationary status (PTC acceptance is not recognized for aid purposes).
- Enrolled in a program of study leading toward a degree or a certificate.
- Registered for at least one-half of a full class load each semester.

A full class load is usually required for campus-based aid.

Citizenship Requirements for Federal and State Aid.

1. A U.S. citizen or national.
2. A U.S. permanent resident.
3. Citizens of the Freely Associated States: the Federated States of Micronesia and the republics of Palau and the Marshall Islands. Eligible only for Pell Grant.
4. Other eligible non-citizens.
5. Only students who meet the Michigan residency requirements and filing dates will be eligible for Michigan aid consideration.

Non-citizen Eligibility. An eligible non-citizen is a student whose status matches one of the following:

1. A U.S. permanent resident who has a "green card" (I-151, I-551).
2. A person who has an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services (BCIS) showing one of the following designations: "Refugee," "Asylee," "Parole," "Cuban-Haitian Entrant, Status Pending," ["Conditional Entrant" (valid only if issued before April 1, 1980)]. They may also have a Refugee Travel Document (Form I-571).
3. Victims of human trafficking will have a letter from Health and Human Services or a T-visa. Battered immigrants under the Violence Against Women Act will have an I-797 form or a court order from an immigration judge.
4. Persons with a passport with an Arrival/Departure Record (I-94) stamped with the following endorsement: "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until _____, Employment Authorized" with an A-number and valid date.
5. Persons with an unexpired foreign passport containing a machine readable immigrant visa (MRIV) in the passport, with a Customs and Border Protection inspector admission stamp and the statement "UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR." The MRIV must be in an unexpired foreign passport, endorsed, and is valid for one year from the date on the endorsement stamp.
6. Persons with a U.S. Travel Document (I-327) or Refugee Travel Document (I-571) annotated with "Permit to Re-enter Form I-327."
7. Persons with at least 50% Native American blood born in Canada. They may need to provide proof of both qualifications.

Note: This documentation is acceptable as long as the expiration date has not passed.

Students who have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464A), students who are in the United States on an F1 or F2 student visa only, or students on a J1 or J2 exchange visitor visa only cannot receive Federal and State aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for Federal and State aid.

Class Loads and Financial Aid. Aid is awarded for an entire academic year (two semesters) and is based on full-time enrollment. The summer session usually is not part of the regular academic year. Students do not receive aid during non-enrollment periods. Most aid programs require students to be enrolled at least half-time. Students who enroll with a half-time class load may receive a maximum of 50% of the full-time award. Three-fourths time enrollment permits students to receive a maximum of 75% of the full-time award. Students who change their course load during a given semester should read the Financial Aid Refund Policy.

The student's continued eligibility for financial aid is also based on his/her academic progress as described in the following chart:

Credit Hours for Class Loads			
Program/Level	Full-load	3/4 Load	Half-load
Undergraduate	12+	9–11	6–8
Physical Therapy	12+	9–11	6–8
Graduate School and Seminary	8+	6–7	4–5
MDiv	9+	6.75–8	4.5–6.74

Cost of Attendance Limitations. The maximum award a student can receive is regulated by Federal and State regulations. The university is required to ensure that the combined financial resources available to students from Federal and non-

Federal sources do not exceed documented educational need. These sources include but are not limited to:

- Federal Perkins Loan Program
- William D. Ford Federal Direct Loan Program (formerly the Federal Stafford Loan Program—and hereafter referred to as the Federal Direct Loan)
- Federal Pell Grant
- Federal Supplementary Educational Opportunity Grant (FSEOG)
- Tuition and fee waivers
- Andrews Partnership Scholarship
- Andrews Gift
- Scholarships or grants from parent’s employer
- State grant and scholarship
- Any grant or scholarship from any source
- Federal work–study earnings

Student Financial Services monitors all aid and is required to adjust awards to conform to Federal, State, and institutional regulations.

Special Circumstances. Under certain situations, the United States Department of Education permits a school’s financial aid office to make adjustments to the parent’s or student’s analysis information (provided on the FAFSA at the time of application). The adjustments permitted take into account changes in the family’s financial situation that occurred since the FAFSA was completed. These special situations include, but are not limited to:

- Loss of employment
- Loss of untaxed income
- Separation or divorce
- Death of a parent
- Illness or excessive out-of-pocket medical expenses
- Tuition paid by parents for student siblings in elementary or secondary school

Students who have completed their financial aid process and later experience one of these special situations should ask their financial advisor to review their aid eligibility. To request this financial aid eligibility review, the independent student or the parent of a dependent student must provide a signed request, with proof of change. Proof may include such documents as a death certificate, employer discharge letter, or last paycheck stub. One or more documents must accompany the Request for Financial Aid Review, available from the Student Financial Services Office. When requesting a review, emphasis should be placed on information that was not available originally to the Student Financial Services Office. Anticipated changes are not grounds for a review. After reviewing the information submitted, Student Financial Services may require additional documentation. When all necessary documentation has been considered, a response may be expected within three days.

Unfortunately, not all circumstances that are considered special by parents and students are permissible by the federal government. Appeals to the initial determination must be received in writing no later than three weeks after receiving the initial determination. Appeals are reviewed by the vice-presidents for Financial Administration and Enrollment Management together with the director of Student Financial Services. All information regarding financial aid in general and special conditions is treated confidentially.

Priority Dates for Financial Aid Applicants. Students desiring financial aid must apply each year and submit the following documents:

- February 15—The Free Application for Federal Student Aid (FAFSA) should be filed on-line at www.fafsa.ed.gov indicating Andrews University (school code 002238) as the first college to which the analysis report should be sent. The U.S. Department of Education may take several weeks to complete an analysis of the form. Therefore, students should comply with the February 15 priority date to make sure the analysis is received in the Office of Student Financial Services by March 1.
- March 1—Submit the AU Financial Information Sheet and other documents if selected for verification. If you did not or could not use the IRS data retrieval tool on the FAFSA, we will need an IRS Tax Return Transcript. You can order one at www.irs.gov (select “Tools”). Processing time is approximately 5–10 business days. Priority processing will be given to students with all completed forms turned in by March 1. Students whose forms arrive after March 1 will be processed as their student files are completed. Some funds may be unavailable after March 15.

Financial Aid Refund Policy. This policy covers changes in the amount of financial aid due to the dropping of classes or withdrawal from school. Students who receive financial aid from state or Federal funds must be aware that any change in the number of credits taken during each semester may affect the

amount of financial aid they can receive. A smaller number of credits lessens the amount of aid. The amount of aid hereby forfeited must be returned to the aid fund. Likewise, a complete drop means that aid funds be returned, depending on the date of the complete drop. The rules controlling such refunds to the aid fund(s) are determined by the U.S. Department of Education and are used for all Title IV recipients nationwide.

Federal Title IV Aid Programs. After use of the Federal formula, funds are returned in the following order for students who drop all their classes:

- William D. Ford Federal Direct Loan
- Federal Perkins
- Federal Pell
- Federal SEOG
- Other Title IV student assistance

State Grants and/or Scholarships. Michigan refunds are calculated using the following two–step formula.

1.	Amount of aid for ÷ Tuition and fees = Percentage enrollment period for same period
2.	Percentage x Tuition and fee = Amount returned adjustment to aid fund

Michigan Residents are defined as dependent students whose parents have resided in Michigan since June of the year before the enrollment year or as independent students who have resided in Michigan since June of the year before the enrollment year.

Pennsylvania, Vermont, Rhode Island, and other States. Determine grant eligibility following each State’s applicable guidelines.

External Grants and/or Scholarships. Aid is returned to donor organizations according to each organization’s own guidelines. Non–Title IV funds include: State Grant/Scholarship
External Scholarships/Grants
Educational Allowance/Discounts

Adjustments to Andrews University Funds. To figure the amount of adjustment, use the following two–step formula.

1.	Amount of aid for ÷ Tuition and fees = Percentage enrollment period for same period
2.	Percentage x Tuition and fee = Amount returned adjustment to aid fund

Appeal Procedure. Students who think their needs have not been adequately met may follow this appeal procedure:

1. Students present all relevant facts for another evaluation to the Director of Student Financial Services.
2. Students wanting further consideration may appeal to the following administrators in order:
 - a) The academic dean of the school/college in which the student is enrolled.
 - b) The Vice President for Enrollment Management.
 - c) The Vice President for Financial Administration.

All appeal decisions, of course, must conform to State and Federal government regulations.

Federal Perkins Loan Program

Students who are no longer enrolled, have not paid on a Federal Perkins Loan obtained at Andrews University and request their academic transcripts must contact the Perkins Loan Collection Office for more information. This office is part of Student Financial Services on campus and can be contacted by calling 269–471–6271.

Work Study Program

Students employed under the Federal Work Study (FWS) program receive their entire paycheck. However, students who intend to use part of their earnings to pay their student accounts, are expected to deposit at least 60% of their paychecks onto the school account each pay period. In the FWS program, the student’s earnings are paid both by Andrews University and the Federal government. Students must do everything necessary to reach the work earnings that are estimated in their award. Otherwise they must be prepared to pay the difference from personal or parental resources.

Federal Work Study (FWS). To be eligible for assistance under the Federal Work Study program, students must demonstrate financial need and have a minimum overall GPA of 2.00. This program parallels the student labor program of the university. Eligibility for this program is determined through the standard financial

aid application process. Students working under the Federal Work Study Program must be U.S. citizens or eligible non-citizens.

Satisfactory Academic Progress (SAP)

Students must make Satisfactory Academic Progress (SAP) toward the completion of their associate, baccalaureate, or graduate degrees to qualify for financial aid. All students who receive assistance from a financial aid program that requires Satisfactory Academic Progress must follow the university's financial aid policy. The financial aid recipients' past academic work at Andrews University is reviewed regularly and must meet the standards of the Satisfactory Academic Progress policies noted below.

SAP Policy for Undergraduate Students with Financial Aid

The Satisfactory Academic Progress policy requires undergraduate students to maintain the following minimum standards:

- Full-time students must register for a minimum of 12 credit hours and must complete a minimum of 8
- Half-time students must register for a minimum of 6 credit hours and complete a minimum of 4

Students must complete at least two thirds of the number of credits with a passing grade regardless of their enrollment status (full-time or half-time). Student Financial Services confirms that the student has met this requirement at the beginning of the student's new enrollment period. The student may attempt up to one and a half the number of credits required for their degree, over a six-year time frame. Credit grades include A, B, C, and D. Non-credit grades include withdrawal after drop-add date, audit, incomplete, failing, and non-credit.

Grade-Point Average (GPA) Required. To make satisfactory academic progress, students must maintain an Andrews overall GPA at or above the minimum levels listed below according to the number of semesters completed at Andrews University.

<u>Semesters at AU</u>	<u>Minimum AU GPA</u>
1	1.50
2	2.00

Students who do not meet the SAP policy at the beginning of the school year are observed on a semester basis. Changes in GPA due to completion of "incomplete" or "deferred" grades or changes made for any other reason are considered when aid eligibility is reviewed at the next regular monitoring time.

At the beginning of each school year, students are placed into one of the following categories on the basis of the previous year's academic performance:

Satisfactory Progress. Students who meet all regulations outlined in the Satisfactory Academic Progress policy and new students beginning their academic work at Andrews University with the minimum GPA required for regular acceptance qualify as making SAP.

Financial Aid Warning. Students who fail to meet all regulations outlined in the SAP policy receive a Financial Aid Warning for one semester. During the Financial Aid Warning semester, students are eligible to receive financial aid as awarded. Academic Performance during this semester determines whether financial aid is given in future semesters. If students raise their overall GPA to the required minimum (see minimum AU GPA table above) and reach the minimum number of successfully completed credit hours required (two thirds of all hours attempted), they are returned to satisfactory progress status. Students who fail to reach the minimum required standards are no longer eligible for financial aid and their aid is ended. Students placed on Financial Aid Warning are encouraged to contact their academic department for assistance in planning for academic success.

Termination of Aid. Financial aid benefits are ended after the Financial Aid Warning semester if the student fails to reestablish a satisfactory overall GPA and/or reach the minimum credits required to be returned to satisfactory progress status. To receive financial aid again, the student must register for classes (at his/her own expense), successfully complete the required number of credit hours, and reach the minimum GPA required to meet the SAP criteria.

Financial Aid Probation Appeal. Students who fail to maintain Satisfactory Academic Progress and who lose current semester financial aid may appeal such an action. All appeals must be made in writing. Students must provide Student Financial Services with a copy of their Academic Plan made with their Academic Department. If an appeal is approved, a student will be placed on Financial Aid Probation. Students will be re-evaluated at the end of the probationary semester for continued Financial Aid eligibility.

Repeat Credits. Repeat credits are counted only once as part of the total credits attempted.

Adventist Colleges Abroad (ACA)

Eligibility Criteria. Students planning to attend an institution affiliated with Adventist Colleges Abroad (ACA) may be eligible to obtain Federal and State financial aid under the following conditions:

1. The student registers at the Andrews University Berrien Springs campus for at least two semesters before attending Adventist Colleges Abroad (ACA).
2. The student must meet Andrews University's Satisfactory Academic Progress policy.
3. Aid-eligible students may receive Federal and/or State financial aid only as long as it takes to complete 25% or less of their total degree program (usually the equivalent of two academic semesters). However, students are not eligible for:
 - Federal campus-based aid (Federal Work Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant)
 - Andrews University scholarships and grants while attending an ACA campus.

Application Procedures. Students should follow the procedure outlined below to apply for financial aid for enrollment at an ACA college:

1. Complete the Free Application for Federal Student Aid (FAFSA) form online at www.fafsa.ed.gov indicating Andrews University as the first college of choice.
2. Complete your financial aid award, you will need to submit the AU Financial Information Sheet and other documents if selected for verification. If you did not or could not use the IRS data retrieval tool on the FAFSA, we will need an IRS Tax Return Transcript. You can order one at www.irs.gov (select "Tools"). Processing time is approximately 5–10 business days.

All students planning to attend an ACA college must meet the University's **March 1 financial aid priority deadline**. Students who miss the deadline may experience difficulty in having aid posted to their account when they need it. Students are advised to complete the entire financial aid process before leaving the U.S.

Application Process—ACA Affiliated Colleges. A student planning to enroll at an ACA college should submit an ACA application form to Andrews University Enrollment Services.

A student is accepted only when all the necessary financial aid documents are received and Student Financial Services can process an aid application. The student is informed if he/she is eligible for aid.

When the verification process is complete, Student Financial Services credits the student's aid award(s) directly to his/her student account at Andrews University. A student applying for the Federal Direct Loan must sign a master promissory note before leaving for the ACA school. When a loan is approved, funds are credited directly to the student's account at Andrews University.

Student Missionary and Taskforce Worker Academic Credit/Loan Deferral Program

To enable students to participate in the Student Missionary and Taskforce volunteer service programs, especially students who have borrowed funds under the William D. Ford Federal Direct Loan or Federal Perkins Loan, Andrews University has a special academic loan deferral program for U.S.-citizen and permanent resident undergraduate students. This program allows student borrowers to remain in loan-deferment status (student loan repayment is postponed) while keeping student status with either a non-credit continuation course or independent study courses arranged before leaving Andrews. The following guidelines apply:

While away, students may choose either Continuation or Independent Study.

1. **Continuation Study**
 - a. All Andrews Student Missionary or Taskforce workers must register (before leaving for service) for IDSC296 or IDSC596 Student Missionary/Taskforce Experience for each semester they plan to be away. Students are charged a semester recording fee of \$69. Students that have not completed any Andrews credits must pay the recording fee up front. (AU students are students that have applied, been accepted and have an AU ID number.)
 - b. Students receive a non-credit continuation entry on their grade for each semester.
 - c. During this time financial aid is not available.
2. **Independent Study, TESOL Certificate, and Preparation for Mission Courses**
 - a. Students that have completed one term at Andrews are eligible to register for 6 undergraduate credits each semester (a total of 12 credits) at the reduced tuition rate of \$44 per credit. Student missionaries are eligible to register for up to 8 credits of mission preparation courses during the summer prior to departure. These courses include: TESOL Certificate Program ENGL435 Topics in Linguistics: TESOL Certificate, ENGL460, ENGL465 and RLP325 Preparation for Mission Service. (Effective summer 2012.)

- b. In consultation with the appropriate academic dean, students must develop an individualized list of courses for which they register that will apply toward general education requirements, majors, minors, emphases, or electives as approved by the dean.
- c. For each course in which they are registered, students work with a teacher before leaving to identify the course requirements. They must remain in regular contact with the teacher during the time spent off-campus.
- d. Students will receive a deferred grade (DG) for each course. Upon their return from service, students must contact the course teacher and complete all requirements within one semester after the date of return from service. (A suggested list of alternative courses is available from the dean's office.)

Both categories of students must complete registration for both semesters before leaving the Andrews University campus for Student Missionary or Taskforce services. Financial Aid is not available for students enrolled in this program. A detailed procedure sheet for these programs may be secured from the Office of Campus Ministries.

3. **Non-Andrews students** do not register for any classes and work directly with Campus Ministries when requesting deferred payment on student loans.

Loan Deferment Regulations. According to U.S. Department of Education rules governing the Federal Direct Loan Program, students who no longer are enrolled on at least a half-time basis must make their first student-loan payment six months from the last date of enrollment. The time limit for Federal Perkins Loan holders is nine months. The Student Missionary/Taskforce Experience course is designed so students who are registered will not lose their grace period and will not have to begin repayment of their student loan.

Students Ineligible for Program Benefits. The following students would not need to enroll for Student Missionary Experience classes because they do not need the credits to ensure that their loans remain in deferment:

- Students currently making loan payments
- Students in other than full-time enrollment deferment
- Students who have exhausted their grace period would have to make loan payments
- Students who have a Canadian Student Loan

Gift Assistance

Honors Audit Program. Honor students may audit a class each semester if they are enrolled for at least 12 regular credits. Honors audit credits are not taken into account when determining a student's academic progress. Also, honors audit credits do not count for determination of enrollment status for financial aid purposes. The student must complete an Honors Audit form during regular registration. For more information, consult with the Honors office.

Bureau of Indian Affairs. Grants are offered to students who are enrolled members of a federally recognized American Indian tribe and demonstrate financial need. Visit www.bia.gov and click "How do I...." to select your regional contact office.

Veterans' Education Benefits & Services. The University is approved for certification of students eligible to receive educational assistance from the Department of Veterans Affairs (DVA). Eligibility for VA educational assistance is determined by the Department of Veterans Affairs. Our regional office is located in St. Louis, Missouri. University services for students who receive educational assistance through the DVA are located in the Administration Building, first floor, Room 121 in the Office of Student Financial Services. Information concerning VA educational assistance (may be obtained by phone 269-471-3286, e-mail veterans@andrews.edu, or a visit to the Office of Veterans Services. VA forms used for making application for educational assistance are available at the GI Bill webpage: www.gibill.va.gov. A printed copy of an application submitted online to the VA will be required by the University's Office of Veterans Services.

It is the responsibility of the student to complete a Veterans Registration form every term to continue receiving G.I. Bill money. The form is available in the Office of Veterans Services. Each term the required Certification of Enrollment (VA Form 22-1999) will be electronically submitted by the University's Veterans Certifying Official to the VA Regional Processing Office after the last day to add or drop a course. An earlier date for certification may be requested if the veteran feels certain his schedule will not be changed.

Students receiving benefits are expected to attend all classes and to progress satisfactorily toward their objective. Any change of degree program, change with class registration, or withdrawal from school must be reported immediately to the VCO in the Office of Veterans Services. Failure to comply with VA regulations may result in loss of benefits and/or legal action on the part of the U.S. Department of

Veterans Affairs. If the student does not make satisfactory academic progress and is academically dismissed from the University, the U.S. Department of Veterans Affairs is notified and all veterans' benefits are ended by the USDVA. If a veteran is academically dismissed from the University but is later readmitted, the VA benefits cannot be resumed until the veteran has met the University requirements for reinstatement.

Vocational Rehabilitation Educational Assistance. The University is approved for enrollment certification of veterans with service-connected disabilities who are eligible to receive Chapter 31, Title 38, U.S.C.. educational assistance from the U.S. Department of Veterans Affairs. University services for veterans are coordinated through the Veterans Certifying Official in the Office of Veterans Services which is located in the Administration Building, first floor, in the Office of Student Financial Services. Information concerning educational assistance and campus procedures may be obtained by phone 269-471-3286, e-mail veterans@andrews.edu, website www.andrews.edu/sf or by visiting the Office of Veterans Services.

The veteran should make contact with the Vocational Rehabilitation & Employment Office (28), Battle Creek Medical Center Bldg. 39, Rm 14, 5500 W Armstrong Rd, Battle Creek, MI 49105. The VRE case manager assigned to Andrews University can be called at 269-223-5577. Veterans use VA Form 28-1900 to apply for the Chapter 31 benefit. The form is available online at www.gibill.va.gov. Information and instructions are included on the reverse side of the application form. Following receipt of the application in the regional office, VA will make a determination of eligibility. If the veteran is eligible, VA will schedule an appointment with a Counseling Psychologist (CP) or Rehabilitation Counselor (RC) for an initial evaluation to establish the veteran's entitlement to vocational rehabilitation. Contractors may be utilized to assist in working with the veteran to gather information needed for the CP or RC to make an entitlement determination. The VRE case manager will provide VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status. This form is required for certification of enrollment which will be submitted to the VRE by the University Veterans Program Administrator in the Office of Veterans Services.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations with those provided by the Vocational Rehabilitation and Employment Office. Student Success can be contacted at 204 Nethery Hall, success@andrews.edu or 269-471-6096.

It is the responsibility of the student to visit the University's Office of Veterans Services at the beginning of each term for which the student desires to receive VRE educational assistance. All required paperwork must be completed before the Certification of Enrollment (VA Form 28-1905) will be submitted to the Vocational Rehabilitation & Employment Regional Office. Certification will be submitted after the last day to add or drop a course each term. An earlier date for certification may be requested if the veteran feels certain his schedule will not be changed.

A Purchase Request Form that includes VRE purchasing guidelines is available in the Office of Veterans Services. It is required for all purchases at the campus bookstore or computer store. Written approval must be obtained from the VRE case manager for certain purchases. Veterans should plan to make their purchases within thirty (30) days after the first day of classes each term. An invoice for tuition, academic fees, and books/ supplies will be sent to the VRE after that date. Payment will be made to the University and credited to the veterans' student statement.

Students receiving benefits are expected to attend all classes and to progress satisfactorily toward their objective. Any change of degree program, change with class registration, or withdrawal from school must be reported immediately to the VCO in the Office of Veterans Services. Failure to comply with VA regulations may result in loss of benefits and/or legal action on the part of the U.S. Department of Veterans Affairs.

Vocational Rehabilitation State/Federal Programs. Students who have permanent disabilities which may limit their employment (after completion of their study program) should contact the Vocational Rehabilitation Regional Office in their state of residence for possible assistance.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations with those provided by the Vocational Rehabilitation and Employment Office. Student Success can be contacted at 204 Nethery Hall, success@andrews.edu or 269-471-6096.

Tuition Discounts

Affiliated Hospital Nurse—33 Percent Tuition Discount. The university offers registered nurses working in hospitals affiliated with the Andrews Department of Nursing a 33% reduction of their tuition for all classes taken toward the Bachelor of Science in Nursing degree. The nurse must be accepted as a regular student in the BS degree in nursing and request the tuition reduction each semester. Also, the student must provide the Department of Nursing with proof of continued employment at the affiliated hospital. For a list of affiliated hospitals contact the

Department of Nursing. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

Local Business Employee—33 Percent Tuition Discount. Fulltime employees of companies located in Berrien County and the South Bend/Mishawaka area may receive a 33% reduction of tuition for undergraduate courses. Application for the tuition reduction can be obtained at the dean's office and must be completed no later than the first two weeks of each semester. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

Prior Baccalaureate Degree—33 Percent Tuition Discount. Students who have earned a baccalaureate degree may receive a 33% tuition reduction for courses taken for a second baccalaureate degree. This discount applies only to courses required to complete the 2nd degree. Courses included in the package tuition, but are not required for the 2nd degree, will be billed at full tuition.

Application forms are available at the offices of the respective deans. The completed forms must be filed with the respective dean no later than two weeks after the beginning of each semester for which the 33% tuition reduction is requested. An official transcript showing all class work and the awarding of a bachelor's degree must be on file with the Office of Academic Records of the university before the 33% tuition reduction can be applied. Students eligible for the reduction must be enrolled for a second undergraduate degree and are not eligible to receive any other Andrews discretionary funds. Students enrolled in a graduate program but who must complete undergraduate prerequisites are eligible. **Note:** Forms are to be picked up at the dean's office of your appropriate school.

Limitations to the Prior Baccalaureate Degree Tuition Discount. The following limitations apply to this plan:

1. No course taken under this plan may receive graduate credit or apply to a graduate degree.
2. In the School of Health Professions Physical Therapy programs, the plan only applies to students accepted and enrolled for prerequisite requirements under the preferred acceptance guidelines.
3. This tuition reduction does not apply towards architecture degree.
4. In the School of Education, the student must be enrolled in a second baccalaureate degree; however, this plan is not available until one calendar year after graduation and is limited to 16 credits each semester.
5. In the School of Business Administration, the plan does not apply to independent study/readings/research or internship credits. Also, it does not apply to any course not offered as a regularly scheduled class in a given semester.
6. The plan applies to tuition only, not for housing, food and similar charges.
7. The discount does not apply to laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the Center for Intensive English, international languages taught as prerequisites for advanced degrees, courses taken off campus, study tours, May Express classes or private tutoring GNST116.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

Local Area Educators—33 Percent Tuition Discount. Full-time teachers employed in Michigan and Indiana area schools who are not fully credentialed may receive a 33% reduction of tuition for undergraduate, Master of Arts in Teaching, and Master of Arts in Educational Administration courses taken toward the completion of their teacher certification requirements. Application for the tuition reduction can be obtained in the dean's office and must be completed no later than the first two weeks of each semester. The student must provide proof of area school employment. Students eligible for this reduction are not eligible to receive any other Andrews discounts or any other discretionary funds applied to the program receiving the 33% reduced tuition.

Workers from Overseas Divisions—Tuition Discount. "When any division other than the North American Division sends its workers or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25% of undergraduate tuition. If the person also receives a Federal or State scholarship (or grant), the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittance must come through the division and on approval of the division committee" (North American Division Working Policy, F 80 15).

Retiree Tuition Discount. A retired person who has reached age 65 may receive a 50% tuition discount for up to three undergraduate or graduate credits annually.

Former Andrews University employees who have retired may receive a 50% tuition discount. Admission to limited enrollment courses is contingent upon space

available in the class, with preference being given to students paying regular tuition rates. Any additional class fees and/or supply fees are the responsibility of the student.

This discount applies to credit, audit, or non-credit classes. This discount does not apply to independent study, directed reading, private music lessons, practicums, clinical experiences, or any instruction outside of the normal classroom setting. Application for this 50% discount should be made to the dean of the school involved. The dean then authorizes the appropriate discount.

Students eligible for this reduction are not eligible to receive any other Andrews discounts or discretionary funds.

Graduate Financial Assistance

Qualifying Criteria

For financial aid eligibility, graduate students must meet the rules in the following two areas:

- **Enrollment Status**—Students must be accepted into a curriculum authorized by the faculty of their respective school. Students enrolled on PTC status (permission to take classes) are not eligible to receive financial aid.
- **Course Load**—Students are awarded financial aid based on their percentage of full-time enrollment as defined in Class Loads and Financial Aid.

Special regulations apply to students who have completed all course work and are preparing theses, projects, or dissertations.

College of Arts & Sciences

Students who have completed all course work in an approved graduate program may not have completed all work needed to complete a degree. A student may be deemed to be enrolled fulltime provided the student meets one of the following criteria:

1. Is enrolled in one of the following courses:
COMM 589 (Internship)
2. Is enrolled in a Project Continuation, Recital Continuation or Thesis Continuation course. Only students who have enrolled for the required number of project, recital or thesis credits but have not completed the work are eligible.

School of Health Professions

Students who have completed all course work in an approved graduate program may not have completed all work needed to complete a degree. A student may be deemed to be enrolled fulltime provided the student meets one of the following criteria:

1. Is enrolled in one of the following courses:
PTH 881, PTH 882, PTH 883, PTH 884 (Clinical Internship)
NRSG 680 (Internship)
FDNT 594 (Practicum)
2. Is enrolled in a Project Continuation or Thesis Continuation. Only students who have enrolled for the required number of project or thesis credits but have not completed the work are eligible.

Theological Seminary

Doctoral Students. Students who have completed all course work in an approved doctoral program must register for 1–6 credits under GSEM 796 – DMin Project/ Dissertation or 1–12 credits under GSEM 995 PhD–ThD Dissertation, or 1–14 credits under DSRE995 Doctoral Dissertation. If the candidate does not complete the dissertation, he/she must register for GSEM 788 – DMin Project Continuation or GSEM 888 – PhD–ThD Dissertation Continuation until the dissertation is completed to qualify for status as a full-time student. Confirmation by the dissertation chair that full-time work is being done must be sent to Student Financial Services.

Master's Students. To obtain full-time status for the MA degree, the student must register for GSEM 688 Master's Degree Continuation after he/she has registered for the allowable thesis credits but has not finished the work. Confirmation by the dissertation chair that full-time work is being done must be sent to Student Financial Services.

Andrews Graduate Scholarship

Availability

1. The Graduate Scholarship is available for full time students in:
 - All on campus Master programs (except professional master programs).
 - Professional Doctoral level programs: EDS, EDD, DPT.
 - Doctoral programs PhD, ThD.
2. The Graduate Scholarship cannot overlap with another discount from an Andrews University budget.

- The Graduate Scholarship will not be available for programs that already have a discounted tuition below the standard tuition rate. If the Graduate Scholarship is greater than the discount provided by the specific program, then the difference will be awarded as an additional scholarship.
- The Graduate Scholarship does not apply for staff members that are using the free class benefit from Andrews University. If the Graduate Scholarship is greater than the discount for which the staff member is eligible for, the difference will be awarded as an additional scholarship.
- The Graduate Scholarship will be assigned by the School of Graduate Studies and Research and applied by the Office of Student Financial Services at the time of a student's registration.

Scores

The Graduate Scholarship is a tuition reduction percentage and is awarded as follows:

Tuition Reduction	Combined Verbal and Quantitative GRE Scores	GMAT Score
10%	≥300	≥500
25%	≥310	≥550
50%	≥320	≥600

Time Limits

The scholarship is available for the following number of semesters:

Master's Level programs	4 Semesters
EDS, EDD, DPT	6 Semesters
PHD, THD	8 Semesters

Eligibility

- New graduate students who meet the appropriate GRE/GMAT scores are eligible for the Graduate Scholarship if:
 - The students took the GRE/GMAT prior to the start of the first semester.
 - For example, students registering for their first semester in the Fall 2013 should have taken the GRE/GMAT prior to the start of that semester.
 - The students took the GRE/GMAT test during their first semester in the graduate program. However, because the GRE/GMAT was taken during their first semester of registration the GRE/GMAT scholarship will be applied in their second semester.
 - For example, students who took the GRE/GMAT during their first semester of Fall 2013 are eligible for the scholarship in their second semester, Spring of 2014. Fall 2013 will count as one of the semesters of the scholarship.
 - The student took the test multiple times in their first semester. In that case, the highest score will count toward the GRE/GMAT scholarship. However, because the GRE/GMAT was taken during their first semester of registration the GRE/GMAT scholarship will be applied in their second semester.
 - For example, if students took the GRE/GMAT multiple times in their first semester of Fall 2013, then the highest GRE/GMAT score will count toward their scholarship for Spring 2014. Fall 2013 will count as one of the semesters of the scholarship.
- In order to retain the Graduate Scholarship, students are required to maintain the minimum GPA for their program. Students whose GPA falls below the required minimum for their program will permanently forfeit the scholarship.
- Scholarship money will not be applied retroactively to any coursework started prior to taking the exam.
- Students applying and accepted to a second graduate degree, who already had received the Graduate Scholarship, will be eligible to the scholarship for the new program if the GRE/GMAT scores are not older than 5 years.

Discount Percentage	Programs
25%	MA Religion
	MA Religious Education
	MA Youth and Young Adult Ministry
	MAPMin
40%	CIDP
33%	MDIV/MSW
	MAYYAM/MSW
38%	MA Youth Ministry
	MAPMin
50%	PhD Counseling Psychology
	EdS School Psychology
	MA School Counseling
	MS Special Education
	MA Clinical Mental Health

	Leadership Certificate
	Post–MS Nursing Education Certificate
	MPH Nutrition & Wellness
Varied	MDIV Credits <= 5
Subsidized	MDIV
Reduced Tuition	DPT
	DScPT
	MBA
	MBA Online

Please visit Financial Information section and the program page for more information.

Federal Aid

Students should read the General Information, p. 70, and Satisfactory Academic Progress sections, p. 78, to determine their eligibility for financial aid. Federal Direct Loans are available to graduate students. To apply for this aid, refer to p. 70, General Information, and the Financial Aid Quick Reference.

Institutional Aid

Student Financial Services forms need not be completed for students to apply for the Andrews graduate grant or scholarship; students must apply directly to the graduate dean or department head of the school/program. All aid received by the student (except assistantships), however, is taken into account when determining eligibility for a student loan and a Michigan Tuition Grant.

Grants and Scholarships

Grant, scholarship, and assistantship funds are available through the offices of the various academic deans and department chairs. Grants and scholarships are gift aid; however, if a student is given an assistantship, this is considered to be employment and is processed through the Office of Employment. Application forms, if required, must be requested from and returned to the respective dean's office. The student does not need to complete any application paperwork for Student Financial Services to apply for and receive institutional aid.

Seminary Emergency Aid Fund. This emergency aid fund is available to seminary students for emergency relief only and is not a form of continuous financial aid. Students may apply for assistance through the seminary dean's office.

Student Employment Program

Work opportunities for graduate students are available through the university's Employment Office. Assistantships are available as arranged by the dean or department chairs of the school where the student is enrolled. For information regarding employment contact the Employment Office. The website is www.andrews.edu/hr/.

Travel Equalization Fund

Graduate students coming more than 500 miles to the University from the United States, Canada, or overseas may be reimbursed for part of their travel expenses if certain criteria are met. For information, contact the Office of Student Financial Services.

Federal Loans and Scholarships

Information on the following sources of financial aid may be obtained from Student Financial Services. For details, review the Financial Aid Quick Reference.

Loans

- Federal Direct Loan Program (Unsubsidized)
- Federal Graduate PLUS Loan

Scholarships

- Paul Douglas Teacher Scholarship

SAP Policy for Graduate Students with Financial Aid

Graduate students must meet the Andrews University Satisfactory Academic Progress (SAP) policy. The following minimum standards must be met for Federal and State financial aid purposes.

Students must maintain the minimum Andrews University graduate overall GPA required for the degree program in which they are enrolled. The SAP summary below indicates the minimum GPA required to meet the university's SAP policy for each type of degree program.

Degree	School	GPA	Maximum below B
PhD, EdD	SED	3.30	3
PhD, ThD	SEM	3.00	3
DMin	SEM	3.00	No policy

DPT, DScPT	CAS	3.00	See <i>PT Student Handbook</i>
EdS	SED	3.20	3
Master's	ALL	3.00	4
Professional Master's	SEM	2.50	No policy

Compliance with these requirements is monitored by Student Financial Services on a regular basis. Students must complete at least two-thirds of the number of credits attempted, regardless of their enrollment status (full-time or half-time), and maintain a 66% completion ratio. Exception may be made for courses whose requirements have a time-frame by design that extends beyond the limit of the semester in which it is registered.

Financial Aid Warning. Students who fail to meet the required SAP are placed on Financial Aid Warning status during the following semester. During the Financial Aid Warning semester, the student is eligible to receive financial aid as awarded. The student is allowed only one Financial Aid Warning semester for each degree program, except under extenuating circumstances. Academic performance during the warning semester determines the aid given in the following semesters. If the student again meets the minimum required, the student is returned to satisfactory progress status and is eligible to continue receiving aid as awarded. Students who fail to attain satisfactory progress after the Financial Aid Warning semester are no longer eligible for Federal financial aid.

Appeal Procedure. When failure to attain the required GPA is due to extenuating circumstances or circumstances beyond the reasonable control of the student, he/she may appeal for a semester of financial aid probation. All master's-level students may be allowed a maximum of a one semester probation. Doctoral- and specialist-level students may be allowed a maximum of a two-semester probation extension. However, the student must make the appeal for the second probation extension in the same manner as for the first appeal. Students should recognize that appeals are not "automatically" granted. Future financial aid is dependent on meeting SAP standards by the end of the probationary semester(s). All appeals must be made in writing and submitted to the appointed representative of the student's respective school. Proof must support the stated extenuating circumstances. The appropriate authorizing office sends written notification to Student Financial Services of the appeal details.

Financial Aid Quick Reference

Every attempt has been made to assure the accuracy of information in this chart; however, the programs are subject to change. Funds awarded under each program are administered according to the laws and regulations in force at the time funds are applied to the student's account.

Federal Perkins Loan

Who May Apply

Undergraduate students who are U.S. citizens or eligible non-citizens.

Who is Eligible

Students with documented need enrolled at least half-time who are not freshmen. Must have PELL eligibility.

Range of Award

\$1,500–\$5,500 per year.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if needed for verification, Perkins loan request form, sign master promissory note online and loan counseling.

Whom to Contact

www.andrews.edu/SF Student Financial Services—Financial Advisor.

More Info

Deferred payment, 5% loan. Repayment starts nine months after student ceases at least half-time enrollment. Student must apply each year.

Timeline

Priority Processing: March 1, 2013 for the 2013–2014 school year.

Federal Supplemental Educational Grant*

Who May Apply

Undergraduate students who are U.S. citizens or eligible non-citizens.

Who is Eligible

Undergraduate students with documented need enrolled at least halftime. Must have PELL eligibility.

Range of Award

Up to \$1,000 per year.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification.

Whom to Contact

www.andrews.edu/SF Student Financial Services—Financial Advisor.

More Info

Student must apply each year.

Timeline

Priority Processing: March 1, 2013 for the 2013–2014 school year.

Federal Work–Study

Who May Apply

Students who are U.S. citizens or eligible non-citizens.

Who is Eligible

Undergraduate Students with documented need enrolled at least half time.

Range of Award

Earnings not to exceed award.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification.

Whom to Contact

www.andrews.edu/SF Student Financial Services—Financial Advisor.

More Info

Eligible undergraduate students must apply for jobs at the Employment Office. Student must apply each year.

Timeline

Priority Processing: March 1, 2013 for the 2013–2014 school year.

Andrews Partnership Scholarships

Who May Apply

Undergraduate students. No application required.

Who is Eligible

Incoming freshmen, transfer students with minimum 2.5 college GPA.

Range of Award

Incoming freshmen, \$2,500–\$10,000

Transfer students, \$1,500–\$7,500

How to Apply

Freshmen and transfer students consult with Admissions Office to determine scholarship level.

Whom to Contact

AU Student Financial Services—Financial Advisor, and/or Admissions Office.

More Info

See financial aid section in this bulletin.

Timeline

Priority Processing: March 1, 2013 for the 2013–2014 school year.

Federal Pell Grant

Who May Apply

Undergraduate Students who are U.S. citizens or eligible non-citizens.

Who is Eligible

Students with documented need enrolled at least half time in an eligible program.

Range of Award

\$400–\$5,645 per year

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification.

Whom to Contact

www.andrews.edu/SF Student Financial Services—Financial Advisor.

More Info

Student must apply each year. Information given on FAFSA must be verified.

Michigan Grants and Scholarships**

Who May Apply

Undergraduate Students who are U.S. citizens or eligible non-citizens and who have been Michigan residents since June of the previous aid year.

Who is Eligible

Students enrolled at least half time in an eligible program.

Range of Award

Up to \$1,512 per year.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification.

Whom to Contact

Michigan State Department of Education or AU Financial Advisor.

More Info

Student must apply each year.

Timeline

Priority Processing: March 1, 2013

Federal Direct Loan Program Subsidized**

Who May Apply

Undergraduate Students who are U.S. citizens or eligible non-citizens and demonstrate need. Independent students who are US citizens or eligible non-citizens.

Who is Eligible

Students with documented need enrolled at least half time in an eligible program.

Range of Award

Up to \$3,500 for freshmen; \$4,500 for sophomores; \$5,500 for juniors and seniors.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification, sign master promissory note online, loan counseling and loan request form is available at the Student Financial Services Office or online at www.andrews.edu/SF.

Whom to Contact

Student Financial Services—Financial Advisor.

More Info

Variable interest rate, deferred payment on loan. Repayment begins six months after student ceases at least half-time enrollment.

Timeline

Apply at least three months before the time loan is needed.

Federal Direct Loan Program Unsubsidized

Who May Apply

Students who are U.S. Citizens or eligible Non-Citizens.

Who is Eligible

Undergraduate and Graduate Students whose needs are not fully met from other aid sources.

Range of Award

Freshmen/sophomores —\$2,000 plus up to \$4,000 additional. Juniors/seniors—\$2,000 plus up to \$5,000 additional. Graduate students—up to \$20,500.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification, sign master promissory note online, loan counseling and Loan request form is available at the Student Financial Services Office or online at www.andrews.edu/SF.

More Info

AU Financial Advisor.

Timeline

Apply at least three months before the loan is needed.

Federal Direct Loan Program Plus and Grad-Plus

Who May Apply

Parents of dependent students, graduate students

Who is Eligible

Parents of dependent students, graduate students

Range of Award

Up to total educational costs less other awarded resources.

How to Apply

Complete FAFSA, AU Financial Information Sheet and other documents if selected for verification, sign master promissory note online, loan counseling and Loan request form is available at SFS or online at www.andrews.edu/SF.

Whom to Contact

www.andrews.edu/SF Student Financial Services—Financial Advisor.

More Info

Visit www.studentloans.gov.

Timeline

Apply at least three months before the loan is needed.

Note:

Programs are described in detail in this bulletin.

*Formerly called Basic Educational Opportunity Grant.

**Graduate students are no longer eligible for Michigan Grants or Subsidized Federal Direct Loans.

***Formerly the Guaranteed Student Loan Program or Federal Stafford Loan Program.

Every attempt has been made to assure the accuracy of information in this chart; however, the programs are subject to change. Funds awarded under each program are administered according to the laws and regulations in force at the time funds are applied to the student's account.

J.N. Andrews Honors Program

Nethery Hall, Room 108
269-471-3297
honors@andrews.edu
www.andrews.edu/honors/
L. Monique Pittman, *Director*

In 1966 Andrews University determined to offer undergraduate students greater opportunities for intellectual, spiritual, and social development. To reach this goal, it created the honors program to foster an atmosphere that is both intellectually challenging and distinctively Christian. Starting in 2001-02, the program offered a completely new curriculum. SAGES is a text-based alternative to the standard General Education requirements. It involves 37 semester hours of honors courses and leads to the designation "John Nevins Andrews Scholar" at graduation.

SAGES (Scholars' Alternative General Education Studies)

Reflecting suggestions from students, faculty and alumni for a curriculum based on the study of original texts, independent research, and writing, SAGES provides a series of interdisciplinary courses that REPLACE General Education requirements for the bachelor of arts and bachelor of science degrees. Following a year-long introduction to Western civilization and culture, students pursue a series of thematically-organized seminars similar to a "Great Books" approach, though broader in sources and subjects. The track concludes with independent research resulting in a senior project.

Because SAGES replaces many lower-division courses, admission at the beginning of a college career is advisable. However, transfer and currently enrolled students with demonstrated academic achievement (GPA>3.33) may apply to SAGES and receive individual waivers for some—but not necessarily all—specific courses based on previous academic study. Those admitted as juniors and seniors must complete at least five seminars plus the Research Pro-Seminar and the senior project.

Students wishing to transfer out of SAGES should do so at the end of the first year and apply the courses taken towards a standard General Education track. In the sophomore and junior years, SAGES involves significantly different categories of courses than the standard General Education track. These will not replace many of the freshman and sophomore courses required at most universities.

Progress in SAGES. Students in SAGES who fail to enroll in honors courses, or whose cumulative GPA falls below 3.33, will be asked to withdraw from the program at the end of the academic year.

Graduation as a John Nevins Andrews Honors Scholar

At graduation, the university confers the distinction "John Nevins Andrews Scholar" on students recommended by the Honors Council who display outstanding scholarship, achieve a minimum overall college and honors GPA of 3.50, and complete SAGES. Titles of the senior thesis or project are listed in the graduation bulletin.

SAGES Requirements: Honors Track

Required Registrations

- HONS 105H – Western Heritage Credits: 5
- HONS 106H – Western Heritage Credits: 5
- HONS 115H – Transcribing the Self: Honors Composition Credits: 3
- HONS 215H – Scripture Credits: 3
- HONS 265H – Literature and the Arts Credits: 3
- HONS 345H – What Is "Other?" The Non-Western World Credits: 3
- HONS 365H – Cosmos Credits: 3
- HONS 398H – Research Pro-Seminar Credits: 1
- HONS 415H – Thinking Theologically: Christian Life and Faith Credits: 3
- HONS 497H – Senior Honors Project Credits: 2-4
- Life/Physical Sciences Credits: 8 (see regular General Education science requirements)
- Math Credits: 3 (minimum acceptable level: MATH 145)
- Physical Activity Courses (2) Credits: 2
- 48 hours Service Activity

Plus two courses selected from the following – 6

- HONS 225H – Materialism & Idealism Credits: 3

- HONS 245H – Meanings of America Credits: 3
- HONS 325H – Justice Credits: 3
- HONS 380H – Topics, Independent Study, and Research Credits: 1-3
- HONS 380 – Topic in Physics and Faith Credits: 3
- HONS 380 – Topic in Cognitive Science and Faith Credits: 3
- HONS 380 – Topic in Bioethics & Christian Faith Credits: 3

Total Requirements, Bachelor of Science: 50

Total Requirements, Bachelor of Arts: 50+4

(Intermediate Language)

Note:

These requirements have been altered slightly for students in some of the professional degree programs.

Sages Requirements: Professional Degree Programs		
Degree	Alteration in SAGES	Other Reductions + Cognates
BSA	Reduced by 1 elective (3 cr) Reduced HONS 365H	Math increased—4 cr Science reduced—one course
BBA	Reduced by 1 elective (3 cr) Reduced HONS 365H	Math increased—6 cr Science reduced—one course Required: RELT 390 PSYC 101 & SOCI 119
BSMLS	Reduced by 1 elective (3 cr)	
BHS	Reduced by 1 elective (3 cr)	Required: PSYC 101
BFA	Reduced by 1 science course	
BMus	Reduced by 1 science course	
BSE	Reduced by 6 credits. Take one from HONS 265H or HONS 345H. Take one from HONS 225H, HONS 245H, HONS 265H, HONS 325H, HONS 345H, HONS 380	Science reduced—one course (Life Science)
Pre-Med	Reduced by 1 elective (3 cr)	
Education		
Elementary	Reduced HONS 415H Reduced by 1 elective (3 cr)	Add 5 hours religion required for certification
Secondary	Reduced HONS 415H Reduced by 1 elective (3 cr)	Add 5 hours religion required for certification

Honors Service Requirement

All honors students are required to complete 12 hours of voluntary service per academic year to total 48 hours by graduation.

Replacing General Education Requirements

Because of the integrated and interdisciplinary courses, students completing SAGES will satisfy their General Education requirements for the Bachelor of Science degree with 37 credits of honors courses and 13 credits of mathematics, science, and physical education. The Bachelor of Arts degree requires the identical courses and foreign language proficiency. In each case, the normal requirements are significantly reduced, which frees students' schedules for cognate courses and electives.

Admission to The Honors Program

Each summer the honors program admits a limited number of prospective freshmen whose interests and achievements—as portrayed in part by the application essay—suggest they will benefit from participation in SAGES. Students accepted into honors surpass the following qualifications:

- A minimum overall GPA of 3.50 on all secondary credits
- Scores of 25 on the ACT or 1200 on the SAT mathematics and verbal sections combined.

Recognizing that for some students either high school grades or standardized test scores may not satisfactorily predict the potential for academic success in college, a small number of students who show considerable promise on one measure but not the other may be admitted to the program upon the director's discretion.

Admission for Transfer and Currently Enrolled Students

Applications are welcomed from currently enrolled students and transfer students who wish to participate in the program. Successful applicants demonstrate an interest in Honors and possess at least a B+ average on all college courses. Application forms are available in the Honors Office and on the Honors website.

Society of Andrews Scholars

Students in Honors form a society dedicated to spiritual, social, and intellectual activities outside the classroom. The society's logo depicts hands sheltering the flame of truth, which symbolizes the search for truth by students and faculty together. Excellence, Commitment, and Service is the society's motto. Membership fees and fees charged as part of the honors application process are used exclusively for student activities by the Society of Andrews Scholars. Annual participation in the service/citizenship/leadership program which is organized by the Society of Andrews Scholars, is required to continue in the J. N. Andrews Honors program.

National Honors Societies

The honors program works with the university's 17 departmental national honor societies to coordinate information and enhance their activities. It also works closely with the prestigious interdisciplinary national honor society Phi Kappa Phi which inducts about 30 junior and senior Andrews students each year who meet the rigorous requirements. See Accreditations, Approvals & Memberships for more information.

Graduation Distinctions

Designations are conferred at graduation on students who, one semester before graduation, have completed 16 semester hours at Andrews University with the following overall GPAs:

3.500– 3.749	Cum Laude
3.750– 3.899	Magna Cum Laude
3.900– 4.000	Summa Cum Laude

Both the Andrews and Cumulative GPAs must be a minimum of 3.50 in order to be considered for the above designations.

Honors Audits

To enhance Andrews Scholars' opportunities to learn for the sake of learning, a scholar enrolled full time (a minimum of 12 regular credits) may attend one course free each semester, registering as an Honors Audit (HN), which is indicated on the transcript. Though no credit is earned, an Honors Audit provides a significant opportunity to broaden one's knowledge at no cost even if it forms an overload. Registration for an Honors Audit (HN) should take place during regular registration, and in no case later than the regular drop/add date. Attendance and other regulations for an audit apply.

Honors (all undergraduate)

HONS 105H – Western Heritage

Credits: 5

A study of significant issues that emerged in Western civilization, approached through the reading of major works. The first semester's topics involve the era from the ancient world to the Reformation; the second, the Enlightenment to the modern world. In both semesters, spiritual and religious themes are emphasized, and the combined semesters replace one 3-credit religion course. Small-group projects and discussions, field trips, and cultural events enrich the lectures. Required for SAGES during the first year. Weekly: 3 lectures and a 2-hour lab \$ – Course or lab fee **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 106H – Western Heritage

Credits: 5

A study of significant issues that emerged in Western civilization, approached through the reading of major works. The first semester's topics involve the era from the ancient world to the Reformation; the second, the Enlightenment to the modern world. In both semesters, spiritual and religious themes are emphasized, and the combined semesters replace one 3-credit religion course. Small-group projects and discussions, field trips, and cultural events enrich the lectures. Required for SAGES during the first year. Weekly: 3 lectures and a 2-hour lab \$ – Course or lab fee **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 115H – Transcribing the Self: Honors Composition

Credits: 3

What is the entity we call self? How is it formed, reformed, transformed? What

role does the "other" play in our determination of self? To what extent is self an independent construct, and to what extent is it socially and ideologically determined? Such questions are addressed through written and oral examination of our own lives and the lives of others as presented in significant texts. Recommended during the first year. **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 215H – Scripture

Credits: 3

The reading of Biblical passages chosen for qualities such as centrality to Christian belief, power as literature, and variety of expression. Entire books will be addressed thematically, including Genesis, Job, Romans, and Revelation. A portion of the course will involve the detailed interpretation of a selected section. Required. **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 225H – Materialism & Idealism

Credits: 3

Philosophers and prophets often approach wealth with caution or hostility, but modern culture flaunts status symbols and values self-worth by material accumulation. Considering such differences, readings from Plato to contemporary authors will raise questions about the level of wealth we ought to desire, the thoughtful use of that wealth, and reconciling a Christian life of service with professional success today. Elective. **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 245H – Meanings of America

Credits: 3

Examines understandings of American society, culture and physical environment by a variety of observers, including native, foreign and minority, through study of prose, poetry, music, film and the visual arts. Core readings will include works by Jefferson, Tocqueville, Martineau, Douglass, Bourne, Friedan and King. Elective. **Grade Mode:** Normal (A–F,I,W) **College Code:** HONS

HONS 265H – Literature and the Arts

Credits: 3

Explores the ways in which visual, musical, and literary arts address the human experience. Through close analysis of primary texts, students become conversant in the distinctive and overlapping discourses of the various art forms. Drawing upon this fine arts literacy, they will examine concerns of primary importance to creative minds from the ancient world to the postmodern era. These themes will include several of the following: the sacred, the quest for knowledge, gender relations, ethnicity and identity, social order and/or violence. \$ – Course or lab fee **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** HONS 115H Required. **Repeatable:** Repeatable **College Code:** HONS

HONS 325H – Justice

Credits: 3

What is justice? Is it a process, an end result, or both? Using concepts of right and wrong developed by Classical writers, medieval philosophers and recent Christian theologians, this course considers the relationships between justice and religious understandings of human nature and society. It then analyzes selected policies where concepts of justice can or should play a role, and critically examines the practical results of attempts to create greater social justice. **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** HONS 115H. Elective. **Offering:** Odd years **College Code:** HONS

HONS 345H – What Is "Other?" The Non-Western World

Credits: 3

An introduction to the diversity and commonality of the global human experience and world views as expressed in literature, the arts, religion and other intellectual endeavors with special focus on the non-Western world. Small group activities, field trips, guest presenters, films and special projects enrich the discussion of significant texts. **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** HONS 106H, HONS 115H. Required. **College Code:** HONS

HONS 365H – Cosmos

Credits: 3

An interdisciplinary, readings-based course which considers the nature of science

and its relationship to other approaches to truth. Selected “key ideas” in science will be examined to explore how science informs our understanding of who we are and our place in the universe. Particular attention will be given to the interplay between Christian faith and science. **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** HONS 115H. Required. **College Code:** HONS

HONS 380 – Topic in Bioethics & Christian Faith

Credits: 3

A capstone seminar for Honors students in biology and related majors that engages the interface of biology and ethics from a biblical and Seventh–day Adventist perspective. Focused attention on select bioethical issues and their relationship to Scripture and Christian practice, including but not limited to: biblical and environmental stewardship, the molecular revolution, genomics and genetic manipulation, human nature, communication in science, and dilemmas in the health professions. **Prerequisite(s):** BIOL 166, HONS 265H **College Code:** HONS

HONS 380 – Topic in Cognitive Science and Faith

Credits: 3

This topics course will be a readings–based seminar considering the possibility of integrating cognitive science (especially neuroscience and psychological science) and Christian faith in the domain of understanding human nature. The course will focus particularly on Adventist theological understandings of human nature in the context of ongoing debates about human free will in the cognitive sciences.

Prerequisite(s): Elective. **College Code:** HONS

HONS 380 – Topic in Physics and Faith

Credits: 3

An interdisciplinary readings–based course which considers the relationship between Christian faith and science. Developments in physics and cosmology will be examined in light of Adventist Christian theological understanding.

Prerequisite(s): HONS 365H, PHYS 142 or PHYS 242 or consent of instructor.

College Code: HONS

HONS 380H – Topics, Independent Study, and Research

Credits: 1–3

Disciplinary and interdisciplinary topics selected for interest and importance.

Typically the course revolves around reading, discussion, and individual projects.

Elective. **Grade Mode:** Normal (A–F,I,W) **Repeatable:** Repeatable **College Code:** HONS

HONS 398H – Research Pro–Seminar

Credits: 1

Preparation for the senior project. Expectations for the senior thesis are addressed, including consideration of alternative topics, refining the thesis proposal, the role of literature review, formal public speaking, presentation software, and evaluation. The letter grade assigned reflects the presentation of the project at the Interdisciplinary Honors Seminar; a DG is assigned until then. Strongly recommended for all sophomores and must be completed prior to beginning Honors Thesis research. **Grade Mode:** Normal with DG (A–F,I,W,DG,DN) **College Code:** HONS

HONS 415H – Thinking Theologically: Christian Life and Faith

Credits: 3

A capstone Honors course exploring the intersection of constructive theology and contemporary issues from a distinctly Adventist perspective. Special attention is given to the correlation of God and human flourishing as enunciated through a wide range of pressing questions raised in the postmodern context. The aim of such an exploration is to deepen the faith of the participants and to instill a new appreciation for the conceptual and spiritual richness of the Great Controversy theme central to the Adventist worldview. Students are encouraged to foster critical reasoning and integrative thinking through a seminar–style engagement with selected primary texts in theology and philosophy. **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** HONS 115H, HONS 215H Required. **College Code:** HONS

HONS 495H – Independent Study (in any department)

Credits: 1–6

Individual study or research of an approved topic under the guidance of an appropriate professor and resulting in an essay, critical review, or other gradable demonstration of accomplishment. Implies 45 hours of work per semester credit. Elective. **Grade Mode:** Normal w S/DG (A–F,I,S,U,DG,W) **Repeatable:** Repeatable up to 6 credits **College Code:** HONS

HONS 497H – Senior Honors Project

Credits: 2–4

Independent research or creative work to produce the Honors Thesis, typically

supervised by a professor within the student’s major field. The thesis is filed in the James White Library to facilitate wider access. Required. **Grade Mode:** Normal w S/DG (A–F,I,S,U,DG,W) **Repeatable:** Repeatable up to 6 credits **College Code:** HONS

Undergraduate Leadership Program

Campus Center, Main Floor
269-471-6681
ulead@andrews.edu
www.andrews.edu/ulead
David K. Ferguson, *Director*

Why an Undergraduate Leadership Program?

Society often encourages us to think of leadership as reserved for people with charismatic personalities or those in high-profile positions. Many would argue that effective leaders are born rather than made and that those who lack the stereotyped traits associated with leadership must settle to be followers. Andrews University rejects the notion that leadership is only for the few. We define "leadership" as *individualized intentional influence*, believing that a well-trained leader will be better able to affect meaningful change regardless of their career path.

The question is not whether Andrews students are leaders. They are. The question is whether or not they are maximizing their natural leadership potential. While leadership growth is a lifelong process—one that will obviously continue beyond the undergraduate college years—participation in the Andrews Leadership Program provides a vital grounding in leadership thinking and practice that places graduates ahead of their peers in terms of self-knowledge, creativity, positive change, interpersonal teamwork, engaged citizenship and many other traits.

Program participants may pursue any of three tracks in approaching their leadership development, depending on what works best for the individual. Some may wish to take advantage of an individual course, created especially for those seeking a single game-changing elective. Those students who would like a more in-depth leadership experience can opt for the Undergraduate Leadership Certificate. The certificate embeds in their current academic program, allowing for maximum flexibility. Still others will want to pursue the most complete opportunity by accomplishing the Leadership Minor. Any Andrews's student should be able to take part in this program without adjusting their major.

Undergraduate Leadership Programs

Certificates

Undergraduate Leadership Certificate

Undergraduate Minors

Undergraduate Leadership Minor With Certificate

Leadership Program Standards

The following standards are required for successful completion of the certificate program or minor.

1. Academic Standards:
 - Earn a minimum overall 2.25 GPA.
 - Earn a minimum 2.5 GPA in certificate or minor program coursework.
 - No course with a grade below C may count toward the certificate or minor program coursework.

2. Citizenship Standards:

Certificate program participants placed on suspension or Student Life probation in either of the following categories may be removed from the program:

- Citizenship Probation
- Co-curricular Probation

Failure to meet these standards results in possible removal from the program.

Students may reapply.

Leadership Electives

Fundamentals of Leadership is a class created with *every* student in mind. Whether a stand-alone, game-changing course or the entryway to a Leadership Certificate, this class is designed to bring immediate and long-term value to any undergraduate degree by exploring basic leadership concepts and why it applies to them, their individualized approach to leadership, team dynamics, and unlocking their creativity.

Creative Problem Solving seeks to dive deeply into the creative and critical thinking process that should prepare students to address new and emerging issues in the world around them.

Theories of Leadership provides students with an understanding of the leadership points of view swirling around them. It will help decode the conversation and actions of others who may use similar language while intending different things.

Finally, this course will facilitate the student's personalized construction of a practicable theory of leadership.

Introduction to Coaching gives the student theory and practice in impacting those around them to become a better version of themselves. Participants in this class will acquire the coveted skills allowing them to move into groups or teams and increase the performance and engagement of others.

Undergraduate Minors

Undergraduate Leadership Minor with Certificate

Undergraduate Leadership Certificate

The Leadership Certificate is a University-wide collaboration between academic departments and Student Life with the goal to prepare students for meaningful engagement in a global environment. It integrates knowledge and skills from students' courses of study into a concentration focused on building capacities to influence their surroundings whether in the home, school, church or marketplace. Certificate graduates will learn to lead positive change and recognize their calling.

The certificate requires academic and co-curricular components that work together to develop leadership capacity.

Leadership Certificate Requirements

Application to the Program

Upon successful completion of LEAD 101/LEAD 301, a student may apply to the Certificate program. The program director and Undergraduate Leadership Council (ULC) will process applications.

Academic Requirements

Leadership Certificate (11–12)

Required Courses: LEAD 101 or 301 (minimum 2 cr), 200, 496, 498 (minimum 2 cr) and 6 hours of cognates chosen in consultation with advisor.

Co-Curricular Requirements (LEAD 200)

Leadership development requires more than theoretical understanding. Principles investigated in the classroom can be best experienced through practice, feedback and real-life context. Co-curricular expectations provide an ideal environment for this integration of theory and practice. Therefore, Certificate students are required to register for LEAD 200 each semester in residence. *Fall, Spring*

Graduation as an Andrews University Leadership Certificate Recipient

During the student's final undergraduate term, the program director will recommend each qualifying candidate to the School of Education Leadership Department who will vote their recommendation to the ULC for review and conferral of certificate. Each recipient will be awarded in the following ways:

- A celebration ceremony focusing on the student's change project, leadership portfolio and leadership journey.
- The Randall Leadership Medallion, which the student may wear during graduation ceremonies.
- A Leadership Certificate with the Andrews University seal.
- Specific mention or annotation in the University commencement program.
- Notation of Leadership Certificate accomplishment included on transcripts.

Undergraduate Leadership Minor

The Leadership Minor includes the Leadership Certificate with all its requirements and awards while adding coursework giving greater depth in theoretical understanding, advanced practice in problem solving, and introductory principles and training in coaching others.

Minor in Leadership (20)

Required Courses: LEAD 101 or 301 (minimum 2 cr), 200*, 220, 310, 320, 496, 498 (minimum 2 cr) and electives chosen in consultation with advisor. *LEAD 200 is required every semester in the program after taking LEAD 101 or 301. *Fall, Spring*

Certificates

Undergraduate Leadership Certificate

Undergraduate Leadership Certificate

The Leadership Certificate is a University-wide collaboration between academic departments and Student Life with the goal to prepare students for meaningful engagement in a global environment. It integrates knowledge and skills from students' courses of study into a concentration focused on building capacities to influence their surroundings whether in the home, school, church or marketplace. Certificate graduates will learn to lead positive change and recognize their calling.

The certificate requires academic and co-curricular components that work together to develop leadership capacity.

Leadership Certificate Requirements

Application to the Program

Upon successful completion of LEAD 101/LEAD 301, a student may apply to the Certificate program. The program director and Undergraduate Leadership Council (ULC) will process applications.

Academic Requirements

Leadership Certificate (11–12)

Required Courses: LEAD 101 or 301 (minimum 2 cr), 200, 496, 498 (minimum 2 cr) and 6 hours of cognates chosen in consultation with advisor.

Co-Curricular Requirements (LEAD 200)

Leadership development requires more than theoretical understanding. Principles investigated in the classroom can be best experienced through practice, feedback and real-life context. Co-curricular expectations provide an ideal environment for this integration of theory and practice. Therefore, Certificate students are required to register for LEAD 200 each semester in residence. *Fall, Spring*

Graduation as an Andrews University Leadership Certificate Recipient

During the student's final undergraduate term, the program director will recommend each qualifying candidate to the School of Education Leadership Department who will vote their recommendation to the ULC for review and conferral of certificate. Each recipient will be awarded in the following ways:

- A celebration ceremony focusing on the student's change project, leadership portfolio and leadership journey.
- The Randall Leadership Medallion, which the student may wear during graduation ceremonies.
- A Leadership Certificate with the Andrews University seal.
- Specific mention or annotation in the University commencement program.
- Notation of Leadership Certificate accomplishment included on transcripts.

Leadership

LEAD 101 – Fundamentals of Leadership

Credits: 2–3

An exploration of essential personal and interpersonal qualities of a leader. Emphasis is given to teambuilding, problem solving, strengths discovery and unlocking creativity. Following this course, students may apply to the Undergraduate Leadership Certificate Program. Students may receive credit for only LEAD101 or LEAD 301. **Grade Mode:** Normal (A–F,I,W) **Offering:** Fall, Spring **College Code:** SED

LEAD 200 – Practicum:_____

Credits: 0

Students will create and carry out a leadership development plan for the semester under advisement of the Leadership Program. This plan will focus on one of three impact zones: Self, Others or Organizations (Orgs). It will include a growth strategy for 1) Leadership Theory—expanding the student's knowledge base by attendance and participation in approved instructional co-curricular opportunities; and 2) Leadership in Action—engagement in experiential learning through an individualized leadership action plan, including action steps, goal setting, implementation, journaling and semester-end assessment. Required of all Leadership Certificate students each semester in residence. **Grade Mode:** Satisfactory w/DG (S,U,I,W,DG) **Repeatable:** Repeatable **College Code:** SED

LEAD 220 – Creative Problem Solving

Credits: 3

This course explores how to proceed when confronted by problems too ambiguous, complex and messy to be addressed directly through technical strategies. It seeks to increase the participants' understanding of creativity and critical thinking to improve their problem-solving skills. **Grade Mode:** Normal (A–F,I,W) **Offering:** Spring **College Code:** SED

LEAD 301 – Leadership and Mentoring

Credits: 2–3

In addition to an exploration of essential personal and interpersonal qualities of a leader, this course will place a special focus on mentoring. Emphasis is given to teambuilding, problem solving, strengths discovery and unlocking creativity. Upon completion students may apply to the Undergraduate Leadership Certificate Program. Students may receive credit for only LEAD101 or 301. **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** At least junior class standing. **Offering:** Fall, Spring **College Code:** SED

LEAD 310 – Theories of Leadership

Credits: 3

A study of classical and modern theories of leadership, leadership styles, the role of leadership in changing social reality. It will include a sample research project. **Grade Mode:** Normal (A–F,I,W) **Offering:** Fall **College Code:** SED

LEAD 320 – Introduction to Coaching

Credits: 3

This course will equip students with tools and methods for being successful coaches in their context. The essence of coaching is to help others develop themselves via a purposed relationship. The basis of this relationship is a spirit of partnership and collaboration. **Grade Mode:** Normal (A–F,I,W) **Offering:** Fall, Spring **College Code:** SED

LEAD 496 – Leadership Capstone

Credits: 1

Development and presentation of a leadership portfolio. This includes reflection papers describing personal growth and increasing theoretical understanding and final synthesis papers. Swing course—Approved 400–499 courses qualify for graduate-level credit for graduate students **Grade Mode:** Normal (A–F,I,W) **Prerequisite(s):** LEAD 101 or LEAD 301, permission of instructor. **College Code:** SED

LEAD 498 – Leadership Change Project

Credits: 1–3

A leadership project in which the student identifies needed change in areas relating to their intended career path; creates a plan, attempts the change and studies the resulting relationships and processes. A written presentation of the project is required. Course limited to undergraduate certificate students. **Grade Mode:** Normal with DG (A–F,I,W,DG,DN) **Repeatable:** Repeatable **College Code:** SED

LEAD 499 – Independent Study: Topic

Credits: 1–3

Swing course—Approved 400–499 courses qualify for graduate-level credit for graduate students **Grade Mode:** Normal w S/DG (A–F,I,S,U,DG,W) **Repeatable:** Repeatable **Special Approval:** Permission of curriculum advisor and independent study supervisor required. **College Code:** SED

School of Distance Education

Griggs Hall, Room 124
Ph: 269-471-6570
Fax: 269-471-2812
griggs@andrews.edu
www.andrews.edu/distance/
www.griggs.edu
Alayne D. Thorpe, *Dean*

Mission Statement

The School of Distance Education extends access to Adventist education beyond campus, community and national boundaries. We support our faculty and students around the world by promoting best practices in distance education and international partnerships, and by creating a virtual community designed to nurture learning.

The School of Distance Education serves Andrews University by providing leadership, faculty and student support, and professional resources in the following areas: educational technology, distance education, compliance and off-campus programs. The School of Distance Education also operates Griggs University and Griggs International Academy.

Core Values

To accomplish our mission, the School of Distance Education is committed to these core values:

Excellence: We view each student as a special creation, endowed by God with individual talents and abilities that we encourage them to develop by providing a quality, academically rigorous Seventh-day Adventist Christian education at all levels.

Respect: We believe that it is our responsibility to uplift one another by demonstrating respect and consideration for all parents, students, and educators through learning that is student-centered and redemptive, and customer service that is helpful and friendly.

Integrity: We recognize that mutual trust rests upon a foundation of honesty and transparency. We are honest and straightforward in our dealings, both business and academic, and expect no less from our parents, students, and faculty.

Community: We believe that a safe learning environment and an accepting community are important to effective learning, especially in distance education. We strive to create a learning community where all participants (parents, students, faculty, and administrators) feel valued and understand that they are part of a team by providing opportunities for constructive interaction, and sharing of experiences.

History

Griggs University/Griggs International Academy began its work in 1909, when the General Conference of Seventh-day Adventists voted to offer correspondence courses to meet the needs of its members and workers who were unable to attend a traditional campus-based school or college. GU/GIA was originally called Fireside Correspondence School and was founded by Frederick Griggs, one of the pioneer educational leaders of the Seventh-day Adventist Church.

In 2009, the Seventh-day Adventist Church leadership formed a Commission on Distance Education Models and Structure. The intent of the commission was to conduct an in-depth investigation of current best practices for distance education and make recommendations to the Church on the possibility to using distance education to meet the needs of the worldwide constituency.

In 2010, the Commission brought a recommendation to the General Council and to Niels-Erik Andreasen, president of Andrews University, that ownership of Griggs University be transferred to Andrews University. During the summer of 2010, Andrews University faculty and administration met and deliberated on the impact that ownership of Griggs would make upon the University structure.

Andrews University and Griggs University had enjoyed a long-term partnership offering distance education degree programs and, through its academic schools, the university had also been offering a number of online courses and programs. Furthermore, the Andrews University Board indicated an interest in bringing Griggs to Andrews University in its entirety and began to include in its planning consideration of Griggs University and Griggs International Academy.

At the October 26, 2010, meeting of the Andrews University Board, it was voted to accept the gift of Griggs University and Griggs International Academy. After analyzing the housing challenges on campus, Andrews University purchased a building on the edge of its campus that had been owned by the Lake Union Conference of Seventh-day Adventists. The Lake Union has relocated into one wing

of the building, and the entire first floor of the other wing, as well as five offices on the second floor, now houses the School of Distance Education/Griggs University. Renovations were completed by the end of June to allow for a physical relocation of Griggs in July 2011. In a nod to both a shared history (Frederick Griggs, the founder of GU/GIA was also an important person in the development of Andrews University) and the establishment of Griggs University on Andrews' campus, the building has been named Griggs Hall.

Distance Education Definitions

Andrews University definitions of distance education are based on the 2009 federal distance education definitions and the North Central Association Higher Learning Commission definitions of distance education.

Distance Education Programs are defined by the total package delivery of learning experiences included in the degree. Distance education includes any learning experiences that are not located at any Andrews campus, such as online courses, dissertations, independent studies, clinicals, etc. Distance programs have limited learning time on campus.

Distance Education Courses are defined by the NCA-HLC Definition: "Distance-delivered courses are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other."

Distance Students are accepted into Distance programs.

Andrews University offers three types of distance education course formats:

- **Self-paced courses** are offered where instructional materials and examinations are provided by mail or electronic transmission to students who are separated from the instructor. Interaction between the instructor and the student is limited and is primarily initiated by the student. Self-paced courses may be delivered via paper; via electronic means such as email or a learning management system, or via DVDs, podcasts, streaming or similar one-way media transmission. *(This definition aligns with the federal definition for correspondence courses.)*
- **Interactive online courses** use the Internet to deliver instruction to students who are separate from the instructor. Interactive online courses use the Internet to support regular and substantive interaction between the students and the instructor. This regular substantive interaction includes a significant amount of interaction initiated by the instructor. Interactive online courses may use synchronous (real-time) meetings, or an asynchronous paced format. Technologies may include: The Internet, satellite or room-based videoconferencing, web-conferencing, audio-conferencing, or web-based videoconferencing. DVDs, podcasts, streaming and similar one way media may be used only if they are used in conjunction with another technology that facilitates regular and substantive interaction between students and the instructor. *(This aligns with the federal definition for distance education.)*
- **Blended learning courses** include some time where the faculty and students are physically separated from each other and additional time where the faculty and students are in the same location. Blended learning scenarios include a face-to-face class that has reduced face-to-face time replaced with extended online assignments or a short intense face-to-face time supplemented with online learning activities. The blended learning course format uses the online activities to ensure that the course meets the credit hour definition requirements. The online portion of this type of course must meet the description of interactive online courses listed above. *(This aligns with the federal definition for distance education.)*

Distance Degrees at Andrews University

Andrews University offers two types of online degrees: "interactive online" and "self-paced." (See Definitions section above.)

Interactive Online Degrees

These programs are comprised of courses offered via the interactive online format. Courses have specific start and end dates. Some programs include minimal on-campus components, while some programs are entirely online. See the individual degree pages for more details.

- **School of Business**
 - Business Administration MBA Interactive Online
- **School of Education**

- Education, Curriculum and Instruction Emphasis MA
- Curriculum and Instruction EdS
- Curriculum and Instruction EdD
- Curriculum and Instruction PhD
- Educational Leadership Certificate, Principal
- Educational Leadership Certificate, Superintendent of Schools
- Educational Leadership Certificate, Supervisor of Instruction
- Educational Leadership MA
- Curriculum and Instruction EdS
- Curriculum and Instruction EdD
- Curriculum and Instruction PhD
- Higher Education Administration MA
- Higher Education Administration EdS
- Higher Education Administration EdD
- Higher Education Administration PhD
- Leadership MA
- Leadership EdS
- Leadership EdD
- Leadership PhD
- **School of Health Professions**
 - Nursing, (Completion) BS
 - Nursing, (Education) MS
 - Nursing, (Certificate) Post–MS
 - Nutrition and Wellness MPH

Self–Paced Online Degrees

These programs are comprised of programs offered via the self–paced online course format. Individual courses can be started at any time and must be completed within six months.

- Liberal Arts BA (Distance Ed)
- Liberal Arts BS (Distance Ed)
- Liberal Arts, Behavioral Sciences Cross–Cultural Studies Emphasis BS (Distance Ed)
- Liberal Arts, Behavioral Sciences Human Organization and Behavior Emphasis BS (Distance Ed)
- Liberal Arts, Humanities Emphasis BA (Distance Ed)
- Personal Ministries, Distance Education, AA
- Religion, Distance Education, BA

Distance Courses at Andrews University

General Education Requirements and Courses Available via Distance

For information about general education requirements for all Andrews undergraduate degrees, please see the General Education Program section of this bulletin. The courses that are available via distance to meet these requirements are listed below.

- **Religion:** RELB 111V, RELB 112V, RELB 210V, RELB 216V, RELB 245V, RELB 304V, RELB 305V, RELB 335V, RELB 374V, RELB 375V, RELG 225V, RELG 350V, RELH 316V, RELH 317V, RELH 400V, RELP 290V, RELP 320V, RELP 330V, RELP 335V, RELP 441V, RELT 100V, RELT 225V, RELT 250V, RELT 308V, RELT 340V, RELT 425V
- **Language / Communication:** COMM 104V, ENGL 115V, ENGL 215, FREN 171V, FREN 172V, FREN 275V
- **History:** HIST 117V HIST 118V
- **Fine Arts/Humanities:** ENGL 270V, ENGL 375V, ENGL 376V, MUHL 214V
 - Philosophy courses are available through Consortium Partners Oakwood University and Washington Adventist University.
- **Life/Physical Sciences:** FDNT 230V, FDNT 240, PHYS 110
- **Mathematics:** MATH 165V, MATH 168V, STAT 285V
- **Computer Literacy:** A computer literacy course is available through Consortium Partners Oakwood University and Washington Adventist University.
- **Service:** see Service Learning Requirements
- **Social Sciences:** PSYC 101V, PLSC 104V, SOCI 119V
- **Fitness Education:** HLED 120

Interactive Online Courses

These courses are offered via the interactive online format and have fixed registration periods with specific start and end dates. To find these courses in the Course Schedule, look for distance campus and 999 sections.

- **College of Arts and Sciences**
 - Department of English:
 - ENGL 115V, ENGL 215
 - Department of History & Political Science:
 - HIST 117, HIST 118
 - Department of Religion & Biblical Languages:
 - RELB 210, RELB 274, RELG 350, RELH 400, RELT 225
 - Department of Physics:
 - PHYS 110
- **School of Business Administration**
 - ACCT 501, ACCT 502, ACCT 610, ACCT 620, BSAD 505, BSAD 515, BSAD 530, BSAD 620, BSAD 670, ECON 505, ECON 506, ECON 525, ECON 530, FNCE 500, FNCE 675, MKTG 680
- **School of Education**
 - Department of Leadership:
 - EDAL 520, EDAL 560, EDAL 565, EDAL 570, EDAL 635, EDAL 640, EDAL 645, EDAL 655, EDAL 664, EDAL 665, EDAL 667, EDAL 670, EDAL 674, EDAL 675, EDAL 676, EDAL 680, LEAD 525, LEAD 530, LEAD 535, LEAD 615, LEAD 625, LEAD 635, LEAD 636, LEAD 637, LEAD 638, LEAD 645, LEAD 646, LEAD 647, LEAD 648, LEAD 675, LEAD 680, LEAD 689, LEAD 690, LEAD 696, LEAD 698, LEAD 699, LEAD 756, LEAD 775, LEAD 789, LEAD 798, LEAD 880, LEAD 886, LEAD 899
 - Department of Teaching, Learning & Curriculum:
 - EDCI 545, EDCI 547, EDCI 607, EDCI 620, EDCI 647, EDCI 648, EDCI 650, EDCI 676, EDCI 680, EDCI 684, EDCI 685, EDCI 686, EDCI 690, EDCI 696, EDCI 699, EDCI 756, EDCI 795, EDCI 799, EDCI 870, EDCI 885, EDCI 886, EDCI 888, EDCI 889, EDCI 895, EDCI 899
- **School of Health Professions**
 - Department of Nursing:
 - NRSRG 305, NRSRG 315, NRSRG 320, NRSRG 366, NRSRG 408, NRSRG 414, NRSRG 418, NRSRG 438, NRSRG 445, NRSRG 450, NRSRG 466, NRSRG 480, NRSRG 510, NRSRG 515, NRSRG 517, NRSRG 530, NRSRG 548, NRSRG 555, NRSRG 580, NRSRG 655, NRSRG 658, NRSRG 660, NRSRG 665, NRSRG 668, NRSRG 670, NRSRG 675, NRSRG 680, NRSRG 690, NRSRG 698
 - Department of Public Health and Wellness:
 - FDNT 230, FDNT 520, FDNT 545, FDNT 560, FDNT 565, FDNT 680, FDNT 698, FTES 510, HLED 120, PBHL 511, PBHL 521, PBHL 525, PBHL 531, PBHL 535, PBHL 575
 - Department of Physical Therapy
 - PTH 549, PTH 590, PTH 608, PTH 609, PTH 615, PTH 630, PTH 646, PTH 730, PTH 748, PTH 750, PTH 760
- **Seventh–day Adventist Theological Seminary**
 - Seminary Distance Learning Center
 - ANEA 510, GSEM 510, GSEM 530, GSEM 534, GSEM 539, GSEM 626, NTST 525, NTST 550, OTST 545, OTST 570, THST 510, THST 616, THST 639

Self Paced Online Courses

These courses are offered via the self–paced format. Courses can be started at any time and must be completed within six months (for most courses). To find these courses in the Course Schedule, look for distance campus and 901 sections.

- **College of Arts and Sciences**
 - Department of Behavioral Sciences:
 - PSYC 101V, SOCI 119V, GEOG 260V, PSYC 301
 - Department of Communication:
 - COMM 104V
 - Department of English:
 - ENGL 115V, ENGL 215, ENGL 270V, ENGL 375V, ENGL 376V
 - Department of Liberal Arts & Interdisciplinary Studies:
 - GNST 499V
 - Department of History & Political Science:
 - HIST 117V HIST 118V, HIST 204V, HIST 205V, HIST 316V, HIST 317V, HIST 404V, PLSC 104V
 - Department of International Language Studies:

- FREN 171V, FREN 172V, FREN 275V
 - Department of Mathematics: *Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.*
 - MATH 165V, MATH 168V, STAT 285V
 - Department of Religion & Biblical Languages:
 - BIBL 204V, BIBL 205V, BIBL 304V, BIBL 305V, RELB 111V, RELB 112V, RELB 210V, RELB 216V, RELB 245V, RELB 304V, RELB 305V, RELB 335V, RELB 374V, RELB 375V, RELG 225V, RELG 350V, RELH 316V, RELH 317V, RELH 400V, RELP 290V, RELP 320V, RELP 330V, RELP 335V, RELP 441V, RELT 100V, RELT 225V, RELT 250V, RELT 308V, RELT 340V, RELT 425V
 - Department of Music:
 - MUHL 214V
- **School of Education**
 - Office of Distance Learning:
 - EDCI 631–635, 641–642
- **School of Health Professions**
 - Department of Medical Laboratory Sciences:
 - MLSC 110
 - Department of Public Health and Wellness:
 - FDNT 230V, FDNT 240, HLED 120

Self-Paced Media Courses

- **College of Arts and Sciences**
 - Department of Social Work:
 - SOWK 446, SOWK 475, SOWK 675

Digital Learning and Instructional Technology (DLIT)

Griggs Hall, Room 130
 269–471–3960
www.andrews.edu/distance/dlit
www.andrews.edu/distance/consortium
dlit@andrews.edu

Janine Lim, *Associate Dean, Online Higher Education*
 Marsha Beal, *Instructional Designer*
 TBD, *Learning Systems Administrator*

Mission

The Department of Digital Learning and Instructional Technology provides instructional technology leadership, support and resources to the faculty, staff, and students of Andrews University. DLIT serves main campus, online campus, and off campus programs. DLIT also oversees the operations of the Consortium of Adventist Colleges and Universities.

Instructional Technology

The Department of Digital Learning and Instructional Technology researches and promotes new instructional technologies. DLIT provides technology support for enterprise level instructional technology tools such as Moodle, the campus learning management system; student response systems (clickers); Panopto, the video streaming and recording service; and Adobe Connect Pro, the webinar software. In addition, we offer workshops, training and one-on-one consultation for pedagogical use of technology. We work collaboratively with various entities across campus to provide excellent service through processes and procedures to support main campus, online campus, and off campus students and faculty.

Online Course Production

The Department of Digital Learning and Instructional Technology provides coordination and review for online program and course development, as well as technical support, instructional design advice and training, and materials design and conversion for course development for main campus, online campus, and off campus courses.

Consortium of Adventist Colleges and Universities

The Andrews University's School of Distance Education operates the Consortium of Adventist Colleges and Universities, which grew out of the Griggs University Consortium arrangements between Griggs University, Andrews University, Oakwood University, and Washington Adventist University. The Griggs University

Consortium began in 1969 with Griggs University and Columbia Union College (now Washington Adventist University).

The Consortium serves students around the world: students in partner colleges and universities within the North American Division, students in public universities wishing to take select courses from an Adventist perspective, and students at our partner institutions around the world.

Courses and Degrees

Full consortium course and degree information can be found online at andrews.edu/distance/consortium

Consortium Adjunct Faculty

- Behavioral Sciences
 - John Gavin, M.S.W.
 - Gladstone Gurubatham, Ph.D.
 - James Hammond, Ph.D.
 - Richard James, Sr., Ph.D.
 - Grant Leitma, Ph.D.
 - Lionel Matthews, Ph.D.
- Biology
 - Lee Roberts, Ph.D.
 - Melinda Villanueva, Ph.D.
- Business
 - Nadia Chevalier, M.B.A.
 - Elwin David, M.S.
 - Raul Nestares, B.S.
 - Quentin Sahly, M.A.
- Oliver Swaby, M.B.A.
 - Nadia Williams, M.S.
- Communication
 - Marsha Beal, M.A.
 - Delyse Steyn, D.Ed.
- Computer Science
 - Andrew Myaing, M.B.A.
- Education
 - Lyn Bartlett, Ph.D.
 - Bradley Sheppard, Ph.D.
 - David Waller, M.Ed.
- English
 - Bruce Closser, Ph.D.
 - Ethan Jones, J.D.
 - Dixil Rodriguez, Ph.D.
 - Janalee Shaw, Ph.D.
 - Jill Walker–Gonzalez, M.A.
- History
 - Jackie Gonzalez–Feezer, M.A.
 - Adam Fenner, Ph.D.
 - Joan Francis, D.A.
 - Gary Land, Ph.D.
 - Douglas Morgan, Ph.D.
- International Languages
 - Lily Odera, M.S.
 - Ruben Perez–Schulz, M.Ed.
- Mathematics
 - Jonathan Duncan, Ph.D.
 - Eric Funaski, Ph.D.
 - Shirleen Luttrell, M.A.T.
 - Jane Nesbit, M.A.
- Music
 - Karla Bucklew, M.Mus.
- Nutrition and Wellness
 - Winston Craig, Ph.D.
 - Stephanie Goddard, M.S.
 - Gretchen Krivak, M.S.
 - Terry Leitma, M.A.
 - Bob Paulson, Ph.D.
- Religion
 - Francy Duran, Ph.D.
 - Trisha Gallimore–Broy, M.A.
 - Helena Gregor, Ph.D.
 - Ian Kelly, D.Min.

- Sherry Manison, M.Div.
- Ernan Norman, D.Min.
- Glenn Russell, M.Div.
- Nikolaus Satelmajer, D.Min.
- Ray McAllister, Ph.D.
- Bertram Melbourne, Ph.D.
- Ruben Munoz, M.Div.
- Gerhard Pfandl, Ph.D.
- Jan Aage Sigvartsen, M.A.
- Physics
 - Mickey Kutzner, Ph.D.

Student Services

Griggs Hall, Room 124
 269–471–6570
www.andrews.edu/distance/
 Glynis Bradfield, *Director*

Scope of Service

The Office of Student Services supports students engaged in distance education through Griggs International Academy and Andrews University. Services include arranging student tutoring, K–12 parent coaching, disability accommodation, technology support, academic advising, complaints management, and communicating options for spiritual, physical and social development available to off-campus students.

Admission to Distance Degrees

Degree Students: Transfer and New Applicants

Students seeking an Andrews undergraduate or graduate degree through distance education must meet the same admission requirements as outlined in this bulletin for on-campus students:

- Undergraduate Academic Policies: Admissions
- Undergraduate Academic Policies: Admission of Transfer Students
- Graduate Academic Policies: Admissions

The student is responsible for providing all requested information, transcripts, and other documents needed to complete the process. Admission begins with completing the application at www.andrews.edu/apply for both undergraduate and graduate students.

Advising for Undergraduate Mature Students

Students can estimate how previous course work may apply toward an Andrews distance degree by reviewing the degree and general education requirements as listed in this bulletin. Prospective students may request an official evaluation of their transcripts using the online application process. Mature students may also use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. [Learn more.](#)

Permission to Take Classes (PTC)

Students wishing to take distance courses for personal growth, certification, or to supplement a program they are taking elsewhere need not meet the degree admission requirements. Guest or non-degree seeking students complete a Permission to Take Classes (PTC) application using the online form at www.andrews.edu/ptc. Please review the PTC Policies for Undergraduate and Graduate:

- Undergraduate Permission to Take Classes Policy
- Graduate Permission to Take Classes Policy

Registration for Distance Courses

Interactive Online Courses

Interactive online courses have a fixed start and end date and are usually instructor–paced. Interactive online courses are indicated in the in the course schedule with the section number of **999**. These courses follow on campus course registration policies.

Self–Paced Online Courses

Self–paced courses can be started at any time and are student–paced. *Students have six months from the student–selected start date to complete undergraduate self–paced courses.* Self–paced courses listed with the **901** section number indicate self–paced courses.

Registration for self–paced courses follows the Self–Paced Academic Calendar (Permalink). The student–selected start date determines the term (spring, summer, fall) in which the self–paced course is counted for census and financial aid purposes.

Andrews distance and on–campus degree–seeking students registering for self–paced courses can do so through Registration Central online. The student is fully responsible to:

1. Check with their academic advisor that distance courses will fulfill on–campus degree requirements,
2. Check with their financial advisor how registration in distance courses will impact their financial plan

For step–by–step instructions on how to register for self–paced courses, visit www.andrews.edu/distance/students/registration/rcsteps.pdf.

Registration Holds

Please note that there are several different types of holds on the registration process.

1. Holds for health, insurance, bookstore, and residence halls do not apply to distance degree or PTC students.
2. Holds for international deposits and visas do not apply to international students who are only taking courses off–campus.
3. International graduate students coming to campus for one month or less do not pay the international deposit, but will require visas and insurance as listed in this bulletin for on–campus programs.
4. If any difficulty is experienced in registering online for self–paced courses, contact the program advisor listed with each distance degree, or:
 1. Helena Gregor for Seminary Distance Learning Center courses sdlc@andrews.edu, 269–471–3962
 2. Diana DeGuzman for undergraduate distance courses enrollgu@andrews.edu, 269–471–6323

Financial Information

Fees and tuition are listed in the Financial Information section of this bulletin. Financial policies pertaining to distance education are summarized hereafter.

Tuition

The following table summarizes tuition discounts and fees for distance degree and guest or PTC students.

Tuition and Distance Fees for Distance Degree and Guest/PTC Students		
School and Program/Course	Tuition Per Credit	Distance Fee
Self–paced courses	Discounted ¹ rate \$375	<5credits \$30 ≥5credits \$112
SBA Masters in Business Administration	Discounted ² rate \$495	\$112
SDATS MA courses	\$964	\$112
SDATS MDiv courses	Discounted ² rate \$482	\$112
SED Ed Leadership Certificate Programs	Discounted ² rate \$514	\$112
SED Online Masters Programs	\$964	\$112
SED Online Doctoral Programs	\$1,122	\$112
SHP Masters of Public Health in Nutrition and Wellness	Discounted ² rate \$482	\$112
SHP Post–Masters of Science in Nursing	Discounted ² rate \$482	\$112
SHP Master of Science in Nursing	Discounted ² rate \$482	\$112
SHP BS in Nursing – distance completion, post associate degree students only	Discounted ² rate \$514	<5credits \$30 ≥5credits \$112
See Financial Information for other service fees	¹ Full price per undergraduate credit: \$1,028 ² Full price per masters credit: \$964	

Distance Fee

A distance general fee of \$112 per semester/registration period is charged to all distance graduate degree students, as well as distance undergraduate students and transfer credit/PTC students taking 5 or more credits. Undergraduate students taking less than 5 credits pay a \$30 distance fee. See the Financial Information section of this bulletin for full details.

Other Fees

Additional fees apply to both main campus and distance students for specific services elected, or related to specific course registrations. See the Financial Information section of this bulletin.

Withdrawals and Refunds

This table summarizes the policy for withdrawing from self-paced courses. *Deadlines are based on the number of calendar days from the student's selected course start date.* These dates differ from the on-campus semester deadlines.

Calendar Day	Tuition	Distance Fee	Drop/Add Fee	Transcript Grade
1–15	Full refund	Full refund	No charge	No grade assigned
16–27	70% refund	No refund	Charged	"W" grade assigned
28–38	40% refund	No refund	Charged	"W" grade assigned
39–150 Prior to final exam	No refund	No refund	Charged	"W" grade assigned
151+	No refund	No refund	Cannot drop	"A–F" grade earned

Withdrawal Procedure

For students taking self-paced courses:

- All withdrawals after 15 days, within the semester registered, require advisor-signed drop/add forms submitted to the Office of Academic Records.
- To withdraw after the semester has ended, students must submit a withdrawal form to Enrollment Management.

Course Load

A course load is the same for students studying on-campus, online or some combination of both. 12–16 credits is a full load for undergraduate students, and 8–12 semester credits is a full semester load for graduate students (learn more in the Undergraduate and Graduate academic sections of this bulletin). Permission to take more credits requires advisor and/or dean approval.

Mixed Load

When a mix of course types are taken, financial aid is based on the number of on-campus or interactive online credits plus a match of self-paced credits. A minimum of 6 total credits, of which 3 must be on-campus or interactive online, are required to qualify for federal financial aid. Andrews Partnership Scholarship applies to a registration for at least six full-priced credits and would be pro-rated accordingly.

When the total cost of 12–16 credits exceeds the tuition package price, the amount will be adjusted to the tuition package price. This means that:

- To qualify for the package price, a minimum of 12 full-priced credits must be taken. A mix of discounted and full-priced credits can be added thereafter.
- There is no additional tuition charge when the total number of full-priced and discounted credits is between 13 and 16.
- When full-priced credits are added above 16 credits, the overload tuition rate will apply; when discounted credits are added above 16 credits, the discounted rate will apply.

Self-Paced Degree Load

Federal regulations define students enrolled in self-paced degrees as half-time students. For Federal PELL grant, 6 credits is half-time, but any load of 6 or more self-paced courses will be considered half-time only and PELL will be pro-rated to half of a full award. PELL grants are not disbursed until 50% of self-paced course assignments are completed.

Federal loans can be applied at half-time enrollment. Federal regulations limit any financial aid to the cost of tuition and fees only for self-paced courses.

Course Repeat Policy

If you use Federal financial aid and need to repeat a course, see your Student Financial Services advisor before registering. See the Repeating Classes section of the General Academic Policies.

Federal Financial Aid

Federal financial aid may be available to Andrews degree-seeking students if the following conditions are met:

- A student must be admitted to a program that leads to an associate's, bachelor's or graduate degree. If the program leads to a certificate or credits are taken for transfer to another university degree, the student is not eligible for aid for that course.
- The courses are registered by the drop/add date for the on-campus Fall or Spring semester.
- A minimum of 6 credits are registered.
- The courses are completed within the semester they are registered.

When registering for self-paced courses as a degree-seeking student, it is important to speak to your Financial Aid Advisor regarding your plans. Your course load determines your Financial Aid eligibility.

Financial aid from sources other than Andrews University may be applied toward the costs of self-paced courses as long as the student is taking an equivalent number of credits on-campus. Federal financial aid is not available to guest/PTC students.

Financial Assistance

See the following sections of the bulletin for further information about tuition discounts and scholarships:

- Undergraduate Financial Assistance
- Graduate Financial Assistance

General Academic Information

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation described elsewhere in this bulletin apply to distance degree programs. Self-paced courses are not subject to the main campus deadlines and late fees.

Proctored Examinations

Many distance courses require exams be taken under supervision. School/college registrars, testing center personnel, librarians, or other official (who is not a family member or friend) where the student resides could be requested to serve as exam proctor or supervisor. Students in the Armed Forces may take their examinations under the supervision of the education officer. Students should make the necessary arrangements and then fill in the required information about the proctor using the exam request form provided with course materials.

Main-campus students taking self-paced courses need to take their exams at the School of Distance Education. If all assignments have been turned in, and an exam request is brought to the office at least two hours before closing, the exam can be taken on the same day.

Library Access

Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, e-mail or the Internet. Such services include:

- Access to the James White Library Catalog (JeWeL)
- Access to James White Library's Online Databases which include full-text articles from many thousands of periodicals
- Online Instruction, Tutorials and Research Guides
- Interlibrary Loan and Document Delivery Services
- Reference and Consultation Services
- Download software, such as Endnote
FAQs and Ask-a-Librarian—
www.andrews.edu/library/RefDesk/services/ask.html

Online access to these services is available through Andrews username and password supplied during the admission process. Off-campus program students, staff and faculty may apply for Andrews University username and password through the Off-Campus Library Services Web page:
www.andrews.edu/library/ocls/offcamp.html
Phone: 269-471-3283

Advisors

Graduate and undergraduate students studying at a distance can contact the School of Distance Education Office of Student Services for help in navigating admissions and registration, connecting with main-campus services, and student success support. Financial advisors are assigned based on student last name. Undergraduate students are assigned academic advisors, based on the major chosen, by the Student Success Center (see Academic & Campus Resources and Undergraduate Academic Policies). Graduate students are assigned academic advisors by the department offering their selected program of study.

Other Distance Student Services

Students studying at a distance are included in an increasing number of services available through technology:

- The current Andrews University Bulletin at www.andrews.edu/academics/bulletin/ communicates policies and procedures, and key contact information for all campus services.
- The Andrews Agenda at www.andrews.edu/agenda/ provides weekly news, announcements and updates.
- The Andrews Directory at www.andrews.edu/directory/ includes contact information for all current faculty, staff and students.
- Departmental updates are emailed to students registered in specific programs of study.
- Weekly worship services and chapels are streamed online. In addition, two radio stations and an online chaplain provide spiritual life opportunities for all studying at a distance (see links at www.andrews.edu/distance/students/spiritual-life.html).
- Access to counseling, tutoring, degree planning and accommodation for learning disabilities while studying at a distance can be arranged through the School of Distance Education Student Services Director (learn more at www.andrews.edu/distance/students/student-services.html).

Consortium of Adventist Colleges and Universities

The Andrews University's School of Distance Education operates the Consortium of Adventist Colleges and Universities. Additional courses are available for transfer credit from Washington Adventist University and Oakwood University. Information about all Consortium partner course offerings, tuition rates, fees, payment information, and procedures is available online at www.andrews.edu/distance/consortium. Printed catalogs can be requested from the School of Distance Education.

Off-Campus Programs

Griggs Hall, Rooms 210, 212, 216
269-471-6590
FAX: 269-471-2804
affiliations@andrews.edu

Lyn Bartlett, *Director*
Stephen Rivers, *Associate Director*

Introduction

Andrews University has a long history with off-campus programs around the world. Partnering with Seventh-day Adventist educational and church institutions, the university delivers these programs in 16 different locations, primarily outside the United States. Currently, nearly 4,000 students are enrolled in off-campus programs.

When Andrews University assumed ownership of Griggs University in 2011 the number of off-campus programs increased. While the Griggs University programs will be absorbed into the fabric of Andrews University over the coming years, both entities will continue to operate individual off-campus programs for the duration of the 2012-2013 school year.

Accreditation

Many of the Andrews University schools have partnerships with educational institutions in North America and abroad, authorized by the North Central Association of Colleges and Schools and other controlling organizations. The types of partnerships include academic monitoring of existing institutional programs, extension campuses, and examination centers for graduate and undergraduate education. The programs of study vary from individual courses in a variety of disciplines to full degree programs.

Details of specific courses, approved curricula and programs are available from the Office of Off-Campus Programs. The Off-Campus Programs Committee authorizes and reviews all University policies related to such affiliations and

extensions. Once accepted into an Andrews University program, students may transfer between home and extension campuses.

Off-Campus Program Definitions

Additional Location. An *Additional Location* is a location distinct from the campus of Andrews University, at which students can complete an Andrews University degree, or 50% or more of courses leading to an Andrews University degree or certificate.

Course Location. A *Course Location* is a location distinct from the campus of Andrews University, at which students can complete credit bearing courses, which total less than 50% of an Andrews University degree or certificate. This does not include Study Abroad locations unless they provide 25-50% of an Andrews University degree or certificate program.

Other Classifications

- In-State—The location is within the state of Michigan
- Out-of-State—The location is outside of the state of Michigan
- Out of USA—The location is outside of the 50 United States, and includes U.S. territories

Undergraduate Off-Campus Programs

Undergraduate off-campus programs are offered at Washington Adventist University, Maryland; Hong Kong Adventist College, Hong Kong; Newbold College, England; Tyrifjord Vidergaende Skole, Norway; and University of the Southern Caribbean, Trinidad. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled admission, academic and program requirements at these centers.

Undergraduate students may study abroad in the Andrews University Year in England at Newbold College. The purpose of this program is to allow students to participate in a culturally enriching academic experience. Information about this program can be secured by writing Newbold College or contacting the director of Off-Campus Programs at Andrews University. Students should make application directly to the Admissions Office, Newbold College, Binfield, Bracknell, Berkshire, England RG42 4A.

Graduate Off-Campus Programs

Graduate off-campus programs are offered in a number of disciplines by the various schools of Andrews University.

The College of Arts & Sciences offers the MA-TESOL in Seoul, Korea. The School of Education offers the MA (Education) and the MEd degrees at Spicer Memorial College, India. It also offers the MA (Leadership) at Brazil Adventist University in São Paulo, Brazil.

The Seventh-day Adventist Theological Seminary offers the MA (Religion) at Middle East University, Lebanon; Romanian Adventist Theological Institute, Romania; Spicer Memorial College, India; and Zaoksky Adventist Seminary, Russia. It offers the Doctor of Ministry at Adventist University of Africa, Kenya; Spanish Adventist Seminary, Spain; and Zaoksky Adventist University, Russia. In North America, the Seminary offers the MA in Pastoral Ministry degree and courses toward the Master of Divinity and Doctor of Ministry degrees at several locations. In addition, the University offers the interdisciplinary, interschool MIDA degree (International Development) at seven sites: Canada, Chile, Ghana, Italy, Japan, Kenya, South Africa, and South Sudan.

Governance

All off-campus programs for Andrews University, Griggs University and Griggs International Academy are administered by the Office of Off-Campus Programs. The director of Off-Campus Programs reports to the dean of the School of Distance Education. The director of Off-Campus Programs works with other academic deans and department chairs to maintain quality control of specific courses and to ensure that off-campus program requirements are equivalent to on-campus program requirements.

Periodic audits are conducted at each Off-Campus Program site. The length of time between audits is determined by the audit team. Each audit team reviews the programs, facilities, and various academic processes; interviews administrators, faculty, and students; and makes recommendations of improvements needed to enhance the quality of the off-campus programs.

Current Programs

Andrews University offers off-campus programs on five continents: Africa (Ghana, Kenya, Rwanda, South Africa); Asia (India, Japan, Korea, Lebanon); Europe (England, Italy, Norway, Romania, Russia); North America (Canada, Mexico, and all North American Division Union Conferences); Central America (Trinidad: in teach-out); South America (Brazil, Chile, Trinidad).

Griggs University (GU) & Griggs International Academy (GIA) offer off-campus programs on five continents: Africa (GIA: Botswana, Cote d'Ivoire, Ghana); Asia (GIA: China, Korea, Taiwan; GU: Hong Kong, India, Korea, Lebanon, Saudi Arabia, Taiwan, Thailand, Vietnam); Europe (GU: Latvia, Russia); North America (GIA: APLE schools, Cooperative arrangements with selective North American Division schools, Job Corps Centers; GU: Select independent Seventh-day Adventist institutions); Central America (GIA: Inter-America Division); South America (GIA: Brazil).

Other International Educational Opportunities

Andrews University co-sponsors Adventist Colleges Abroad—a program in which qualified students study overseas while completing requirements for graduation at Andrews. This language and cultural immersion is available in ten locations: Argentina, Austria, Brazil, England, France, Greece, Italy, Singapore, Spain and Taiwan. Participation is not limited to language majors. Contact the chair of the Department of International Language Studies for further information.

Compliance

Griggs Hall, Room 208

269-471-6515

ethanj@andrews.edu

Ethan Jones, *Compliance Officer*

The Compliance Officer assists the School of Distance Education to carry out its academic mission with integrity and in accordance with the policies of Andrews University and our accrediting bodies, and in compliance with federal, state and international regulations.

Accreditation

Griggs University and Griggs International Academy, operated by the School of Distance Education, are accredited by:

- The Accrediting Commission of the Distance Education and Training Council
- The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
- Middle States Association for Colleges and Schools (K-12 program)
- The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (K-12 program)

Griggs International Academy (GIA)

Griggs Hall, Room 124

269-471-6570; FAX 269-471-2804

griggs@andrews.edu

www.griggs.edu

La Ronda Forsey, *Associate Dean K-12/GIA Principal*

The School of Distance Education operates Griggs International Academy (GIA), which offers an accredited K-12 Adventist distance education program that serves students in North America and internationally. There are a variety of delivery styles offered through GIA: online courses, paper-based courses, school sites—adapting to the needs of individuals or supplementing a school program. The mission of GIA is to provide educationally sound, values-based, guided independent study and distance education programs that build a foundation for service to God, church and society. These programs and courses respond to learner needs in the context of a lifetime learning experience.