

Distance Education

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<http://www.andrews.edu/AUHSI>

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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 read 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. Andrews also issues all transcripts and grade reports. Students receive an Andrews University diploma when they graduate from these distance-education programs.

ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 24.

An admission packet may be obtained from the HSI Office, Andrews University. The packet contains the information and

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 118) or the Department of Religion and Biblical Languages section (p. 171) 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.

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 reject a 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 obtaining either an Andrews University email account or applying for a Web Proxy account through the Off-campus Library Services Web page: <http://www.andrews.edu/library/ocls/offcamp.html>.

Phone: (616) 471-3283

Fax: (616) 471-6166

Internet: <http://www.andrews.edu/library>

<http://www.andrews.edu/library/ocls/offcamp.html>

FINANCIAL INFORMATION

Distance-education tuition costs: \$180 per credit.

Prior Learning Assessment tuition fee: One-third of the regular Andrews tuition rate after the first 2 credits

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.

GRADUATE PROGRAMS

Admission

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

HOW TO APPLY

Request Application Materials

Telephone: 800-253-2874 toll free

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

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 they expect to enroll.

GENERAL ADMISSION REQUIREMENTS

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

- Fill out the *Application for Graduate Admission* form and return it with the nonrefundable \$40 application fee.
- Prepare a 500-word Statement of Purpose explaining why they want to take a graduate degree at Andrews University.
- Complete the information asked for on the *Professional Experience* form. (Applicants for the MS: Nursing program must submit a copy of their current nursing license.)
- Ask professionals who know them well, such as advisors, major professors, an administrative officer of current employing organizations, etc., to complete *Graduate Evaluation* forms and submit them directly to Andrews University. Relatives of the applicant should not make evaluations. Most programs require two recommendations, but students applying for doctoral, EdS, MSA in International Development, and all seminary programs must submit three recommendations. Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.
- Ask for an official transcript of credit from the registrar(s) of the school(s) where undergraduate and/or graduate courses were taken. Official transcripts of all previous post-secondary academic work must be sent directly to the Andrews University Graduate Admissions Office. All transcripts must be mailed by the school or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap.
- Arrange to have *Graduate Record Examination (GRE)* or *Graduate Management Aptitude Test (GMAT)* scores sent directly to Andrews University. Seminary professional-degree applicants are not required to take these exams unless asked to do so. All other applicants must follow the information below.

Required Examinations. Applicants for all graduate programs except the professional degree programs in the Theological