

## 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.

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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.

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#### Request Application Materials

Telephone: 800-253-2874 toll free or (269) 471-6321

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were taken. Official transcripts of all previous post-secondary academic work must be sent directly from your schools to the Andrews University Graduate Admissions Office, or delivered in a sealed envelope with the issuing school's seal stamped across the envelope flap. If English is not the medium of instruction in your school, an official, literal English translation must also be sent. Degrees or work received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.

- 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 Seminary, must take either the GRE General Test or the GMAT. Exams are to be taken no more than five years before the date of admission. Official transcripts of test results must be on file in the Graduate Admissions Office before applicants are accepted on regular status. All EdD, PhD, ThD programs and the EdS: School Psychology require general GRE test scores prior to admission. In cases of extreme hardship students applying to the EdS: School Psychology program may contact the Department of Educational and Counseling Psychology for an exception to this policy. The different degrees with the required examination are listed below. (Andrews University code of VVG-G6-19 must be used when requesting these scores from Educational Testing Service)

#### Graduate Record Examination—GRE

MA, MArch, MAT, MMus, MPT, MS, MSW, MSCLS, DPT, DScPT, MTh, EdS, EdD, PhD, ThD, MSA: Community and International Development, and as requested for Seminary professional degrees

#### Graduate Management Aptitude Test—GMAT

MBA

#### Graduate Record Examination or Graduate Management Aptitude Test—GRE or GMAT

MSA: Church Administration

The GRE subject exams can be taken at colleges, universities, or test centers in the United States (U.S.) and in countries outside the U.S. The general GRE, as well as TOEFL exams, are available five days a week at certain Thomson Prometric Testing Centers in the U.S. and at other international sites. The Thomson Prometric Testing Center closest to Andrews University that gives the GRE and TOEFL exams is located in Mishawaka, Indiana. The telephone number is 574-254-1055. For more information about the above tests, see <http://www.ets.org>. For GMAT information see <http://www.mba.com>.

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Students unable to take the required exam before admission may be accepted, but only on a provisional basis (except for those specific programs listed above that require the GRE prior to admission). The student must then take the exam during the first semester after enrollment.

toral, EdS, or any seminary program 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

**Required Medical Records.** Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read "Required Medical Records" (pp. 21, 30). Returning students who have not registered in the previous 12 months also need new medical records.

**Required English Proficiency.**



Students registered on a PTC basis cannot have dual enrollment. When the department and school reach a decision in response to a student's request, they will inform the student in writing as to the

standards policies for all Andrews University graduate programs except the professional physical therapy and seminary degrees. Copies of the manual are available for student use in all departments and schools with graduate programs.

**Handbooks for Graduate Students.** The Handbook for Educational Specialist Students and the Handbook for Doctoral Students may be obtained from the School of Education; the Doctor of Physical Therapy Student Handbook and t-DPT/DScPT Student Handbook may be obtained from the Physical Therapy Department; the Doctoral Student Handbook may be obtained from the SDA Theological Seminary.m

represents a class with one 50-minute class period or equivalent each week for one semester. Thus, a 3-credit class ordinarily meets three periods (150 5(witheetsk)24(thrh )-25(week )-25(foran-25(

continuation is used to maintain access to University services, e.g.: library services (including online database), ITS resources (including e-mail), faculty advising, and research supervision for graduate students taking their programs on the main campus (Berrien Springs). Program continuation carries a fee (see p. 61).

Specialist and doctoral students who have completed their coursework and have registered for all their dissertation credit must maintain active status. Active status may be achieved by registering for non-credit continuation courses such as Program Continuation, Comprehensive Exam Preparation, Project Preparation and Dissertation Continuation.

The special needs of graduate students in extension and affiliation programs will be addressed in the agreements and procedures established for each site and/or degree program.

Normally, students meet the requirements of the bulletin in force when they begin their graduate program. As long as they remain on active status, students may elect to meet the requirements of any bulletin in force during their graduate program. The graduate program begins at the beginning of the term in which the student first registers for classes **after** he/she has been admitted.

When active status is broken, the student must follow the bulletin in force when active status is reestablished.

talk with their advisors and adjust their course loads accordingly.

**Credits for Workshops and Independent Study.** Normally, master's-degree students may accumulate up to 6 appropriate workshop/tour credits and up to 6 independent study credits toward a degree with a maximum of 9 credits combined. If workshops are taken during the semester breaks, the credits are counted as part of the class load for either the semester before the break or the semester following the break. Specialist or doctoral students in the School of Education or the SDA Theological Seminary should read the section in thi(the )-its5(sectilletine )-25(sar )-25(atelies )-25(the T/TT0 1 Tf9 0 0 9 55 121.0333 10[(w4ward )-section ate )]TJE

## **T e L            G a d a e D e e e**

**Time Limits on Graduate Certificate Programs.** Each program will specify a time limit for completion of the certificate. However, this may not exceed five (5) years from the first registration.

**Time Limits on the Master's Degree.** Normally, a student

- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be required to take additional courses.
- Grades from all graduate courses taken at Andrews University, including those more than six years old, and those taken on a PTC basis, are used in computing the final GPA.
- School of Education students should read “Time Limits,” p. 248.

**Time Limits on the Specialist Degree.** A student must complete the requirements for a specialist degree within six calendar years from the beginning of the first semester of class work regardless of admission classification.

**Time Limits on Doctoral Degrees.** All doctoral course work and the comprehensive examinations must be completed within six years from the initial registration after acceptance into the doctoral program. The student must complete the dissertation within a period of five years after passing the comprehensive examinations. However, all requirements must be met within a total of ten years (seven years for Department of Educational and Counseling

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. Register for project credit except by permission from the dean/graduate program coordinator of the college/school
    3. Advance to degree candidacy or take comprehensive examinations.

## **A a d Degree f Graduate P a**

### **General Minimum Requirements for a Master's Degree (MA, MAT, MBA, MMus, MS, MSA, MSCL, MSW, MTh)**

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must satisfactorily fulfill a schedule of studies approved by the student's advisor and the graduate program coordinator or dean of the appropriate school.
  1. The number of credits to be completed depends on the minimum requirements for the degree.
  2. The student's schedule of studies must include at least one-half of the required minimum credits in course work numbered 500 and above. Exceptions are made where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.
- The student must submit evidence of competence in conducting investigation in his/her field of study. A student may fulfill

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**Transferring Credit from an Andrews Graduate Certificate Program to Another Program.** All credits in an Andrews University graduate certificate program are eligible for transfer into a graduate degree program subject to approval by the program faculty and the school dean if taken within the



advancement to degree candidacy forms have been filed with the appropriate dean or graduate program coordinator.

- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

**Educational Specialist Degree.** Read “Educational Specialist”

Completion form to the Records Office. At this point the dissertation process is complete.

- Strict adherence to the deadline of 10 days before graduation is essential or graduation is postponed.

**Ordering Extra Copies.** Students wanting to purchase additional bound copies identical to those kept at Andrews University must fill out mailing labels and customs declaration forms (when applicable). These are available from the dissertation secretary. Students are billed for photocopying and binding.

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

James White Library, Room 304  
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dlit@andrews.edu  
<http://www.andrews.edu/dlit>

Marsha Beal,