

Pacing Correspondence Courses

With the benefits of flexibility that open enrollment courses provide, comes responsibility for self-regulation. Students are urged to plan their study in order to submit lessons on a regular basis. Such scheduling makes it possible for students to learn from graded assignments. Andrews correspondence and Griggs Consortium course submissions can be handed in at the School of Distance Education (keep a copy), scanned and submitted via email or uploaded directly online.

Proctored Examinations

Correspondence courses and some interactive online courses require exams be taken under supervision. School/college registrars, testing center personnel, librarians, or other official (who is not a family member or friend) where the student resides could be requested to serve as exam proctor or supervisor. Students in the Armed Forces may take their examinations under the supervision of the education officer. Students should make the necessary arrangements and then fill in the required information about the proctor using the exam request form provided with course materials.

Main-campus students taking correspondence courses need to take their exams at the School of Distance Education. If all assignments have been turned in, and an exam request is brought to the office at least two hours before closing, the exam can be taken on the same day.

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, e-mail 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
- Download software, such as Endnote
- FAQs and Ask-a-Librarian—www.andrews.edu/library/RefDesk/services/ask.html

Online access to these services is available through Andrews username and password supplied during the admission process.

Off-campus program students, staff and faculty may apply for Andrews University username and password through the Off-Campus Library Services Web page:

www.andrews.edu/library/ocls/offcamp.html

Phone: 269-471-3283

Advisors

Graduate and undergraduate students studying at a distance can contact the School of Distance Education Office of Student Services for help in navigating admissions and registration, connecting with main-campus services, and student success support. Financial advisors are assigned based on student last name. Undergraduate students are assigned academic advisors, based on the major chosen, by the Student Success Center (see p. 21 and p. 42). Graduate students are assigned academic advisors by the department offering their selected program of study.

Other Distance Student Services

Students studying at a distance are included in an increasing number of services available through technology:

- The current *Andrews University Bulletin* at www.andrews.edu/academics/bulletin/ communicates policies and procedures, and key contact information for all campus services.
- The *Andrews Agenda* at www.andrews.edu/agenda/ provides weekly news, announcements and updates.
- The Andrews Directory at www.andrews.edu/directory/ includes contact information for all current faculty, staff and students.
- Departmental updates are emailed to students registered in specific programs of study.
- Weekly worship services and chapels are streamed online, two radio stations and an online chaplain (see links at www.andrews.edu/distance/students/spiritual-life.html) provide spiritual life opportunities for all studying at a distance.
- Access to counseling, tutoring, degree planning and accommodation for learning disabilities while studying at a distance can be arranged through the School of Distance Education Student Services Director (learn more at www.andrews.edu/distance/students/student-services.html).

OFF-CAMPUS PROGRAMS

Griggs Hall, Rooms 210, 212, 216
269-471-6590; FAX: 269-471-6590
affiliations@andrews.edu

Lyn Bartlett, *Director*
Stephen Rivers, *Associate Director*
Cheryl Jetter, *Coordinator*

Introduction

Andrews University has a long history with off-campus programs around the world. Partnering with Seventh-day Adventist educational and church institutions, the university delivers these programs in 16 different locations, primarily outside the United States. Currently, nearly 4,000 students are enrolled in off-campus programs.

When Andrews University assumed ownership of Griggs University in 2011 the number of off-campus programs increased. While the Griggs University programs will be absorbed into the fabric of Andrews University over the coming years, both entities will continue to operate individual off-campus programs for the duration of the 2012–2013 school year.

Accreditation

Many of the Andrews University schools have partnerships with educational institutions in North America and abroad, authorized by the North Central Association of Colleges and Schools and other controlling organizations. The types of partnerships include academic monitoring of existing institutional programs, extension campuses, and examination centers for graduate and undergraduate education. The programs of study vary from individual courses in a variety of disciplines to full degree programs.

Details of specific courses, approved curricula and programs are available from the Office of Off-Campus Programs. The Off-Campus Programs Committee authorizes and reviews all University policies related to such affiliations and extensions.

Once accepted into an Andrews University program, students may transfer between home and extension campuses.

Off-Campus Program Definitions

Additional Location. An *Additional Location* is a location distinct from the campus of Andrews University, at which students can complete an Andrews University degree, or 50% or more of courses leading to an Andrews University degree or certificate.

Course Location. A *Course Location* is a location distinct from the campus of Andrews University, at which students can complete credit bearing courses, which total less than 50% of an Andrews University degree or certificate. This does not include Study Abroad locations unless they provide 25–50% of an Andrews University degree or certificate program.

Other Classifications

- In-State—The location is within the state of Michigan
- Out-of-State—The location is outside of the state of Michigan
- Out of USA—The location is outside of the 50 United States, and includes U.S. territories

Undergraduate Off-Campus Programs

Undergraduate off-campus programs are offered at Washington Adventist University, Maryland; Hong Kong Adventist College, Hong Kong; Newbold College, England; Tyrifjord Vidergaende Skole, Norway; and University of the Southern Caribbean, Trinidad. Andrews University confers approved associate and baccalaureate degrees on those students who have fulfilled admission, academic and program requirements at these centers.

Graduate Off-Campus Programs

Graduate off-campus programs are offered in a number of disciplines by the various schools of Andrews University.

The College of Arts & Sciences offers the MA-TESL in Seoul, Korea. The School of Education offers the MA (Education) and the MEd degrees at Spicer Memorial College, India. It also offers the MA (Leadership) at Brazil Adventist University in São Paulo, Brazil.

The Seventh-day Adventist Theological Seminary offers the MA (Religion) at Middle East University, Lebanon; Romanian Adventist Theological Institute, Romania; Spicer Memorial College, India; and Zaoksky Adventist Seminary, Russia. It offers the Doctor of Ministry at Adventist University of Africa, Kenya; Spanish Adventist Seminary, Spain; and Zaoksky Adventist University, Russia. In North America, the Seminary offers the MA in Pastoral Ministry degree and courses toward the Master of Divinity and Doctor of Ministry degrees at several locations.

In addition, the University offers the interdisciplinary, interschool MIDA degree (International Development) at seven sites: Canada, Chile, Ghana, Italy, Japan, Kenya and South Africa.

Other International Educational Opportunities

Andrews University co-sponsors Adventist Colleges Abroad—a program in which qualified students study overseas while completing requirements for graduation at Andrews. This language and cultural immersion is available in nine locations: Argentina, Austria, Brazil, France, Greece, Italy, Singapore, Spain and Taiwan. Participation is not limited to language majors.

Contact the chair of the Department of International Language Studies for further information.

Undergraduate students may study abroad in the Andrews University Year in England at Newbold College. The purpose of this program is to allow students to participate in a culturally enriching academic experience. Information about this program can be secured by writing Newbold College or contacting the director of Off-Campus Programs at Andrews University. Students should make application directly to the Admissions Office, Newbold College, Binfield, Bracknell, Berkshire, England RG42 4A.

Governance

All off-campus programs for Andrews University, Griggs University and Griggs International Academy are administered by the Office of Off-Campus Programs. The director of Off-Campus Programs reports to the dean of the School of Distance Education. The director of Off-Campus Programs works with other academic deans and department chairs to maintain quality control of specific courses and to ensure that off-campus program requirements are equivalent to on-campus program requirements.

Periodic audits are conducted at each Off-Campus Program site. The length of time between audits is determined by the audit team. Each audit team reviews the programs, facilities, and various academic processes; interviews administrators, faculty, and students; and makes recommendations of improvements needed to enhance the quality of the off-campus programs.

Current Programs

Andrews University offers off-campus programs on five continents: Africa (Ghana, Kenya, Rwanda, South Africa); Asia (India, Japan, Korea, Lebanon); Europe (England, Italy, Norway, Romania, Russia); North America (Canada, Mexico, and all North American Division Union Conferences); South America (Brazil, Chile, Trinidad).

Griggs University (GU) & Griggs International Academy (GIA) offer off-campus programs on five continents: Africa (GIA: Botswana, Cote d'Ivoire, Ghana); Asia (GIA: China, Korea, Taiwan; GU: Hong Kong, India, Korea, Lebanon, Saudi Arabia, Taiwan, Thailand, Vietnam); Europe (GU: Latvia, Russia); North America (GIA: APLE schools, Cooperative arrangements with selective North American Division schools, Job Corps Centers; GU: Select independent Seventh-day Adventist institutions); Central America (GIA: Inter-America Division); South America (GIA: Brazil).

COMPLIANCE

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Ethan Jones, *Compliance Officer*

The Compliance Officer assists the School of Distance Education to carry out its academic mission with integrity and in accordance with the policies of Andrews University and our accrediting bodies, and in compliance with federal, state and international regulations.