

English Department: p. 124

ENGL115, 270, 378, 464

Department of History and Political Science: p. 132

HIST117, 118, 204, 205, 316, 317, 404; PLSC104

International Language Studies: p. 139

FREN171, 172, 275

Mathematics Department: p. 144

Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.

MATH165, 168; STAT285

Music Department: p. 148

MUHL214

Nutrition and Wellness Department: p. 160

FDNT230

Physics Department: p. 176

PHYS110

Department of Religion and Biblical Languages: p. 179

BIBL204, 205, 304, 305; RELB210, 304, 305, 335, 374, 375;

RELG360; RELH316, 317 (HIST 316, 317); RELP290, 441;

RELT100, 225, 235, 308, 320, 340

For additional available courses, contact the AU/HSI Office.

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

General Studies: Personal Ministries (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. 130) or the Department of Religion and Biblical Languages section (p. 179) 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.

**Electronically Enhanced Correspondence (EEC).** Electronically enhanced correspondence courses are courses offered through HSI that have a standard version as well as the EEC version. In the EEC version the lessons/submissions are the same, but the student submits the lessons/submissions electronically. There is an additional fee of \$35 for the EEC version. The following courses have the EEC version: HIST117, HIST118, HIST404, RELT100, RELB210, and RELG360.

**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: (269) 471-3283

Fax: (269) 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: \$220 per credit

Enrollment fee: \$60 per enrollment form

Electronically Enhanced Correspondence fee: \$35 per course

Math Placement Exam: \$75

Supplies/shipping and handling: cost varies per course

Prior Learning Assessment (PLA) Fees

Application fee per portfolio: \$25

Evaluation fee per portfolio (max. 5 credits): \$85

Recording fee per credit hour: \$35

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 or (269) 471-6321

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, DScPT and post-professional DPT must submit a copy of their current license.)
- Ask professionals who know them well, such as advisors, major professors, an administrative officer of current employing organizations, etc., to complete *Graduate Recommendation* 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, or any seminary program 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 from your schools to the Andrews University Graduate Admissions Office, or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap. If English is not the medium of instruction in your school, a literal official English translation must also be sent.
- 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 on regular status. All EdD, PhD, ThD programs, the EdS: School Psychology and all MS: Nursing programs require the GRE prior

to admission. The different degrees with the required examination are listed below. (Andrews University code of 1030 must be used when requesting these scores from Educational Testing Service).

#### Graduate Record Examination—GRE

MA, MArch, MAT, MMus, MPT, MS, MSW, MSCLS, DPT, DScPT, 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, universities, or test centers in the United States (U.S.) and 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 574-254-1055. For more information about the above tests, see <http://www.ets.org>.

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

**Required Medical Records.** Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read "Required Medical Records" (p. 28). Returning students who have not registered in the previous 12 months also need new medical records.

**Required English Proficiency.** English is the language of instruction for all programs on the Michigan campus and at most other United States or Canadian sites. 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 degree 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*.
- Successful 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

### GRADUATE CERTIFICATE PROGRAMS

To qualify for regular admission to a Graduate Certificate program, students must meet the minimum standards stated in the master's section on p. 45 in addition to fulfilling the general admission requirements given on p. 44 with the following exception:

- Entrance examinations may or may not be required for a graduate certificate program (e.g. GMAT and GRE)

### MASTER'S DEGREE PROGRAMS

MA, MArch, 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. 44.

- 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 p. 44.
- 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 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 on p. 44.

- 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.
- Evidence of adequate preparation for doctoral level graduate work. For applicants presenting previous graduate work, an undergraduate cumulative gradepoint average no less than 2.60 and a graduate gradepoint average no less than 3.50 over 16 graded, semester credits or more. For applicants entering a doctoral program without previous graduate work, an undergraduate cumulative gradepoint average of 3.00 and/or a gradepoint average of 3.00 in a minimum of 16 graded, semester credits of program 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. See "Required English Proficiency" on p. 44.

Professional degrees in the Physical Therapy Department operate under the supervision of the Physical Therapy Professional Degree Council. See the Physical Therapy section of this bulletin for academic standards for these degrees:

Master of Physical Therapy (MPT)

Doctor of Physical Therapy (DPT)

Doctor of Science in Physical Therapy (DScPT)

## 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 literal translation, not interpretation, are 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. For all students, full payment of expected costs for the first semester is required. They are also required to present a satisfactory budget for financing their studies and living costs. See financial information in this bulletin on p. 58.

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. 44. 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. Students who plan to take ELI classes will need to budget for additional costs.

The MELAB is offered at Andrews University. Check with the Counseling and Testing Center for registration. The Institutional TOEFL is offered three times per year. Registration applications are available in the Center for Intensive English Programs.

**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 (MDiv minimum is 9 semester credits) 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. 248.

#### 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 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).** 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) and up to 50% of the graduate certificate programs may be applied by petition after the student has applied for and been accepted into a graduate-degree program. The request should be filed during the first semester the student is enrolled in the graduate program. Petitions are evaluated on an individual basis. They are not automatically approved. Students registered on a PTC basis cannot have dual enrollment. When the department and school reach a decision in response to a student's request, they will inform the student in writing as to the status of his/her acceptance: regular, provisional, or denial.

#### DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees at the same time (see p. 29 for undergraduate students allowed to take graduate work).

#### Graduate and Undergraduate Enrollment

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

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

The limitations on the undergraduate credits taken are the following:

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

#### Graduate and Graduate Enrollment

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

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on a regular or provisional basis into the two graduate programs in which enrollment is desired
- Submit a planned program for completion of the two graduate programs to advisors from both programs for their approval. The advisors must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the dual enrollment status on a provisional basis only. When the planned program has been approved, the advisors communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies. They, in turn, will clear the student for regular admission into the two programs. Advisors from both programs continue to approve course work on a semester to semester basis as the student continues on dual

enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

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

### SPECIAL TYPES OF ADMISSION

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

**Enrollment of Guest Students.** Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See “Permission to Take Classes,” p. 46).

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. 50.)

**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 physical therapy and 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 *Doctor of Physical Therapy Student Handbook* and *tDPT/DScPT Student Handbook* may be obtained from the Physical Therapy Department; 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 and is also available on the School of Graduate Studies website at <http://www.andrews.edu/GRAD>.

### 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 of \$10 per semester (see p. 57).

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 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. 248.

**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.** 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. However, all requirements must be met within a total of ten years (seven years for Department of Educational and Counseling Psychology). A petition for an extension of time may be granted by the dean/doctoral program director after action by the appropriate committee. However, such an extension may require additional qualifying examinations, additional course work, or both.

Throughout the doctoral program, the student is expected to make progress and to keep in contact with the department. If two years pass 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 Educational and Counseling Psychology should read "Time Limits," p. 248.

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 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 should note the following standards of scholarship. Students enrolled in 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*. However, both the original grade and the grade in the repeated class are used in computing 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.

**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.
- 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.

- Students who accumulate more than 4 grades below B- (including U) normally are not allowed to continue. Exceptions must be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
  1. 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.
  2. 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.
  3. A minimum GPA of 3.00 must be met by the time the student has completed 9 graduate credits.
  4. 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.
- Students on academic probation or provisional status may not
  1. Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
  2. Register for project credit except by permission from the dean/graduate program coordinator of the college/school
  3. 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, MPT, MS, MSA, MSCLS, MSW, MTh)

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.
  1. The number of credits to be completed depends on the minimum requirements for the degree.
  2. 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 this requirement by one of the following, depending on the particular degree program:
  1. A thesis
  2. Written reports of one or two research projects
  3. 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," pp. 246-247, 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 the Physical Therapy section of this bulletin, p. 165 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 courses taken at another 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 Andrews University credits taken toward the master's degree constitute at least 80% of the requirements for the degree.
- 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 courses is on file in the Academic Records Office.
 

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

**Transferring Master's Degree Credits from Another Andrews Program.** Graduate courses taken at Andrews University as part of another completed 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.
- The credits to be transferred do not exceed 20% of the minimum credits required for the new master's program.
- 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, pp. 246-247, 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 Handbook for Doctoral Students*. A petition for transfer of credit is considered only after an official transcript for the course is received.

**Exceptions.** Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies 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 consists of a minimum of three members, including the chair, selected from the appropriate categories of the current Graduate Faculty. The chair must be from within the department of the student's program. The second member must be from within the school of the student's program. The third member may be from any current Andrews University Graduate Faculty. Additional persons from outside the Andrews Graduate Faculty may be added, with approval of the School of Graduate Studies, where specialized expertise is needed. See the *School of Education Handbook for Doctoral Students* or the *Graduate Programs Manual* for further details.

### 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*, *tDPT/DScPT 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
  1. Received *regular* admission status
  2. Applied for graduation
  3. Completed all curriculum and English-language deficiencies that may have existed
  4. 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, pp. 246-247, 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 Academic Records Office 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 p. 247 of this bulletin and the *Handbook for Doctoral Students* for information regarding dissertation credits. Students in the Seminary should read p. 314 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 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 Academic Records Office.

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.** After the defense

- The student makes all corrections.
- As soon as possible, but no later than two weeks before graduation, the student submits a complete corrected copy of the thesis/dissertation to the School of Graduate Studies via the dissertation secretary for approval to duplicate. At that time any changes made after the defense should be pointed out.
- After the dissertation secretary gives approval to duplicate, the student has two options:
 

**Option 1.** The dissertation secretary arranges for duplicating with Andrews University LithoTech, and the student's account is billed. At this point, the dissertation secretary submits the *Notification of Thesis/Dissertation Completion* form to the Records Office and the student's dissertation process is complete.

**Option 2.** The student personally arranges for duplicating the thesis/dissertation. Masters' students must have three unbound copies of the thesis made. These must be shown to the dissertation secretary who gives the student the *Notification of Thesis/Dissertation Completion* form for the Records Office. The three unbound copies must be delivered to the Library Director's office (James White Library, Room 200). Doctoral students must have three unbound copies made to show to the dissertation secretary (and to receive a *Completion* form) and to deliver to the Library Director's office. An additional

unbound copy must be given to the dissertation secretary to be processed for microfiching.

- The deadline for thesis/dissertations to be turned in to the Library is no later than Wednesday, a week and a half before graduation. Strict adherence to this deadline 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 binding, postage, and handling.

**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.