

SPECIALIST CANDIDATE HANDBOOK INTRODUCTION

This *Handbook* has been published to help students and faculty in the planning and execution of the EdS program at Andrews University, College of Education and International Services. It does not supersede the *Andrews University Bulletin*.

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**COLLEGE OF EDUCATION AND INTERNATIONAL SERVICES
EDUCATIONAL SPECIALIST PROGRAM**

Please Note:

Approved papers/forms are filed with

1.3 Minimum Admission Requirements

b)

B. From Doctoral to Specialist Program

Students already accepted into a doctoral program who wish to transfer to the specialist degree program in the same department, must request Change of Program through Graduate Enrollment Office. This request will need to be approved by the department chair/coordinator and the Graduate Programs Office. Students must follow the current *Bulletin* and submit a new Statement of Purpose and may be required to submit new recommendations.

C. Application to Doctoral Program from Specialist Program

Admission to a doctoral program, after completing the specialist program, requires a complete online application process. We urge you to apply as soon as possible and not wait until you have completed the specialist program. Admission to a doctoral degree requires

1.13 Registration & Loan Deferment/Visa

Enrollment is necessary to get loan deferment. For students who still have classes to take for the degree, full time is one of the following two options:

1. Registering for 8 or more credits of course work and/or internship (GDPC810).
 - a. registering for 1 or more credits of internship.
 - b. completing "full-time work on the internship as defined by at least 24 hours per week or 720 hours per year.

For students who have completed all required classes for the degree except internship, full time status must be maintained by one of the following:

1. register for 1 or more credits of internship, do full-

When your cumulative grade-point average again reaches 3.20, the Graduate Programs Office will reinstate your regular status. However, if you have not reached the minimum grade-point average

COMPREHENSIVE EXAMINATION

3.1 Purpose

EdS students are required to take prescribed written comprehensive examinations or portfolio presentations as required by the program.

EdS students are permitted to sit for comprehensive examinations after all coursework is completed and after applying for degree candidacy.

The purpose of the comprehensive examination is to appraise your overall grasp of your chosen discipline and expertise in the area of concentration. The examinations will cover the field of study irrespective of the courses taken.

3.2 Application

Application for the Comprehensive Exam form and the *Application for Advancement to Degree Candidacy* form are filled together prior to the comprehensive examination. You will not be permitted to sit for the examination until you have been advanced officially. Some programs may require a project; therefore, you should consult your program *Handbook for Educational Specialist* for further information.

The comprehensive examination is normally taken after you have completed all coursework. To apply to take the comprehensive examination, you must complete the "*Advancement to Degree Candidacy*" and "*Application for the Comprehensive Examination*" forms. However, there are three options you may choose from to take your exam:

- A. after completing all your course work
- B. during the semester you are concluding your course work

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regularly scheduled time. Failing the second time may result in termination from the program.

The Graduate Programs Office will officially notify you of your performance on the comprehensive examination within three weeks.

3.6 Time Limits

All course work and compressive exam must be completed within 6-years of initial EdS courses registration at Andrews University.

