

May

4 Teacher dedication program

Dates for Summer 2002 will be announced.

1. Educational and Developmental Psychology
2. Community Counseling
3. School Counseling
4. School Psychology

Undergraduate Programs

The undergraduate programs offered by the School of Education are described under the Department of Teaching & Learning on p. 237.

Graduate Programs

The School of Education offers master's, specialist, and doctoral degrees. A general description of each degree is provided below. Requirements for specific degrees offered in the four departments of the School of Education are described under the departmental headings.

MAT Master of Arts in Teaching. The MAT program is an inter-departmental curriculum for teachers who desire a combination of professional preparation and subject-matter specialization in their graduate study. A teaching certificate is required for graduation. Degrees are offered in the Department of Teaching and Learning.

MA Master of Arts. The MA program is a one- or two-year program beyond the bachelor's degree and is offered in all four departments of the School of Education.

EdS Educational Specialist. The EdS program builds upon the master's degree in providing a more focused program of study, generally taking a minimum of one year beyond the master's level.

EdD Doctor of Education and PhD Doctor of Philosophy. The doctorate consists of course work and a dissertation, usually taking a minimum of two years of work beyond the master's level.

ADMISSION

Time to Apply. While early applications are recommended, the deadlines for application to the School of Education are as follows:

- For North American students: three months prior to the anticipated starting date.
- For non-North American students: four months prior to the anticipated starting date.
- For students applying to the Department of Educational and Counseling Psychology: February 1.

Application Procedure. In addition to meeting the general requirements for graduate admission as listed on p. 38, applicants to the School of Education should note the following GRE requirements.

- Official scores from the Graduate Record Examination (GRE) General Test taken within the last five years must be submitted. MA, MAT, and EdS students may be considered for provisional admission without these scores. MA and EdS students applying for the programs listed below must submit GRE scores before they are considered for any type of admission:

SCHOLARSHIPS/FINANCIAL AID

Named scholarships are allocated in the spring semester for the following school year. Students wishing to apply for scholarships should obtain an application form from the School of Education dean's office. The deadline for submitting applications is March 1. Application forms for regular grants are also available from the dean's office. Applications for graduate assistantships should be submitted to the chair of the department in which the student is studying. Applications for loans must be made through the Student Financial Services Office by April. See Financial Information section of this bulletin for further information.

GENERAL ACADEMIC INFORMATION

Academic Advisement. A student's initial contact is with the department chair/program coordinator. Normally during the first semester of registration, a permanent advisor is selected. The advisor's major tasks are to counsel with the student about academic requirements and expectations, and to help develop a course plan which meets these requirements.

Student Responsibilities. Students are expected to know the regulations governing academic matters. This bulletin covers general questions relating to academic policies. Although the policies in this bulletin have the weight of faculty action, practice, and precedent, special circumstances may occasionally warrant an exception. In such circumstances, students may use the petition process coordinated by the Graduate Programs Office, Room 164.

Procedures to follow in meeting the degree requirements are detailed in the handbooks which have been prepared for the master's, specialist, and doctoral programs.

Responsibility for meeting degree requirements and following the specified procedures rests with the student. Each student is expected to be aware of the various requirements and procedures as published in both the bulletin under which he/she proposes to graduate and the handbook for the program in which he/she is studying. A student may choose to meet the requirements of any bulletin in force while he/she is continuously enrolled as defined for each degree program.

Student Grievance Procedure. Andrews University has a grievance (appeal) procedure for students who may oppose or question any practice, decision, and/or policy. The details of this procedure are found in each of the School of Education graduate handbooks and in the undergraduate *Student Handbook*.

Inactive Status. A student is considered inactive if he/she has not written to or had a personal visit with his/her advisor or the director of graduate programs for more than two years.

Doctoral students are placed on inactive status if either of the following occurs:

- Before passing the comprehensive examination the student fails to register for six consecutive semesters (including summers).
- After passing the comprehensive examination no progress is made toward completion of the degree (as determined by the student's advisor, dissertation chair, or department chair) for six consecutive semesters (including summers).

For students in the Department of Educational and Counseling Psychology to maintain active status in any of the MA or EdS