

Admissions and Academics

GENERAL ACADEMIC INFORMATION

Students are expected to be informed concerning the regulations governing academic matters. This bulletin presents answers to general questions regarding academic policies. Students with unique problems and special circumstances should consult the appropriate dean or program coordinator.

Responsibility for meeting degree requirements rests upon the student. Each student is expected to be aware of the various requirements as published in the bulletin under which he/she plans to graduate. The bulletin in force at the time of initial registration is the binding document between the student and the university. However, a student may file an official petition with his/her dean requesting to be allowed to meet the requirements of another bulletin in force during his/her time of residence. The student's freedom to choose the bulletin under which he/she will graduate has certain restrictions. Undergraduates should see the section "Student's Governing Bulletin" (p. 23). Graduate students should see "Residency Requirements and Time Limits" (p. 36).

ATTENDANCE AT THE UNIVERSITY

The admission of candidates, their continuance and status, the awarding of academic credits, and

school/college determines. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period. An "S" means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade "U" signifies unsatisfactory performance. Credit is earned only if an "S" is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

W—Withdrawal. Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated by the academic calendar. The designation of "W" is also given in cases where a student, who has previously registered for thesis or project credit and obtained a deferred grade (DG), subsequently decides not to complete the work for the thesis or project and instead selects another option for completing the degree. Under certain circumstances the institution may initiate the withdrawal.

Repeating Classes. Students may repeat only once a course in which they have received an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory component also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, 3) a student who earns an F for one semester automatically must repeat that course before being permitted to enroll or remain enrolled in subsequent courses in that sequence. A student who earns a D in such a course should counsel with the teacher as to the advisability of continuing the course.

Factors Influencing Grades. Several factors are used to compute the final grade in a particular course. These include such items as scores in oral or written examinations, quizzes, practical and written projects, papers, reports, laboratory practica, skill demonstration, clinical performance, and class attendance/participation. The teacher selects the grading components for a given course according to the nature of that course. The course outline (syllabus) clearly outlines how the students' final grades shall be computed.

Grade Reports. No hard copies of grades are mailed to students. They may view and print their grades via the web. Students who need a parent or organization to receive their printed grade reports may make that request via the web or at the Academic Records Office.

TRANSCRIPTS

The Academic Records Office issues transcripts of the student's academic record upon written request by the student. Requests should reach the Academic Records Office at least ten days before the transcripts are needed. Transcripts are not issued for students with unpaid Student or Housing accounts or defaulted loans. (See the Financial Section of this bulletin for transcript charges and an explanation of exceptions to the

policy of restricting the issuance of transcripts.)

STUDENT RESPONSIBILITIES

Examinations. Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to adhere to the published examination schedule. In the case of exam schedule overload where the schedule requires a student to complete four exams in one day, arrangements may be made with the dean to complete one of the examinations at another time.

Class Attendance. Regular attendance at all classes, laboratories, and other academic appointments is required of each student. Faculty members are expected to keep regular attendance records. The syllabus notifies students of the attendance requirements.

Class Absences. Whenever the number of absences exceeds 20% (10% for graduate classes) of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences incurred due to late registration, suspension, and early/late vacation leaves are not considered as excused, and the work missed may not be made up except to the extent the teacher allows. Three tardinesses are the equivalent of an absence.

Students are counted as class members and are charged tuition until they file a *Change of Registration* form in the Academic Records Office.

Excused Absences. Excuses for absences due to illness are granted by the individual teacher who

year—in May and August. Students are expected to participate in all services associated with graduation unless graduating in absentia.

Students must indicate at the time of application for graduation whether or not they plan to participate in the ceremony.

UNDER-GRADUATE 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 will be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, national or ethnic origin, gender, marital status, or physical challenge.

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 that official transcript(s) 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 are encouraged to 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 before they complete their first registration to 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 specific program standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

| 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 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 percentile on ACT/SAT of 50th percentile. |
| Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor. |
| Completion of grades 7-12 in English in an English-speaking country, or a minimum score of 550 on TOEFL, plus 5 on TWE, or a minimum score of 80 on MELAB. |

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed, according to policy, by the academic dean of the college or school in which admission is sought. After the review, the student will receive a letter which will outline the conditions to be achieved for regular-student standing or indicate that admission has been denied.

HOME SCHOOLED STUDENTS

Students who have completed their high-school education in a home-school setting must submit the following documentation along with the regular undergraduate application:

- The GED certificate or a detailed description of the home-based program of study. The description must be written by the one who directed the program and include the courses used, the length of study, texts used, samples of graded work, books read and other experiences, as well as reflections on the value of this Home School experience by the student.
- ACT (or SAT) test results.
- Two recommendations from non-relatives.

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 mother tongue is not English must demonstrate that they have the capability to 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 and successfully complete an exit exam.

Required Medical Records. In compliance 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 of their choice 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 anytime within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization

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 relevant school 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 undergraduate students nearly finished with an undergraduate degree 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 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

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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 a minimum cumulative GPA of 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 AND SUSPENSION

Academic Probation. Students whose cumulative GPA for previous course work is below C (2.00) are placed on academic probation. Students on academic probation are removed from probation after earning at Andrews a minimum of 12 credits with a GPA of at least 2.00. Students who are on academic probation are expected to limit extracurricular activities and part-time employment. This is done to ensure students have ample time to work on courses and to develop personal habits which should ensure greater success in future semesters. Students who remain on academic probation for a period of one year may not be permitted to re-register.

Many students on academic probation have excellent potential, but, for one reason or another, they have never learned to make use of the potential they have. Therefore, any student admitted on academic probation may be required to take one or more of nine special courses:

- EDPC115 Academic Learning Assessment—individual help and guidance to make students successful at Andrews University. Through comprehensive evaluations and individualized plans, the instructors will help students break the patterns of failure and achieve success.
- EDPC116 Academic Development, GTEC110 Freshman Seminar, and GTEC115 College Seminar help students clarify personal goals and values and attain effective study skills. Students on academic probation are expected to enroll in one of these courses.
- ENGL110 Beginning Composition—to help students learn to write clear, effective sentences and paragraphs with a minimum of mechanical errors.
- EDTE140 Reading Vocabulary Development and EDTE160 College Reading Efficiency—to improve the reading skills of those with reading problems.
- MATH105 and 106 Mathematical Skills—to remedy inadequacies in students' mathematical backgrounds.

Academic Suspension/Dismissal. Students become subject to academic dismissal in three ways:

- By earning during a given semester a GPA of 1.00 (D) or less.
- By failure for three successive semesters to reach the standards of Satisfactory Academic Progress as defined in the financial section of this bulletin (p. 42).
- By 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. However, such permission may be granted only with the understanding that the student successfully completes a minimum of 12 credits per semester with a GPA for the semester of at least 2.00. Failure to achieve this minimum GPA results in academic dismissal. Students suspended for poor academic performance normally are not considered for readmission for at least two semesters and then only after demonstrating how their chances of success are improved.

ADVANCED PLACEMENT OPPORTUNITIES

Andrews University provides opportunities for advanced placement by the following means. Regardless of the method, the maximum amount of credit which may be applied to a baccalaureate degree is 32 semester credits.

International Baccalaureate Exam. Andrews University recognizes scores from the

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.
- *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 in residence. The dean of the college/school in which the student is enrolled must approve the student's taking non-Andrews University courses for any part of the other 6 semester credits.
- A minimum of 1/3 of the credits required for a major, and 3 credits required for a minor must be earned in residence, 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 minimum GPA of 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 minimum GPA of 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 minimum GPA of 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. If one of the majors is for a professional degree, the specific requirements for that degree must be met.

A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the credits is 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 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 you to participate in other assessment activities to be 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 adviser and a designated academic records officer.

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. The dean of the college/school in which the student is enrolled must approve the student's taking non-Andrews courses for any part of the final 6 credits.
- A minimum of 9 credits of the major must be taken in residence.

Grade Requirements

- *Overall GPA:* A minimum GPA of 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 minimum GPA of 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 adviser 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

- 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. 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 thought with emotion, and with action to the needs of their wider communities.
- Strengthen the ability to judge clearly, observe accurately, draw reasonable inferences, and 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 vital to life in a modern problem-solving world.

RELIGION COURSE REQUIREMENTS

Students must take one religion course each school year or school-year equivalent. Students in their senior year are encouraged to take RELP400 Senior Seminar, a discipline-oriented course

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

| <u>SEMESTER CREDITS</u> | |
|--|-------------|
| RELIGION | 12 |
| REL1100 God and Human Life and Choose 9 credits from the following: | 3 |
| REL210 Jesus in His Time & Ours | 3 |
| REL250 Personal Spirituality & Faith | 3 |
| REL340 Religion and Ethics in Mod. Soc. | 3 |
| REL400 Senior Seminar: Area | 3 |
| REL225 Doctrines of Adv. Faith | 3 |
| LANGUAGE/COMMUNICATION | 8-12 |
| ENGL115 English Composition I | 3 |
| ENGL215 English Composition II | 3 |
| COMM104 Communication Skills Intermediate Language (For BA only) | 2 4 |
| ARTS/HUMANITIES | 11 |
| HIST117 Civ. and Ideas I | 2 |
| HIST118 Civ. and Ideas II | 3 |
| IDSC211 Creativity and the Arts and Choose 3 credits from the following: | 3 |
| ARTH220 Language of Art | 3 |
| ENGL255 Studies in Literature | 3 |
| PHIL224 Intro. to Philosophy | 3 |
| MUHL214 Enjoyment of Music | 3 |
| PHOTO210 History of Photography or 3 credits of Studio Art/Ensemble Music | 3 3 |
| NATURAL/PHYSICAL SCIENCES | 9 |
| Non-science majors take the following: | |
| IDSC321 Scientific Inquiry I | 3 |
| IDSC322 Scientific Inquiry II | 3 |
| And one of the following: | |
| PHYS110 Astronomy | 3 |
| BIOL208 Principles of Environmental Science | 4 |
| BIOL330 History of Earth and Life | 3 |
| PHYS405 Acoustics of Music/Hearing | 3 |
| CHEM110 Intro. to Inorganic/Org. Chem. | 4 |
| Science majors and majors requiring science cognates take minimum of 9 credits of science lab courses from two areas of science. | |

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| MATH | 3 |
| MATH165 College Algebra | 3 |
| COMPUTER TOOLS | 0-3 |
| Take competency exam; credits taken from INFS110 Computer Tools as needed. | |
| SOCIAL SCIENCES | 6 |
| Take one foundation course from the following: | |
| ANTH124 Intro. to Anthropology | 3 |
| ECON225 Macroeconomics | 3 |
| GEOG110 Survey of Geography | 3 |
| PLSC104 American Government | 3 |
| PSYC101 Introduction to Psychology | 3 |
| SOCI119 Principles of Sociology and Take one of the following: | 3 |
| BHSC220 Contemporary Social Issues | 3 |
| BHSC235 Culture, Place and Interdependence | 3 |
| IDSC237 The Individual, State, & Marketplace | 3 |
| PE/WELLNESS | 3 |
| HLED130 Essentials of Wellness and Two activity courses (each .5 credits) | 2 1 |
| SERVICE | 2+ |
| BHSC100 Philosophy of Service and Fieldwork ("S" designated major course or service plan or two credits of fieldwork) | 2 0-2 |
| BREADTH | 0 |
| No longer required | |
| BS TOTAL | 54-57+ |
| BA TOTAL | 58-61+ |

TABLE 2

GENERAL EDUCATION: A.A. AND A.S. DEGREES IN THE COLLEGE OF ARTS AND SCIENCES

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| <p><u>SEMESTER CREDITS</u></p> | |
| <p>RELIGION 6</p> | |
| <p>REL100 God and Human Life 3 and One of the following:</p> | |
| <p>REL210 Jesus in His Time and Ours 3</p> | |
| <p>REL250 Personal Spirituality & Faith 3</p> | |
| <p>LANGUAGE/COMMUNICATION 8</p> | |
| <p>ENGL115 English Composition 3</p> | |
| <p>ENGL215 English Composition II 3</p> | |
| <p>COMM104 Communication Skills 2</p> | |
| <p>ARTS/HUMANITIES 3</p> | |
| <p>HIST118 Civ. and Ideas II 3 or</p> | |
| <p>IDSC211 Creativity and the Arts 3</p> | |
| <p>NATURAL/PHYSICAL SCIENCES 3</p> | |
| <p>Choose one of the following:</p> | |
| <p>BIOL111 Anatomy and Phys. I 4</p> | |
| <p>BIOL165 Found. of Biology 5</p> | |
| <p>BIOL260 General Microbiology 4</p> | |
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TABLE 3

GENERAL EDUCATION PROFESSIONAL DEGREE REQUIREMENTS

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|---|---------------|---|
| <u>BACHELOR OF ARCHITECTURE</u> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 5 | Take HIST117, 118 |
| Natural/Physical Sciences | 3 | Take PHYS131 |
| Math | 4 | Take MATH168 |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 3 | Take ARCH370 |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| Total | 40-43+ | |
| <u>BACHELOR OF BUSINESS ADMINISTRATION</u> | | |
| Religion | 12 | Take RELT100, either RELT340 or 390, and choose two courses from RELB210, RELT250 or RELP400. |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 6 | Take HIST118 and one course from ENGL255, MUHL214, ARTH220, PHIL224 |
| Natural/Physical Sciences | 6 | Take IDSC321, 322 |
| Math | 3 | Same as B.S. requirements |
| Computer Tools | Major | See major |
| Social Sciences | 6 | Take PSYC101 and SOCI119 |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| Total | 46+ | |
| <u>BACHELOR OF FINE ARTS</u> | | Same as B.S. requirements |
| <u>BACHELOR OF MUSIC</u> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 8 | Take HIST117, 118 and IDSC211 |
| Natural/Physical Sciences | 3 | Take one course from PHYS110, 405, BIOL208 or 330 |
| Math | 3 | Same as B.S. requirements |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 3 | Take foundation course or interdisciplinary course |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| Total | 42- | |
| 45+ | | |

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| <u>BACHELOR OF SCIENCE: ANATOMY AND PHYSIOLOGY (PHYSICAL THERAPY)</u> | | |
| Religion | 10.5 | See major: In first two years, take RELT100, one course from RELB210, RELT340 or RELT250; in last two years take RELG360 Topics: World Religions and RELG360 |
| Language/Communication | 8 | Topics: Witnessing in a Medical Context |
| Arts/Humanities | 5 | Same as B.S. requirements Choose one Fine Arts course from IDSC211, PHTO210, MUHL214, ARTH220; or 2 semesters of Music Ensemble |
| Natural/Physical Sciences | 36.5 | Choose one Humanities course from HIST117, 118, 204, 205, ENGL255, PHIL224, Second Language |
| Math | 3 | See major |
| Computer Tools | 0-3 | STAT285 |
| Social Sciences | 8 | Same as B.S. requirements Take PSYC101, EDPC301, and one course from BHSC220, 235, IDSC237, SOCI119, GEOG110, ANTH124, 200, PLSC104, or ECON225. |
| PE/Wellness | 2 | |
| Service | 0 | Take HLED130 or all activity courses (.5 credits each) |
| Total | 73-76 | See major |
| <u>BACHELOR OF SCIENCE IN CLINICAL LABORATORY SCIENCE</u> | | |
| Religion | 12 | Same as B.S. requirements (one per year for transfer students) |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 3 | Choose with adviser from B.S. list |
| Natural/Physical Sciences | Major | See major |
| Math | 3 | STAT285 or suitable equivalent |
| Social Sciences | 3 | Choose with adviser from B.S. list |
| PE/Wellness | 2 | Take HLED130 |
| Service | Major | See major |
| Directed Electives | 6 | Choose with adviser |
| Total | 37 | |
| <u>BACHELOR OF SCIENCE: DIETETICS</u> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 11 | Same as B.S. requirements |
| Natural/Physical Sciences | Major | See major |
| Math | 3 | Same as B.S. requirements |
| Social Sciences | 9 | Take PSYC101, ECON225, and either BHSC220 or 235 |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| Total | 48+ | |

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| <p><u>BACHELOR OF SCIENCE/ BACHELOR OF ARTS: ELEMENTARY EDUCATION</u></p> | | |
| Religion | 14 | Take RELT100, 208, 225, RELB210, RELP400 (Seminar: Education) |
| Language/Communication | 8 | Same as B.S. requirements |
| Intermediate Language (BA only) | (4) | Only needed for B.A. degree |
| Arts/Humanities | 12 | Take HIST205, 230, ENGL407, EDTE410, IDSC211 |
| Natural/Physical Sciences | 9 | Select credits from BIOL111, 112, 113, 165, 166, 208, 330, CHEM110, 131, 132, PHYS115, 110, 131, 132, 141, 142, IDSC321, 322 |
| Math | 3 | Take STAT285 |
| Computer Tools | 2-5 | Competency exam for Computer Tools plus EDTE476 |
| Social Sciences | 10 | Take GEOG110, PLSC104, EDPC302, EDTE328 |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Take EDTE215 |
| | Total | 63-70+ |
| <p><u>BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY</u></p> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Take ENGL115, 220, and COMM104 |
| Arts/Humanities | 3 | Take HIST118 or IDSC211 |
| Natural Sciences | 12 | Take CHEM131 and PHYS141, 142 |
| Math | 13 | Take MATH168, 182, 215, and STAT340 or 285 |
| Computer Tools | 3 | Take CPTR125 |
| Social Sciences | 3 | Take one foundation course from B.S. list |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| | Total | 59+ |
| <p><u>BACHELOR OF SCIENCE: HEALTH ADMINISTRATION</u></p> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 11 | Same as B.S. requirements |
| Natural/Physical Sciences | Major | See major |
| Math | 3 | Same as B.S. requirements |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 6 | Same as B.S. requirements |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 2+ | Same as B.S. requirements |
| | Total | 37-40+ |
| <p><u>BACHELOR OF SCIENCE: NURSING</u></p> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 11 | Same as B.S. requirements |
| Natural/Physical Sciences | Major | See major |
| Math | 3 | Same as B.S. requirements |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 6 | Take PSYC101 and one interdisciplinary course |
| PE/Wellness | 1 | Take two activity courses |
| Service | 2+ | Same as B.S. requirements |
| | Total | 43-46+ |

| | | |
|---|---------------|--|
| <u>BACHELOR OF SOCIAL WORK</u> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 11 | Same as B.S. requirements |
| Natural/Physical Sciences | 9 | Same as B.S. requirements |
| Math | 3 | BHSC 230 <i>Research Methods I: Statistics for the Behavioral Sciences</i> |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 6 | Take one foundation course and IDSC237 |
| PE/Wellness | 3 | Same as B.S. requirements |
| Service | 0 | Fieldwork required for major; omit BHSC100 |
| Total | 52-55 | |
| <u>BACHELOR OF TECHNOLOGY</u> | | |
| Religion | 12 | Same as B.S. requirements |
| Language/Communication | 8 | Take ENGL115, 220 and COMM104 |
| Arts/Humanities | 3 | Take 3 credits from B.S. list |
| Natural/Physical Sciences | 6 | Take IDSC321, 322 |
| Math | 3 | Same as B.S. requirements |
| Computer Tools | 0-3 | Same as B.S. requirements |
| Social Sciences | 3 | Take one foundation course from B.S. list |
| PE/Wellness | 2 | Take HLED130 |
| Service | 2+ | Same as B.S. requirements |
| Total | 39-42+ | |
| <u>ASSOCIATE OF SCIENCE (SCHOOL OF BUSINESS)</u> | | |
| Religion | 6 | Take RELT100 and either RELB210 or RELT250 |
| Language/Communication | 8 | Same as B.S. requirements |
| Arts/Humanities | 6 | Take HIST118 and one course from ENGL255, MUHL214, ARTH220, or PHIL224 |
| Natural/Physical Sciences/Math | 3 | Take MATH165 |
| Computer Tools | Major | See major |
| Social Sciences | 3 | Take PSYC101 |
| PE/Wellness | 2 | Take HLED130 |
| Service | 2 | Take BHSC100 |
| Total | 30 | |
| <u>ASSOCIATE OF TECHNOLOGY</u> | | |
| Religion | 6 | |
| Language/Communication | 5 | |
| Arts/Humanities/Social Sciences | 3 | |

Distance Education

Nethery Hall, Room 103
1-800-471-6210
(616) 471-6200
AU-HSI@andrews.edu
<http://www.andrews.edu/AUHSI>

Susan P. Zork, *Coordinator*

Andrews University offers distance education on two levels. Undergraduate courses and degrees are offered in partnership with Home Study International (HSI) and its delivery system.

Graduate courses are offered by the College of Arts and Sciences Nursing Department, the School of Education, and the Seventh-Day Adventist Theological Seminary. For graduate level courses and programs please see their respective sections for further descriptions.

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, which also issues all

Pre-evaluation transcript fee, non-refundable:
\$50.

Math Placement Exam: \$75.

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. Non-resident students normally pay tuition directly to Home Study International.

Financial Aid for Distance Education. To be considered for financial aid, a student must have regular or provisional status as a student at Andrews University. Permission to Take Courses (PTC) enrollment is not recognized for aid purposes. The student must be enrolled in a program of study leading toward a degree and be registered for a minimum of one-half of a full class load: 6-8 credits. In addition, the student must demonstrate financial need. See specific information on application for financial aid in the Financial Information section, p. 42. A financial-aid packet with all necessary materials to apply for financial aid is available on request from the HSI office at Andrews University.

Students enrolled in courses on the Andrews

HONS497***Senior Honors Research***

Independent research or creative work to produce the Honors Thesis, typically supervised by a professor within the student's major field. The thesis is filed in the James White Library to facilitate wider academic access. An approved thesis requires 2-6 credits.

(1-6)

GRADUATE PROGRAMS

Admission

HONS498***Interdisciplinary Honors Seminar***

Presentation of the Honors Thesis to an interdisciplinary audience; requires previous thesis approval by the Honors Council. Grades assigned according to both research and communication.

(1)

The graduate programs at Andrews University are characterized by academic quality, attention to research, close individual student/professor interaction, and an emphasis on the spiritual dimensions of the various content fields. The university welcomes students in harmony with these ideals to apply for admission to its graduate programs.

HOW TO APPLY**Request Application Materials**

Telephone: 800-253-2874 toll free

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

Postal Address:

Graduate Admissions Office

Andrews University

Berrien Springs, MI 49104-0620

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, and/or university housing, students should file their applications 6-12 months before their anticipated date of enrollment.

Follow These Procedures. The Graduate Admissions Office will send an application packet which contains the items mentioned in the instructions below. Students must:

- Fill out the *Application for Graduate Admission* form and return it with the \$40 application fee.
-

Michigan English Language Assessment Battery.

- Completion of the Andrews University English Language Institute course *Advanced Level* (ENSL115, 116) with a grade of B or above in all classes, and an exit exam.
* *Some programs require higher scores.*

ADMISSION TO GRADUATE PROGRAMS

Although graduate students register for course work in one of the colleges/schools of the university, the School of Graduate Studies, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty monitors decisions regarding admission, academic progress, and eligibility for graduation of students in most programs. Departments and programs may have additional requirements for admission. Consult the relevant portions of this bulletin for such requirements.

THEOLOGICAL SEMINARY PROFESSIONAL MINISTERIAL DEGREES

Master of Arts in Pastoral Ministry
Master of Arts in Youth Ministry
Master of Divinity
Doctor of Ministry

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

SCHOOL OF GRADUATE STUDIES MASTER'S DEGREE PROGRAMS

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

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies and listed above, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 33.

- Hold a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent from a comparable institution outside the U.S.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in breadth of general education, assessed by the respective schools and departments which designate certain prerequisites and achievement standards in the applicant's undergraduate subject-matter preparation. See specific school and departmental requirements.
- Indicate ability to handle master's-level work in the language of instruction. See Required English Proficiency standards on p. 33.
- Show evidence of ability to pursue advanced study as listed below. Some specific programs require a higher GPA for admission—see department/program requirements in other sections of this bulletin.

Minimum GPA Requirements for

Admission. Satisfy one of the criteria below:

- 2.60 cumulative undergraduate GPA.
- 2.75 GPA on last 50% of undergraduate courses.
- 3.50 graduate GPA on at least 12 credits earned in courses graded A–F.
- Previous master's degree.

ADVANCED DEGREES IN THE SCHOOL OF EDUCATION AND THE THEOLOGICAL SEMINARY

Educational Specialist (EdS)
Doctor of Education (EdD)
Doctor of Philosophy (PhD)
Doctor of Theology (ThD)

To qualify for regular admission to a specialist or doctoral program, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 33.

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from an accredited American university or college, or its equivalent from a comparable institution outside the U.S.
- Show evidence of superior scholarship in undergraduate- or graduate-level work with a minimum of 18 credits. This normally is demonstrated by a cumulative GPA of no less than 3.50 for doctoral or 3.20 for specialist.
- Provide evidence of adequate preparation in the proposed field of graduate study and in breadth of general education, assessed by the respective schools and departments which designate certain prerequisites and achievement standards in the applicant's subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See Required English Proficiency standards on p. 33.

ADMISSION/ENROLLMENT CATEGORIES

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

Regular Status. Students are admitted on a regular basis who meet

- General admission requirements
- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

Provisional Status. Students who fail to meet one or more of the requirements for regular admission may be admitted on a provisional basis. However, in the judgment of the appropriate department chair, program director, dean, or graduate program coordinator, they must have the ability to successfully undertake the proposed program. At the time of provisional admission, the nature of the deficiency and the plan and deadline for its removal is specified. The deadline for completion of this plan to meet all the regular status requirements is no later than the completion of 50% of the total graduate program requirements for master's programs and 16 credits for EdS and doctoral programs. Students failing to meet these specifications are dropped from the program to which they were provisionally admitted.

Students enrolled on provisional status may not

- register for thesis or independent study,
- request advancement to degree candidacy,
- take comprehensive examinations.

Permission to Take Classes (PTC). PTC is a temporary enrollment designation, not an admission category. The PTC status is especially designed to facilitate the enrollment of qualified students in special classes including workshops and guest students from other universities.

Permission to take classes status is for

- Applicants who have no intention of earning a graduate degree from Andrews University.
- Graduate students who are not enrolled at

Some students may be required to take English language studies full time for the first and/or second semester(s) in residence until English language skills are at an acceptable level. Because students will incur additional expenses by having to take remedial English, they are encouraged, wherever possible, to obtain an acceptable proficiency in English before enrolling at Andrews University.

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

Full-time Status. For international graduate students to retain their status as full-time students as required by the United States Immigration and Naturalization Service (INS), they must enroll for a minimum of 8 credits each semester while in the U.S. They may also work on a part-time basis only if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students, see full-time status, p. 176.

DUAL ENROLLMENT STATUS

Dual enrollment is available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees simultaneously.

Graduate/Undergraduate Dual Enrollment

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

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

The limitations on the undergraduate credits taken are the following:

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

Graduate/Graduate Dual Enrollment

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

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

Studies, who will clear the student for regular admission into the two programs. Advisers from both programs continue to approve course work on a semester to semester basis as the student continues on dual enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

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

SPECIAL TYPES OF ADMISSION

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

Enrollment of Guest Students. Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See *Permission to Take Classes*, p. 34). Application forms for such admission are available at the Graduate Admissions Office.

Admission to a Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet the department requirements for admission to such a degree program and if the proposed course of study is not within the same major field or is not similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See p. 37 on transfer credit.)

Admission—Resident Scholars. Scholars who have attained doctoral status or the equivalent from a recognized university, and other recognized scholars who wish to continue study and research in special fields, may be granted the use of the library facilities as guests of the university upon application to the appropriate dean or graduate program coordinator. Such

privileges are granted upon recommendation of the department in which the work will be done.

Formal courses may be attended subjndional b16 8 Tc -0 -1.91400

adviser to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner, normally the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.

- Students who accumulate more than 4 grades below B- (including U) normally are not allowed to continue. Exceptions must be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
 1. English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work or 25% of his/her course work for doctoral students.
 2. Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work. Doctoral students should take care of background deficiencies before starting on required doctoral course work.
 3. A minimum GPA of 3.00 must be met by the time the student has completed 9 graduate credits.
 4. A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies.
- Students on academic probation or provisional status may not
 1. Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
 - 2.

for Doctoral Students. A petition for transfer of credit is considered only after an official transcript for the course is received.

Exceptions. Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions.

STUDENT SUPERVISORY COMMITTEES

Master's Degree Committees. A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis adviser and normally two other members. Except for an interdisciplinary master's degree for which a committee is appointed prior to initial registration, all other master's-degree student committees are appointed after some course work has been completed and prior to registration for thesis credits. On rare occasions, a student's committee may be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief adviser. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

A thesis/dissertation is approved if there is no more than one negative vote, an abstention being recorded as a negative vote. The department chair or program director is responsible for notifying the appropriate dean or graduate program coordinator of the outcome of the defense.

The decision of a student's examining committee is recorded and signed on the appropriate form and submitted to the appropriate dean or graduate program coordinator with a copy to the Academic Records Office.

After the defense:

- The student makes all corrections.
- No later than two weeks before graduation, the student submits the thesis/dissertation to the School of Graduate Studies via the dissertation secretary for approval to duplicate, at which time changes made after the defense should be pointed out.
- After the dissertation secretary has given approval to duplicate, the student has two options:
 1. The student personally arranges for duplicating the thesis/dissertation. Masters' students deliver three unbound copies of the thesis to the Library Director's office (James White Library, Room 200). Doctoral students deliver three unbound copies of the dissertation to the Library Director's office and also deliver one unbound copy to the dissertation secretary to be processed for microfiching.
 2. The dissertation secretary arranges for duplicating with Andrews University's LithoTech, and the student's account is billed.
- The deadline for theses/dissertations to be turned in to the Library is no later than Wednesday, a week and a half before graduation. Strict adherence to this deadline is essential or graduation is postponed.
- Students wanting to purchase additional bound copies identical to those housed at Andrews University must fill out mailing labels and customs declaration forms (when applicable). Students are billed for binding, postage, and handling.

A committee chair usually assists a student by way of a check sheet to ensure the prescribed deadlines are met. The thesis/dissertation may be handed in at any time during the year, but the deadlines listed here determine date of graduation.

The grade for a thesis is S or U. A deferred grade (DG) is given while a thesis/dissertation is still being written or corrected.

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