

**Degrees by Distance Education.** Three degrees are available through the Andrews-HSI partnership:

- General Studies (AA)
- General Studies (BA and BS)
- Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 121) or the Department of Religion and Biblical Languages section (p. 181) of this bulletin.

#### OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation apply to study by distance education. They are described elsewhere in this bulletin.

**Submission of Lessons.** Students are urged to plan their study so they submit lessons on a regular basis, e.g., once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As lessons are completed, students should submit them to HSI. Students are advised to make duplicate copies of lessons to protect themselves in the event lessons are lost in transit. The Distance Education Program is not responsible for lessons lost in the mail.

**Proctored Examinations.** Most courses include at least two examinations. A student may take the examinations under the supervision of a dean or registrar in a college or under the supervision of a school principal or a responsible official of the town where the student resides. Students in the armed forces may take their examinations under the supervision of the education officer. Examinations may also be taken at the Counseling and Testing Center at Andrews University or at Home Study International. The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to HSI using the form provided with the study materials. HSI has the right to decline a suggested supervisor.

**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, email 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

Online access to these services is available by applying for an Andrews University username and password through the Off-campus Library Services Web page:  
<http://www.andrews.edu/library/ocls/offcamp.html>.

Phone: (616) 471-3283

Fax: (616) 471-6166

Internet: <http://www.andrews.edu/library>

<http://www.andrews.edu/library/ocls/offcamp.html>

#### AU/HSI FINANCIAL INFORMATION

Undergraduate Admission application, non-refundable: \$30  
Distance-education tuition costs: \$200 per credit  
Enrollment fee: \$60 per enrollment form  
Math Placement Exam: \$75  
Supplies/shipping and handling: cost varies per course

Prior Learning Assessment tuition fee: One-third of the regular Andrews tuition rate after the first 2 credits

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. They may also authorize the AU/HSI tuition and fees to be applied to their AU student account. This is done at the AU/HSI Office. Financial aid from sources other than Andrews University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus. Non-resident students normally pay tuition directly to Home Study International.

## GRADUATE PROGRAMS

Graduate education at Andrews University looks beyond the traditional preservation of knowledge and the advancement of disciplines to the integration of learning with Christian faith. The graduate faculty seek to challenge and guide students in their search for knowledge, to motivate them with a keen desire to learn, and to develop both personal resourcefulness and a sense of their own responsibility in the quest for greater competence in their chosen academic discipline.

#### ADMISSION

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.

#### HOW TO APPLY

##### Request Application Materials

Telephone: 800-253-2874 toll free

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

Postal Address:

Graduate Admissions Office  
Andrews University  
Berrien Springs, MI 49104-0620 U.S.A.

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

#### GENERAL ADMISSION REQUIREMENTS

**Follow These Steps.** The Graduate Admissions Office will send an application packet, or the applicant can download it from the website listed above, containing the items mentioned below. Students must

- Fill out the *Application for Graduate Admission* form and return it with the nonrefundable \$40 application fee.
- Prepare a 500-word Statement of Purpose explaining why they want to take a graduate degree at Andrews University.
- Complete the information asked for on the *Professional Experience* form. (Applicants for the MS: Nursing program must submit a copy of their current nursing license.)

- Ask professionals who know them well, such as advisors, major professors, an administrative officer of current employing organizations, etc., to complete *Graduate Evaluation* forms and submit them directly to Andrews University. Relatives of the applicant should not make evaluations. Most programs require two recommendations, but students applying for doctoral, EdS, MSA in International Development, and all seminary programs must submit three recommendations. Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.
- Ask for an official transcript of credit from the registrar(s) of the school(s) where undergraduate and/or graduate courses were taken. Official transcripts of all previous post-secondary academic work must be sent directly to the Andrews University Graduate Admissions Office. All transcripts must be mailed by the school or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap.
- Arrange to have *Graduate Record Examination (GRE)* or *Graduate Management Aptitude Test (GMAT)* scores sent directly to Andrews University. Seminary professional-degree applicants are not required to take these exams unless asked to do so. All other applicants must follow the information below.

**Required Examinations.** Applicants for all graduate programs except the professional degree programs in the Theological Seminary must take either the GRE General Test or the GMAT. Exams are to be taken no more than five years before the date of admission. Official transcripts of test results must be on file in the Graduate Admissions Office before applicants are accepted. All doctoral, counseling, and nursing programs require GRE scores before admission. The different degrees with the required examination are listed below.

#### **Graduate Record Examination—GRE**

MA, MAT, MMus, MPT, MS, MSW, MSCLS, DPT, MTh, EdS, EdD, PhD, ThD, MSA: Community and International Development, and as requested for Seminary professional degrees

#### **Graduate Management Aptitude Test—GMAT**

MBA

#### **Graduate Record Examination or Graduate Management Aptitude Test—GRE or GMAT**

MSA: Engineering Management, MSA: Church Administration

The *GRE* subject exams can be taken at colleges or universities in the United States (U.S.) or at appointed *GRE* test centers in countries outside the U.S. The *GMAT* and general *GRE*, as well as *TOEFL* exams, are available five days a week at certain Sylvan Learning Centers in the U.S. and at other international sites. The Sylvan Learning Center closest to Andrews University that gives the *GRE*, *GMAT*, and *TOEFL* exams is located in Mishawaka, Indiana. The telephone number is 219-254-1055.

Students unable to take the required exam before admission can be accepted only on a provisional basis. The student must then take the exam during the first semester after enrollment.

**Required Medical Records.** Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read "Required Medical Records" (p. 26). Returning students who have not registered in the previous 12 months also need new medical records.

**Required English Proficiency.** English is the language of instruction for most programs on the Michigan campus or at other United States or Canadian sites. Students whose first language is not English and who apply for admission to a graduate program at

any of these sites must give proof of proficiency in English before they can officially register for classes. Proficiency is demonstrated by meeting one of the following criteria:

- All education from at least the ninth grade through the twelfth grade or equivalent in a country where English is the spoken language and the medium of instruction.
- Four years in and graduation from an undergraduate program in a college or university in a country where English is the spoken language and medium of instruction.
- Completion of a graduate program from a college or university in a country where English is the spoken language and medium of instruction.
- A score of 550\* or higher on the written *TOEFL* or a score of 213\* or higher on the computer-based *TOEFL—Test of English as a Foreign Language*.
- A score of 80\* or higher on the *MELAB—Michigan English Language Assessment Battery*.
- Completion of the Andrews University English Language Institute course *Advanced Level* (ENSL115, 116) with a grade of B or above in all classes, and an exit exam.

\* Some programs require higher scores.

### **ADMISSION TO GRADUATE PROGRAMS**

Although graduate students register for course work in one of the colleges/schools of the university, the School of Graduate Studies, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty, monitors decisions regarding admission, academic progress, and eligibility for graduation of students in most programs.

Departments and programs may have additional requirements for admission. Consult the appropriate portions of this bulletin for such requirements.

### **THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES**

Master of Arts in Pastoral Ministry

Master of Arts in Youth Ministry

Master of Divinity

Doctor of Ministry

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

### **SCHOOL OF GRADUATE STUDIES**

#### **MASTER'S DEGREE PROGRAMS**

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

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies as listed above, students must meet the following minimum academic standards in addition to fulfilling the general-admission requirements given on p. 39.

- Hold a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent from a comparable institution outside the U.S.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation. Consult the specific school and departmental requirements.
- Indicate ability to handle master's-level work in the language of instruction. Note "Required English Proficiency" on this page.

- Show evidence of ability to carry advanced study as listed below. Some specific programs require a higher GPA for admission—consult department/program requirements in other sections of this bulletin.

**Minimum GPA Requirements for Admission.** 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 3.50 on 8 credits or more earned in courses graded A–F.
- Hold a previous master’s degree.

### ADVANCED DEGREES IN THE COLLEGE OF ARTS AND SCIENCES, SCHOOL OF EDUCATION AND THE THEOLOGICAL SEMINARY

Educational Specialist (EdS)

Doctor of Education (EdD)

Doctor of Philosophy (PhD)

Doctor of Physical Therapy (DPT)

Doctor of Science in Physical Therapy (DScPT)

Doctor of Theology (ThD)

To qualify for regular admission to a specialist or doctoral program, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 39.

- Hold a baccalaureate degree or master’s degree in an area appropriate to the major emphasis of the specialist or doctoral program from an accredited American university or college, or its equivalent from a comparable institution outside the U.S.
- Show evidence of superior scholarship in undergraduate- or graduate-level work with a minimum of 18 credits. This normally is demonstrated by a cumulative GPA of no less than 3.50 for doctoral or 3.20 for specialist.
- Provide evidence of adequate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See “Required English Proficiency” on p. 40.

### INTERNATIONAL STUDENT ADMISSION

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

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

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

**English Language Requirements.** International students must demonstrate their ability in using English as the language of instruction. Note “Required English Proficiency” on p. 40. Students who do not meet the English-language proficiency requirements may be given provisional acceptance while they enroll in the Andrews University English Language Institute (AU-ELI). However, some departments require English language requirements to be met prior to admission.

AU-ELI offers courses for those who need preparatory work. The student’s academic program is formulated on the basis of MELAB (Michigan English Language Assessment Battery) or TOEFL (Test of English as a Foreign Language), and placement test results, and the student’s course load is adjusted accordingly. Some students may be required to take English language studies full time for the first and/or second semester(s) in residence until English language skills are at an acceptable level. Because students will incur additional expenses by having to take English classes, they are encouraged, wherever possible, to obtain an acceptable proficiency in English before enrolling at Andrews University.

The MELAB is offered at Andrews University five times per year. Check with the Counseling and Testing Center for exact dates and registration applications. The Institutional TOEFL is offered three times per year.

**Full-time Status.** For international graduate students to 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 while in the U.S. They may also work on a part-time basis only if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students should note “Full-time Status,” p. 247.

### ADMISSION/ENROLLMENT CATEGORIES

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

**Regular Status.** Students are admitted on a regular basis who 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 a **provisional** basis. 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. In any case, deficiencies **must** be removed and the regular status must be granted by the time the student completes 50% of the total requirements for a master’s program 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).** PTC is a temporary enrollment designation, not an admission category. The PTC status is

especially designed to allow the enrollment of qualified students in special classes including workshops and guest students from other universities.

Permission to take classes 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.

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

## DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees at the same time.

### Graduate and Undergraduate Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on regular or provisional status in a graduate program at Andrews University
- Normally take no more than 16 credits combined graduate and undergraduate each semester.

The limitations on the undergraduate credits taken are the following:

- Credits earned toward the additional baccalaureate degree may not be used also to count towards the total necessary for completion of the graduate program
- The GPA on undergraduate credit does not count toward the graduate GPA.

### Graduate and Graduate Enrollment

The student must satisfy *all* of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on a regular or provisional basis into the two graduate programs in which enrollment is desired
- Submit a planned program for completion of the two graduate programs to advisors from both programs for their approval.

The advisors must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the dual enrollment status on a

provisional basis only. When the planned program has been approved, the advisors communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies. They, in turn, will clear the student for regular admission into the two programs. Advisors from both programs continue to approve course work on a semester to semester basis as the student continues on dual enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

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

## SPECIAL TYPES OF ADMISSION

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

**Enrollment of Guest Students.** Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See "Permission to Take Classes," p. 41). Application forms for PTC admission are available at the Graduate Admissions Office.

**Admission to a Second Graduate Degree Program.** Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet all department requirements for admission to such a degree program. The proposed course of study may not be within the same major field and may not be similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See "Transfer Credits," p. 45.)

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

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

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

## Academic Information

### HELPFUL DOCUMENTS

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

**The Graduate Programs Manual.** The *Graduate Programs Manual* contains the voted minimum admission and academic standards policies for all Andrews University graduate programs except the professional seminary degrees. Copies of the manual are available for student use in all departments and schools with graduate programs.

**Handbooks for Graduate Students.** The *Handbook for Educational Specialist Students* and the *Handbook for Doctoral Students* may be obtained from the School of Education; the *Doctoral Student Handbook* may be obtained from the SDA Theological Seminary. Some master's-degree programs also have handbooks. These handbooks give detailed information about admission requirements, advanced-degree course and research requirements, and comprehensive examinations.

The doctoral handbooks also provide information about approval of the dissertation proposal, dissertation preparation, oral defense of the dissertation, and the general schedule of deadlines for doctoral students as they approach the final stages of their programs in preparation for graduation.

**Standards for Written Work.** *Andrews University Standards for Written Work* gives detailed instructions about formatting term papers, theses, and dissertations according to standards approved for use at Andrews University. This manual may be purchased at the University Book Store.

### 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

Master's-degree and specialist students maintain residence by enrolling for credit for at least one semester during each academic year. If a student fails to do so, residency is broken. When residence is broken, the student must follow the bulletin in force when residence is reestablished. This rule does not affect students who have completed all course work and comprehensive examinations and have only a project, projects, or thesis left to complete.

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 programs of the Theological Seminary or in the School of Education leadership or religious education Track II programs should read the appropriate section of this bulletin concerning residency requirements and time limitations.

### TIME LIMITS ON GRADUATE DEGREES

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

- No course taken earlier than six calendar years before a student's graduation year may normally be applied to the degree without appropriate updating.
- A petition for a one-year extension of time may be granted by the dean of the School of Graduate Studies upon the recommendation of the student's advisor and the dean/graduate program coordinator of the school/college.
- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be 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.
- Students in the School of Education should read "Time Limits," p. 245.

**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.