

PARTICIPATION IN GRADUATION CEREMONIES

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

Upon submission of their Application for Graduation/Marching by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria:

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.connect.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.
- Complete a citizenship agreement and short essay form.
- 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 for admission. All students must submit a final secondary-school transcript and ACT or SAT scores before they complete their first registration.

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 high school GPA of 2.25 overall and ACT/SAT composite scores at the 50th percentile (currently, these scores are 20 ACT and 970 SAT; but are subject to adjustment annually) is required for good and regular admission. Transfer students must have a minimum college GPA of 2.25 (and ACT/SAT scores are recommended, but not required). Students who do NOT meet these requirements will be reviewed by the Undergraduate Admissions Committee, no later than July 15 for fall semester enrollment or November 15 for spring semester enrollment, for possible conditional admission.
The individual admissions status of each applicant (including good and regular, conditional and denied admission) is subject to the review and final decision of the Undergraduate Admissions Committee on the Andrews University campus.
A signed citizenship agreement and a written essay on the importance and impact of a Christian university education.
For high school students, reference evaluations will be conducted with the student's guidance counselor and/or principal. Transfer students will be required to submit two recommendations.
Completion of the equivalent of grades 9–12 in English-based instruction, or a minimum score of 500 on the paper TOEFL or 213 on the computer TOEFL.

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.
 - An essay by the student reflecting on the value of the home-school experience or the essay requested in the application.
- * Should be completed by the person who directed the program, along with the help of the student where appropriate.

Call 269-471-6200 or 269-471-6346 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. Students enrolling at Andrews University may transfer to their current program a limited number of credits for courses taken at other schools, if the following expectations are met.

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

Requests for transfer of credits may be made only at the time of admission to the university, at the time when a change of program is approved, or if a petition to accept the course is approved and on file before the course is taken. The approving officer may specify conditions that must be fulfilled for the acceptance of the course.

Limit on Number of Transfer Credits. The schools of the university allow no more than 70 semester hours to be transferred from community colleges (two-year) and applied on a baccalaureate degree. More may be approved by the dean as part of a planned professional program.

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

Transfer of Credits from an Unaccredited School. Transfer credits from an unaccredited school are accepted on an individual basis after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the 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 questions concerning advising, tutoring and student success to the Student Success Center. (phone 269-471-6096, email: success@andrews.edu).

Declaration of Major. Students are encouraged to declare their major field of study by the start of their sophomore year. Special

advisors are assigned to students yet undecided. Assistance in exploring majors/careers is given through the Student Success Center, the Career Planning and Placement Services Office, and the Counseling and Testing Center.

CLASS STANDING

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

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

AREAS OF STUDY

Specific requirements for majors, minors, and professional-degree programs are listed under each department section. Courses in other departments which are needed for a degree program also may be required as related cognate requirements. All courses used to meet major requirements must be selected in consultation with the major professor or advisor.

HONOR LISTS

Dean's List. Students with a minimum semester GPA of 3.50 are eligible to be on the Andrews University Dean's List. They must carry a load of at least 12 letter-graded credits, have no letter grades below a B (3.00), and have no incompletes. Receipt of a DG does not affect eligibility for the Dean's List. Each semester this list may be published or posted.

STUDY-WORK LOADS

Course Load. The course load is expressed in semester credits. Each semester credit represents one fifty-minute class period or equivalent per week for one semester. Preparation time of approximately two hours for each class period is assumed. Thus a 4-credit class meets four times a week. A laboratory or practicum experience of 3 hours is considered equal to one regular class period unless otherwise noted in the course syllabus.

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

Work Load. The course load of students who engage in part-time employment must be adjusted to provide a reasonable balance of work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered. Students taking 12 to 16 credit hours are recommended a maximum work load of 10 to 20 hours per week. Students taking 7 to 11 credits are recommended a maximum 20 to 30 hours of work per week.

Students should consult with their advisors in planning a proper balance of study and work. Exceptions to the above guidelines

require approval by the dean of the school in which the student is enrolled before the work is undertaken. On-campus employment is limited as specified in the financial section of this bulletin.

SATISFACTORY ACADEMIC PROGRESS

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

- Successfully complete at least 60% of all courses attempted following initial enrollment.
- Maintain an overall GPA of at least 2.00 (average grade of C). If a student fails to maintain an overall GPA of 2.00 (on a 4.00 system), his/her enrollment category is changed to probationary.

ACADEMIC PROBATION PROCEDURES

Academic Probation. Students whose overall GPA for previous course work is below C (2.00) or who earn a GPA of 1.75 or less in any term are placed on academic probation for the following term. Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean. Freshmen who are admitted on conditional status will participate in a structured program which guides and monitors progress in achieving regular academic status. Students on academic probation:

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

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

- EDPC115 Academic Learning Assessment—individual guidance to help students succeed at Andrews University. Instructors use comprehensive evaluations and individualized plans to help students break patterns of failure and to achieve success.
- EDPC116 Academic Development, GTEC110 Freshman Seminar, and GTEC115 College Seminar to help students clarify personal goals and values and improve their study skills.
- ENGL110 Beginning Composition—to help students learn to write clear, effective sentences and paragraphs with few mechanical errors.
- EDTE140 Reading Vocabulary Development and EDTE160 College Reading Efficiency—to improve the skills of those with reading problems.
- MATH091 & 092 Arithmetic and Algebra Review—to help students with poor mathematical backgrounds.

Further information is available from the dean of each school offering undergraduate programs.

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

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

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

ADVANCED PLACEMENT OPPORTUNITIES

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

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

- For general-education courses, a score of 4 (Higher Level) is considered for general-education credit.
- For major-level courses, a score of at least 5 (Higher Level) will be considered through review by the department for credit towards major requirements.
- The student may be allowed to enroll in a sophomore-level, major-level course with the purpose of validating the IB experience. If a grade of at least B- is obtained in the sophomore-level course, credit for the freshman-level major course(s) would be given.

Advanced Placement Program. Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year, the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates in the Advanced Placement Program, awarding college credit for all AP courses passed with an exam score of three (3.00) or better.

Exceptions: To receive Calculus I and II credit, a score of 4 or 5 must be achieved on the AP Calculus BC examination.

A score of 4 or 5 on the Advanced Placement test in Language and Composition may provide the student with 3 credits for ENGL115 (English Composition 1). A score of 4 or 5 on the Advancement Placement test in Literature and Composition may provide the student with one of the following: 3 credits for ENGL115 OR 3 credits for ENGL255 (Studies in Literature).

Credit by Examination. Some students have achieved college-level proficiency on the basis of work experience or informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) recognized standardized tests such as the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES), and (2) through examinations administered and/or prepared by an academic department within the university.

All CLEP and DANTES examinations must be taken during the student's first year in residence. No credit by examination of any type may be taken during the last semester immediately preceding graduation.

Transfer students wishing to apply CLEP or DANTES credits to their Andrews degree must have a CLEP or DANTES transcript sent to the Andrews Counseling and Testing Center for score evaluation by Andrews University standards. A fee is charged for this evaluation (see the financial section). Credit is allowed if the student scores at or above a score of 50 in a CLEP Subject Examination. Selected DANTES Subject Standardized Tests have been approved as a basis for credit at Andrews University.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews.

Complete information on the subjects accepted by Andrews University for CLEP or DANTES is available from the university's Counseling and Testing Center. Information on challenge

exams administered within individual university departments should be sought directly from the respective department(s).

Validation or Proficiency Exams. Special examinations may also be taken for reasons other than earning credit. Certain published curricular or degree requirements may be waived, or transfer credits from an unaccredited college may be validated through special examinations. For further information, contact the dean of the respective school.

SPECIAL LEARNING EXPERIENCES

Correspondence Courses. A maximum of 16 semester credits by correspondence, other than credits taken through Andrews University distance-education courses, is accepted toward a baccalaureate degree. However, correspondence credit may be applied on a major or a minor only with the approval of the department chair. Normally, students do not take correspondence courses while in residence. They may be allowed to do so because of a schedule conflict. Permission must be obtained in writing from the dean of the school in which the credit is to be accepted. Correspondence work is counted as part of the regular college load. Courses should be completed within six months from the time of enrollment.

Only 6 transfer credits, including correspondence credits, may be applied toward the last 36 semester credits of a baccalaureate degree. Correspondence courses cannot be used to replace failures or other low grades earned in residence. All transcripts for correspondence work must be in the Academic Records Office at least 15 days prior to commencement.

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

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

BACCALAUREATE DEGREE REQUIREMENTS

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

Credit Requirement

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

Course Requirements

- Bachelor of Arts or Bachelor of Science degrees. Students must complete required courses including the following: General

Education requirements plus the requirements for a major, a minor (if required), and specified cognates (or related courses).

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

Residence Requirements

- A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree must be earned on campus. Before a student takes non-Andrews University courses for any part of the other 6 semester credits, the dean of the college/ school in which the student is enrolled must approve.
- A minimum of one-third of the credits required for a major, and 3 credits required for a minor must be earned on campus and in courses numbered 300 or above.
- School of Business students seeking a BBA must complete at least 50% of the core and major (33 of the total 66 credits) in residence.

Grade Requirements

- Overall GPA: A GPA of at least 2.00 (C) is required in all credits, and in credits earned at Andrews University that are used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements.)
- Major GPA: A GPA of at least 2.25 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a major. (Individual schools or departments may have higher minimum GPA requirements.)
- Minor GPA: A GPA of at least 2.00 is required in all transfer credits, and in all credits earned at Andrews University that are counted for a minor. (Individual schools or departments may have higher minimum GPA requirements.)
- No course with a grade below C- may count toward a major or minor.

Multiple Majors. Students may earn more than one major for a single degree. All requirements for each major must be met including cognates. If the majors are offered for different degrees, students must specify which degree they wish to receive and complete the General Education requirements for that degree.

A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the credits are not also counted for another major or minor. A course may not be used to fulfill the requirements of more than one major or minor used for teacher certification.

Assessment (Evaluation) Requirements. Baccalaureate-degree candidates must complete general and departmental assessment examinations administered by the Counseling and Testing Center. These senior-exit testing experiences consist of nationally normed standardized tests for all candidates and major-field exams for selected departments and majors. In addition to the senior-exit tests required for graduation, some departments may ask students to participate in other evaluation activities carried out by the department. Results from assessment activities are reviewed by departments and the General Education Committee as part of the university's commitment to the continuous improvement of student learning.

Request for Graduation. Degree candidates must file a request for graduation with approval of the advisor and Academic Records.

SECOND BACCALAUREATE DEGREE REQUIREMENTS

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

- complete, in residence, 30 credits beyond those required for the first baccalaureate degree.
- meet all of the published requirements of the second degree major/professional component, including prerequisites, cognates, degree core, and General Education requirements specific to the program of study for the second degree.
- complete a minimum of 3 credits in religion if the first degree did not include a comparable General Education component in religion.

ASSOCIATE DEGREE REQUIREMENTS

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

Course Requirements. Students must complete the General Education requirements plus the specific requirements for the degree as specified in the appropriate section of this bulletin, including core, major, emphasis, and cognates as required.

Residence Requirements

- A minimum of 15 of the last 21 semester credits applied to a degree must be earned in residence. Before a student takes non-Andrews courses for any part of the final 6 credits, the dean of the college/school in which the student is enrolled must approve.
- A minimum of 9 credits of the major must be taken in residence.

Grade Requirements

The grade requirements for an associate degree are the same as for a baccalaureate degree.

- Overall GPA: A GPA of at least 2.00 (C) is required in all transfer credits and in credits earned at Andrews University that are used to meet degree requirements. (Individual schools or departments may have higher minimum GPA requirements.)
- Major GPA: A GPA of at least 2.25 is required in all transfer credits and in all credits earned at Andrews University that are counted for a major. (Individual schools or departments may have higher minimum GPA requirements.)

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

STUDENT'S GOVERNING BULLETIN

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

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

General Education

PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multi-cultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives and the exposure to knowledge gained from many disciplines forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills.

Thus, the General Education program encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential—that of producing Christian alumni notable for their culture, character, civility, and intellect. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service, so that they may contribute effectively to their homes, companies, communities, and churches. Transmitting this common yet distinctive heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of General Education at Andrews.

General Education is more than simply completing a specified list of courses. The faculty desires that undergraduates go beyond the mere study of their chosen disciplines to focus on developing spiritual strength, Christian values, and social abilities. As a result, the General Education program strives to foster an atmosphere in which each student is encouraged to

- Construct a thoughtfully conceived world view that recognizes the roles of Scripture, nature, and human discovery as sources of truth. Moreover, living from this perspective means consciously making Christian convictions explicit and applying them ethically, as well as articulating individual values from the viewpoint of one's chosen profession.
- Understand the heritage and mission of Andrews University in furthering the cause of Christ within the context of Seventh-day Adventist faith and practice. Thus, one is to affirm in mind and practice the importance of the Christian way of life as revealed in Scripture. This implies compassionate behavior toward other individuals as well as respect for the dignity of all peoples, recognizing their creation in the image of God.
- Enjoy comradery with many individuals, form enduring friendships within the diverse campus community, and esteem the sacred nature of marriage.
- Evaluate one's interpersonal effectiveness, including the ability to work in groups while maintaining the ability to think for oneself, and strive to enlarge the scope of all personal abilities.
- Understand one's role and responsibilities as a citizen in a secular society and as a member of a religious community; and then, beyond understanding, to respond with thoughts, with emotion, and with action to the needs of one's wider community.
- Strengthen the ability to judge clearly, observe accurately, draw reasonable inferences, perceive relationships, and to show the ability to discriminate among alternatives and design creative strategies to solve problems.
- Enjoy the cultural achievements of humanity and foster participation in creative and aesthetic activity.

GENERAL EDUCATION GOALS

To be well-informed, participating members of society, graduates must be knowledgeable in many areas. Andrews University considers the following areas to be important and designs its curriculum to help students meet the goals.

Religion—From a study of faith, ethics, and doctrine, students will gain an experiential understanding of God's divine plan for their lives.

Language and Communication—Through practice, students will develop strategies for effective oral and written English communication. A Bachelor of Arts student will learn to communicate in a foreign language at the intermediate level.

Arts and Humanities—As students study and experience literature, ideas, and the performing and visual arts, they will come to understand how civilization expresses itself.

Social Science—Students will come to understand human-behavioral theories and perspectives as manifested in social, geographic, political, and economic relationships.

Service—Students will apply their knowledge and skills to the benefit of others by identifying with and serving in a selected community.

Physical/Natural Science—Students will experience the scientific method of studying the natural universe and the current way of understanding it.

Wellness—Students will study and apply the principles of health and fitness to their own lives.

Mathematics and Computer Science—Students will develop the logical, mathematical, and computer skills essential in modern technological society.

HONORS GENERAL EDUCATION (SAGES)

The Andrews Honors Program offers a series of interdisciplinary courses which apply to the General Education requirement. Scholars Alternative General Education Studies (SAGES) is described on p. 82.

GENERAL EDUCATION MATHEMATICS

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

The Andrews Mathematics Placement Examination (MPE) provides information essential to planning the college career. Subject to exceptions listed below, all new students, including transfer students, must take the MPE during the first semester of residence.

The MPE takes one hour, no calculators are allowed, and there is a fee which may be charged to the student's account. (See Fee Schedule on p. 56.) It is given during Orientation Week, at other convenient times throughout the year, and each spring at participating Adventist academies. Three months must normally elapse between tests. Similar tests taken elsewhere are not recognized.

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

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

Any student with an ACT math score of 17 or below, or an SAT math 450 or below, and many higher scoring students will need to do serious study and review to achieve a score of P2 on the MPE.

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

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

The skill courses, MATH091 and 092. Students with MPE scores of E0, E1, M0, M1, P0, or P1 at the time of enrollment must enroll in MATH091 Arithmetic and Algebra Review I, or engage in other study to achieve a score of P2. *Many students, including all who score E0 or M0, should plan to enroll first in MATH091 and then in MATH092 (for two successive semesters) to bring their skills up to the required level.* Completion of the MATH 091/092 Arithmetic and Algebra Review sequence fulfills the skill requirement and awards a P2 score.

The principal means of instruction in MATH 091/092 is ALEKS, an on-line tutorial system developed at the University of California. Instruction is entirely individualized and students can advance as rapidly as their capacity will allow. The faculty instructor consults with students, tracks the student progress and is available for individual assistance. Each student is assigned to a cluster of about 15 students supervised by a lab instructor, who provides one-on-one assistance during class time. At other times the student can work on any computer with a web connection, or use a computer in the Mathematics Tutoring Center and receive help from a tutor. See MATH091/092 course descriptions, p. 145.

The reasoning course, MATH 145. MATH 145 Reasoning with Functions is the course which most non-science students will find most appropriate for meeting the reasoning requirement. See course description on p.145. MATH 166, 167, 168, 182, and 141 also meet the reasoning requirement.

Transfer policy. Courses transferred to meet the reasoning requirement must be broadly equivalent, both in content and level, to those offered at Andrews to meet the requirement. Andrews students who wish to take a course elsewhere to meet the reasoning requirement must first meet the skill requirement, and must have the proposed course accepted by petition before enrolling in it. Courses titled Intermediate Algebra, Elementary Algebra, Basic Algebra, Pre-algebra, College Arithmetic, or Business Mathematics may prepare the student for the MPE but do not normally meet the reasoning or the skill requirement.

Exceptions

1. Students who at admission transfer College Algebra, College Algebra with Trigonometry, Precalculus, Precalculus Algebra, Precalculus Trigonometry, Calculus, a Cambridge "A Level" pass in Mathematics, or AP Calculus fulfill the mathematics reasoning requirement. They do not have to take the MPE and the math skill requirement is waived.
2. Some courses other than those listed in 1. above may be accepted for the reasoning requirement, provided they are presented at admission and the skill requirement is separately fulfilled. Current criteria will be applied case-by-case. Students wishing to have a course evaluated should bring a description to the Mathematics Department.
3. Students who transfer from a four-year college into Physical Therapy or Clinical Laboratory Science and are classified as Seniors in their first year at Andrews are deemed to have met the mathematics requirement of the college or university from which they are transferring. The Andrews mathematics requirement is waived and these students do not have to take the MPE.
4. Students enrolled in the English Language Institute are not required to take the MPE until the first semester of enrollment in regular college level courses.

RELIGION COURSE REQUIREMENTS

Students must take one religion course each school year or school-year equivalent. Transfer students must take one course per year of residency or full-time equivalent at Andrews University or another Seventh-day Adventist college or university.

PROFESSIONAL-DEGREE, GENERAL EDUCATION REQUIREMENT ADJUSTMENTS

Requirements may vary slightly for professional degrees. The General Education tables summarize these adjustments.

TABLE 1
GENERAL EDUCATION: B.A. AND B.S. DEGREES

SEMESTER CREDITS		MATHEMATICS	3
RELIGION	12	Skills—Mathematics Placement Examination score of at least P2 (may be met by completing the MATH091/092 sequence)	
REL100 God and Human Life	3	Reasoning—MATH145 Reasoning with Functions*, or MATH141, 166, 167, or 182	
Choose 9 credits from the following:		For more information, see the previous page.	
RELB210 Jesus in His Time and Ours	3	*BS majors in Speech-Language Pathology and Audiology take STAT285	
RELT250 Personal Spirituality and Faith	3		
RELT340 Religion and Ethics in Modern Society	3		
RELP400 Senior Seminar: Health Professionals*	3		
RELT225 Doctrines of Adventist Faith	3		
*Intended for Nursing majors			
LANGUAGE/COMMUNICATION	8-12	COMPUTER TOOLS	0-3
ENGL115 English Composition I	3	Pass competency exam or take INFS110 Computer Tools.	
ENGL215 English Composition II	3		
COMM104 Communication Skills	2		
Intermediate Language (For BA only)	4		
ARTS/HUMANITIES	11-12	SOCIAL SCIENCES	6
HIST117 Civilizations and Ideas I	2	Take one foundation course from the following:	
HIST118 Civilizations and Ideas II	3	ANTH200 Cultural Anthropology	3
IDSC211 Creativity and the Arts	3	ECON225 Macroeconomics	3
Choose 3 credits from the following:		GEOG110 Survey of Geography	3
ARTH220 Language of Art	3	PLSC104 American Government	3
ENGL255 Studies in Literature	3	PSYC101 Introduction to Psychology	3
INLS215 Great Classics of Culture	3	SOCI119 Principles of Sociology	3
PHIL224 Introduction to Philosophy	3	Take one of the following:	
MUHL214 Enjoyment of Music	3	BHSC220 Contemporary Social Issues	3
PHTO210 History of Photography	3	BHSC235 Culture, Place and Interdependence	3
PHTO115 Introduction to Photography	4	IDSC237 The Individual, State, and Marketplace	3
or		PSYC180 Dealing with Your Mind	3
3 credits of Studio Art/Ensemble Music	3		
NATURAL/PHYSICAL SCIENCES	9-10	PE/WELLNESS	1-4
Non-science majors take the following:		HLED120 Fit and Well and three activity courses (each 1 credit)	
IDSC321 Scientific Inquiry I	3	(One activity course required each year of attendance.	
IDSC322 Scientific Inquiry II	3	HLED120 Fit and Well or equivalent required as one activity course.)	
And one of the following:			
PHYS110 Astronomy	3	SERVICE	2+
FDNT230 Nutrition (with lab)	4	BHSC100 Philosophy of Service	2
PHYS115 Concepts of Physics	3	BHSC300 Fieldwork ("S" designated major course or service plan or 2 credits of fieldwork)	0-2
BIOL100 Human Biology	3		
BIOL208 Principles of Environmental Science	4		
BIOL330 History of Earth and Life	3		
PHYS405 Acoustics of Music/Hearing	3		
CHEM110 Introduction to Inorganic/ Organic Chemistry	4		
Science majors and majors requiring science cognates take a minimum of 9 credits of science lab courses from two areas of science.		BS TOTAL	52-60+
		BA TOTAL	56-64+

TABLE 2
GENERAL EDUCATION: PROFESSIONAL DEGREE REQUIREMENTS

<u>BACHELOR OF SCIENCE IN ARCHITECTURE</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	5	Take HIST117, 118
Natural/Physical Sciences	3	Take PHYS115
Mathematics	4	MATH168
Computer Tools	0-3	Same as BS requirements
Social Sciences	3	Take ARCH370
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
TOTAL	38-44+	
<u>BACHELOR OF BUSINESS ADMINISTRATION</u>		
Religion	12	Take RELB100, either RELT340 or 390, and choose two courses from RELB210, 225, RELT250 or RELP400.
Language/Communication	8	Same as BS requirements
Arts/Humanities	6	Take HIST118 and one of ENGL255, MUHL214, ARTH220, PHIL224
Natural/Physical Sciences	6	Take IDSC321, 322
Mathematics	3	MATH166
Computer Tools	0	See major
Social Sciences	6	Take PSYC101 and SOCI119
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
TOTAL	44-47+	
<u>BACHELOR OF FINE ARTS</u>		Same as Bachelor of Music requirements (except CHEM110 in place of PHYS405)

<p><u>BACHELOR OF HEALTH SCIENCE</u> (Physical Therapy Department)</p>		
Religion	9	See major. One religion course per year in an SDA school. PTH460 Topics: Comparative Religions is taken in the professional program
Language/Communication	8	Same as BS requirements
Arts/Humanities	4	Fine Arts—An appreciation theory and/or history course in music, art, photography, etc. or 1 year of ensemble music (private music lessons do not apply) Humanities—One course from the following options: ethics, cultural perspectives, literature, philosophy, critical thinking, second language, world history, western civilization, U.S. history, American history, Canadian history
Natural/Physical Sciences	Major	See major
Mathematics	3	STAT285
Computer Tools	0-3	Same as BS requirements
Social Sciences	8	General Psychology—An introductory psychology course Human Development—A course which covers physical, social, and psychological development beginning with conception Social Science—One course from the following options: sociology, geography, anthropology, minority groups, diversity, economics, American government
PE/Wellness	1	Physical Fitness—a physical fitness/wellness theory course
Service	0	See major
	TOTAL	33-36
<p><u>BACHELOR OF MUSIC</u></p>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	8	Take HIST117, 118 and IDSC211
Natural/Physical Sciences	3	Take one of PHYS110, 405, BIOL208 or 330
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	3	Take foundation course or interdisciplinary course
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
	TOTAL	40-46+
<p><u>BACHELOR OF SCIENCE:</u> <u>ALLIED HEALTH ADMINISTRATION</u></p>		
Religion	12	Same as BS requirements (one per year for transfer students)
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences	Major	See major
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	6	Same as BS requirements
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
	TOTAL	43-49+

<u>BACHELOR OF SCIENCE IN CLINICAL LABORATORY SCIENCE</u>		
Religion	12	Same as BS requirements (one per year for transfer students)
Language/Communication	8	Same as BS requirements
Arts/Humanities	3	Choose with advisor from BS list
Natural/Physical Sciences	Major	See major
Mathematics	3	See major
Computer Tools	Major	See major
Social Sciences	3	Choose with advisor from BS list
PE/Wellness	2	HLED120 and 1 activity course (or equivalent for transfer students)
Service	Major	See major
Directed Electives	6	Choose with advisor
	TOTAL 37	
<u>BACHELOR OF SCIENCE IN DIETETICS</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences	Major	See major
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	6	Take PSYC101 and one of BHSC220 or 235
PE/Wellness	1-4	Same as BS requirements
Service	2	Same as BS requirements
	TOTAL 43-49+	
<u>BACHELOR OF SCIENCE/BACHELOR OF ARTS: ELEMENTARY EDUCATION</u>		
Religion	12	Take RELT100, 225, 308, additional classes may be chosen from RELB210, 214, 304, 305, 335, 374, 375 (no grade lower than a C)
Language/Communication	8	Same as BS requirements
Intermediate Language (BA only)	(4)	Only needed for BA degree
Arts/Humanities	10	Take HIST205, 404, ENGL407, One course from: ARTH220, IDSC200, 211, INLS220, MUHL214, PHTO115, 210
Natural/Physical Sciences	9	Choose a minimum of two areas from BIOL100, 111, 112, 113, 165, 166, 208, 330 CHEM110, 131, 132 PHYS110, 115, 141, 142 IDSC321, 322
Mathematics	3	Same as BS requirement (nothing lower than a C)
Computer Tools	2-5	Competency exam or INFS110 Computer Tools, plus EDTE476
Social Sciences	8	Take GEOG110, PLSC104, EDPC302
PE/Wellness	1-4	Same as BS requirements
Service	4	Take EDTE165
	TOTAL 57-67+	

<u>BACHELOR OF SCIENCE IN ENGINEERING</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Take ENGL115, 220, and COMM104
Arts/Humanities	3	Take HIST118 or IDSC211
Natural Sciences	See Major	See major and cognates
Mathematics	See Major	See major and cognates
Computer Tools	3	Take CPTR125
Social Sciences	3	Take one foundation course from BS list
PE/Wellness	1-4	Same as BS requirements
Service	2+	Same as BS requirements
	TOTAL 32-35+	
<u>BACHELOR OF SCIENCE: NURSING</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences/and Cognates*	See below	See cognates below
Mathematics	3	Same as BS requirements
Computer Tools	3	Same as BS requirements
Social Sciences	6	PSYC101 and one interdisciplinary course
PE/Wellness	2	Take 2 activity courses
Service	2+	Same as BS requirements
	TOTAL 47	
* Science and cognates not included above		
BIOL111	4	
BIOL112	3	
BIOL113	1	
BIOL260	4	
EDPC301	3	
FDNT230	3	
STAT285	3	
	TOTAL 21	
Grand totals for Nursing curriculum:		
GE	47	
Science/cognates	21	
Nursing courses	59	
<u>BACHELOR OF SOCIAL WORK</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Same as BS requirements
Arts/Humanities	11	Same as BS requirements
Natural/Physical Sciences	9	Take IDSC321, 322 plus labs and BIOL100
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements
Social Sciences	6	See degree requirements for major
PE/Wellness	1-4	Same as BS requirements
Service	2	SOWK255; omit BHSC100
	TOTAL 52-58	

<u>BACHELOR OF TECHNOLOGY</u>		
Religion	12	Same as BS requirements
Language/Communication	8	Take ENGL115, 220 and COMM104
Arts/Humanities	3	Take 3 credits from BS list
Natural/Physical Sciences	6	Take IDSC321, 322
Mathematics	3	Same as BS requirements
Computer Tools	0-3	Same as BS requirements*
Social Sciences	3	Take one foundation course from BS list
PE/Wellness	2	Take HLED120 and 1 activity course
Service	2+	Same as BS requirements
	TOTAL	39-42+
*Digital Multimedia Technology and Graphic Imaging majors fulfill this requirement by completing the following courses: DGME130, DGME175, and DGME250.		
<u>SECONDARY EDUCATION CERTIFICATION GENERAL EDUCATION REQUIREMENTS</u>		
Religion	12	Take RELT100, 225, 308, and one course from the following: RELB210, 214, 304, 305, 335, 374, or 375
Language/Communication	8-12	Same as BS requirements; BA students take Intermediate Language for 4 credits
Arts/Humanities	10-11	Take HIST117, 118, 404, and one course from ARTH220, ENGL255, IDSC211, MUHL214, PHTO115, or PHTO210
Natural/Physical Science	9	Same as BS requirements
Mathematics	3	Same as BS requirements
Computer Tools	3	Same as BS requirements
Social Sciences	9	Take two courses from ANTH124, ECON225, EDPC302, EDTE228, GEOG110, PLSC104, PYSC101, or SOCI119
PE/Wellness	1-4	Same as BS requirements
Service	4	Take EDTE165
	TOTAL	59-67

<p><u>ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE COLLEGE OF ARTS AND SCIENCES</u></p>		
Religion	6	Take RELT100 and one of RELB210, RELT250
Language/Communication	8	Same as BS requirement
Arts/Humanities	3	Take HIST118 and one of ENGL255, MUHL214, ARTH220, or PHIL224
Natural/Physical Sciences	3	Choose one of the following: BIOL111, BIOL165, BIOL260, CHEM110, CHEM131, PHYS110, PHYS115, PHYS141, PHYS241
Mathematics	3	Same as BS requirement
Computer Tools	0-3	Same as BS requirement
Social Sciences	3	Choose one of the following courses: ANTH124, ECON225, GEOG110, PLSC104, PSYC101, SOCI119
PE/Wellness	2	Take HLED120 and one activity course
Service	2	Take BHSC100
	TOTAL	30-33
<p><u>ASSOCIATE OF SCIENCE SCHOOL OF BUSINESS</u></p>		
Religion	6	Take RELT100 and one of RELB210, RELT250
Language/Communication	8	Same as BS requirements
Arts/Humanities	6	Take HIST118 and one of ENGL255, MUHL214, ARTH220, or PHIL224
Mathematics	3	Skills—Mathematics Placement Examination score of at least P2 or completion of MATH091 and 092 and Reasoning—MATH145 Reasoning with Functions (or MATH166 or more advanced MATH course)
Computer Tools	Major	See major
Social Sciences	3	Take PSYC101
PE/Wellness	2	Take HLED120 and one activity course
Service	2	Take BHSC100
	TOTAL	30
<p><u>ASSOCIATE OF TECHNOLOGY</u></p>		
Religion	6	Take RELT100 and one of RELB210, RELT225, 250
Language/Communication	5	Take ENGL115 and COMM104
Arts/Humanities/Social Sciences	3	Choose with advisor one course from BS list
Natural Physical Sciences/Math	0-3	Math Placement Exam \geq P2 or MATH091 and 092
Computer Tools	0-3	Same as BS requirements
PE/Wellness	2	Take HLED120 and one activity course
Service	0	Not required
	TOTAL	16-22

Center for Distance Learning & Instructional Technology

James White Library, Room 304
(269) 471-3960
dlit@andrews.edu
<http://www.andrews.edu/dlit>

Marsha Beal, *Director*

DISTANCE EDUCATION

Full distance education programs as well as individual courses are offered at Andrews University within many different schools throughout the university. Individual courses are offered through a growing variety of delivery methods: traditional correspondence, video correspondence, videoconferencing, and Internet-based.

Distance education courses are offered by:

- Andrews University/Home Study International partnership, p. 42 (*undergraduate*)
- School of Education, p. 249 (*graduate*)
- Seventh-day Adventist Theological Seminary, p. 288 (*graduate*)

As a charter member of the Adventist Distance Education Consortium (ADEC), Andrews University is working to expand access to Adventist Christian education to people who are not able to physically attend campus courses.

Andrews University/Home Study International Partnership

James White Library, Room 304
(269) 471-3960
au-hsi@andrews.edu
<http://www.andrews.edu/AUHSI>

Andrews University and Home Study International started the AU/HSI Distance Education Program in 1997 for the purpose of helping to meet students' academic needs both on- and off-campus.

HSI is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC), which in turn is recognized by the U.S. Department of Education and the Commission on Recognition of Post-Secondary Accreditation (CORPA).

College courses completed through this partnership earn Andrews University credits. All course materials and teachers are approved by Andrews University. Andrews also issues all transcripts and grade reports. Students may take individual courses on a PTC (Permission to Take Classes) basis or enroll in a degree program using these courses. Students receive an Andrews University diploma when they graduate from these distance-education programs.

See p. 16 for other Andrews University Off-campus programs.

ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 27.

An admission packet may be obtained from the HSI Office, Andrews University. The packet contains the information and requirements necessary for seeking admission to Andrews. The student is responsible for providing all requested information, transcripts, and any other pertinent documents needed to complete the process.

Admission requirements include

- A \$30 application fee (non-refundable)
- Completed application form
- Final official secondary-school transcript
- Official transcripts from all accredited degree-granting colleges and universities attended
- A statement (maximum of one page) explaining why distance education is desirable.

All items must be submitted at one time. Incomplete submissions are not processed.

When asking for official transcripts from other institutions, request that they be mailed to YOU with a school seal across the closure of the envelope. DO NOT OPEN the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the required items to

AU/HSI Office
James White Library, Room 304
Andrews University
Berrien Springs, MI 49104-1400

Evaluation of Transcripts. Students can estimate how their previous course work applies toward an AU degree by noting the General Education and degree requirements listed in this bulletin.

Students who wish an official evaluation of their transcripts may do so by sending the following to the HSI Office, Andrews University:

- An AU/HSI Application for Undergraduate Admission (in the AU/HSI catalog)/\$30 application fee,
- Official (sealed) transcript(s), and
- A written request.

Prospective students may use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. The course, IDSC499, *PLCA Portfolio Development*, in the AU/HSI catalog is designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 31).

REGISTRATION

To register for an Andrews University/Home Study International course, students should obtain an AU/HSI catalog from the AU/HSI Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AU/HSI Office at Andrews University (1-269-471-3960), or the General Offices of Home Study International (1-301-680-6590).

On-campus students seeking to enroll in an Andrews University distance-education course must obtain enrollment forms from the AU/HSI office. These enrollment forms require an advisor's signature. Students majoring in education must clear courses through the Teacher Certification Office to make sure they are acceptable for degree requirements.

ACADEMIC PROGRAM

Available courses. A number of distance-education, college-level courses are listed below. Course descriptions are found in the appropriate departmental sections of this bulletin. Distance-education courses are offered in semester credits.

Department of Behavioral Sciences: p. 93

BHSC220, 235; GEOG260; PSYC101, 252, 269, 315, 364, 434, 495; SOCI119, 425, 488

Communication Department: p. 119

COMM104

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