

1. Following registration for the term culminating in a Spring or Summer graduation ceremony, they fall within one of the following categories:
 - a. Undergraduate students who lack no more than 6 semester credits for degree completion and meet both overall and major GPA requirements. Credits lacking include I's, DG's and unregistered work.

or
 - b. Graduate or undergraduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.

or
 - c. Master of Divinity students who lack no more than 6 semester credits for degree completion, including practical field work courses. Credits lacking include I's, DG's and unregistered work.
2. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.
3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.
4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions," written notification from their committee that they have made satisfactory revisions as required must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.

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

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

UNDERGRADUATE PROGRAMS

Admission

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

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

HOW TO APPLY

- Request application materials
Telephone: 800-253-2874 toll free
Web site: <http://www.andrews.edu>
Postal Address:
Undergraduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740
- Return a completed *Undergraduate Application* form with the \$30 fee.
- Use a *Transcript Request* form(s) to request official transcript(s) to be sent directly to Andrews University from the secondary school and/or any college attended.
- Give the *Evaluation Forms* to two appropriate persons for recommendations and request that they fill them out and send them in.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

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

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office to assign a *provisional* admission category. All students must submit a final secondary-school transcript and ACT or SAT scores before they complete their first registration. This usually will change the provisional enrollment to a regular admission status.

GENERAL ADMISSION STANDARDS AND REQUIREMENTS

All undergraduate students must meet minimum general admission standards. Individual schools or departments may set additional standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed by the Undergraduate Admissions Committee using recommendations from the academic dean of the college or school in which

admission is sought. After the review, the student will receive a letter outlining the conditions to be achieved for regular-student standing or indicating that admission has been denied.

Undergraduate General Admission Standards
Official documentation of completion of secondary-school studies from <ul style="list-style-type: none"> • an accredited secondary school • or an equivalent overseas school (to be assessed by AACRAO guidelines) • or GED certification with a minimum average score of 60 on five sections of the test with no section lower than 50.
A minimum of 13 units of solid subjects in secondary school.
Minimum GPA of 2.25 overall and college-bound 50th percentile on ACT/SAT.
Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.
Completion of grades 9-12 using English in an English-speaking country, or a minimum score of 550 on the paper TOEFL, 213 on the computer TOEFL, or a minimum score of 80 on MELAB.

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

- ACT (or SAT) test results (best if taken early in the senior year of high school since these scores are also used, along with GPAs, to determine significant AU scholarship awards).
- One of the following:
 1. Detailed transcript* with a cumulative GPA and accompanying list of course descriptions
 2. GED certificate.
 3. Portfolio* including course descriptions, resources used, time spent, and samples of best work for each course.
- A written essay by the student reflecting on the value of the homeschool experience.
- Two recommendations from non-relatives.

* Should be completed by the person who directed the program along with the help of the student where appropriate.

Call 616-471-6200 or 616-471-6346 for more information.

Note: Home Study International (HSI) offers a secondary education program and will work with homeschool students who take a minimum of their last three high school courses through HSI to develop and grant a high school diploma. Contact HSI at 800-782-4769.

Commitment to Abide by Rules and Standards. Each prospective student must sign a statement on the *Undergraduate Application* form agreeing to respect and abide by the rules and standards of the university.

English Proficiency Requirement. All students whose first language is not English must demonstrate that they can read, speak, and understand English. A minimum score of 550 on the TOEFL exam or 80 on the MELAB exam must be submitted for clearance to take a full academic load. Students who score below these

levels must complete preparatory study in the English Language Institute (ELI) and successfully complete an exit exam.

Required Medical Records. In accordance with recommendations from the Centers for Disease Control, the Michigan Health Department, and the American College Health Association, all first-time students must supply certain medical records to the school they plan to enter before registration can be completed.

Tuberculosis Screening. Students with a previous positive TB skin test must submit a report of a chest X-ray taken anytime within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization. Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months of age
- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

ADMISSION OF TRANSFER STUDENTS

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

Transfer students who have earned at least 24 semester credits before applying to Andrews are evaluated on the basis of their college GPA and not their secondary-school GPA.

Transfer credits do not appear on the student's Andrews transcript.

Transfer of Credits. When students enroll at Andrews University, they may transfer to their current program a limited number of credits for courses taken at other schools, if the following expectations are met.

- Complete official transcripts are submitted from each institution where work was done. (Registrars of these institutions should send transcripts directly to the Undergraduate Admissions Office of Andrews University.)
- The credits presented for transfer are credits in which the student has earned a grade of C- or higher.
- All credits presented for transfer come directly from accredited institutions.

Limit on Number of Transfer Credits. The schools of the university allow no more than 70 semester hours to be transferred from community colleges (two-year) and applied on a baccalaureate degree. More may be approved by the dean as part of a planned professional program. Requests for transfer of credits must be made at the time of admission to the university, or at the time when a change of program is filed.

Only 6 transfer credits, including correspondence credits, may be applied on the last 36 semester credits of a degree program. Individual schools and programs may have other limitations on transfer credits.

Transfer of Credits from an Unaccredited School. Transfer credits from an unaccredited school are accepted on an individual basis after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the Undergraduate Admissions Office and Academic Records Office, the dean of the school concerned determines the credits to be accepted, based on satisfactory performance in advanced-level courses and/or validation examinations. Likewise, departments determine the credits that can be applied toward a major or minor.

DUAL ENROLLMENT STATUS

Dual enrollment status is available to advanced undergraduate students who wish to begin work on a graduate program. However, taking graduate courses *does not guarantee or imply future admission* to a degree program.

Requirements for Dual Enrollment. To be eligible for dual enrollment status the student must satisfy *all* of these requirements:

- Be an undergraduate student at Andrews University
- Be within 12 credits of finishing an undergraduate degree
- Be in the process for admission to a graduate program and meet all other *regular* admission standards for a graduate program
- Be enrolled in no more than 12 credits (combined graduate and undergraduate) each semester.

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

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

PERMISSION TO TAKE CLASSES (PTC) STATUS

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

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

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

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

ADMISSION TO THE GIFTED SCHOLARS PROGRAM

Gifted scholars who have not graduated from secondary school may be admitted to the Gifted Scholars Program on the basis of current exceptional achievement. Such students are admitted on a regular admission basis only.

Admission Requirements. The requirements considered for gifted-scholar admission include

- A transcript showing a consistently maintained GPA of 3.75 or above in all secondary-school work with at least 13 solids (no fewer than 4 solids each year) and a college-bound percentile rank of 90 or above on the ACT/SAT.
- Evidence of English capability as noted in general-admission requirements.
- Recommendations from the principal and guidance counselor of the secondary school where the student is presently enrolled.
- Completion of the required tests in math and reading prior to enrollment.

The Gifted Scholars Admission Committee requires an interview with the student seeking admission and with his/her parents/legal guardians.

ADMISSION OF INTERNATIONAL STUDENTS

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

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

REFUSAL OR ANNULMENT OF ADMISSION

Applicants may be refused admission

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

Admission status may be canceled or annulled

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

Academic Information

PLANNING PROGRAMS

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

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

- ACT or SAT
The ACT or SAT is required for admission and should be taken before arriving on campus.
- Mathematics Placement Test
The Mathematics Placement Test is given on campus.

Direct any questions concerning advising, tutoring, and placement testing to the Office of Academic Support & Advising Services. (phone 471- 6096, e-mail: hstout@andrews.edu)

Declaration of Major. Students are encouraged to declare their major field of study by the start of the sophomore year. Special advisors are assigned to students yet undecided. The Career Planning & Placement Office and the Counseling & Testing Center offer helpful resources for choosing a major.

CLASS STANDING

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

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

AREAS OF STUDY

Specific requirements for majors, minors, and professional-degree programs are listed under each department section.