

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. 31).

REGISTRATION

Students should plan to register during the days assigned to registration on the official academic calendar. Registration is not official until all parts of the registration process have been completed, including financial arrangements.

Orientation for First-year Students. Students attending Andrews for the first time are expected to participate in Orientation activities held during the week of registration in September.

Late Registration. Students who fail to register during the regular registration period must pay a late registration fee. Students who seek registration after the last official day to enter any class will be denied registration, unless special permission is given by the dean and each teacher whose class would be involved.

Changes in Registration. A course may be dropped or added by means of a *Change of Registration* (Drop/Add) form obtained from the Academic Records Office. After completing the form, the student must obtain all needed signatures and return the form to the Academic Records Office. The official academic calendar indicates the deadline each quarter for dropping or adding classes (*Last day to enter a class, drop a class...*) without an entry on the permanent academic record. It also indicates the deadline to withdraw from a class with a "W" (Withdrawal) on the permanent record.

GRADING SYSTEM AND GRADE-POINT AVERAGES

Grades and Quality Points. The authority to determine grades rests with the teacher of the course. Quality points (on a 4.00 scale) are assigned to each letter grade (A–F) for use in computing a student's grade-point average (GPA). The GPA is the average number of quality points earned per credit hour in all courses which are assigned grades A–F.

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

How to Compute Your GPA. You may calculate your quarterly GPA by following these steps:

1. Multiply the number of credit hours by the number of quality points assigned to the letter grade earned in each class. (Do the same for each class graded A–F.)
2. Add the number of quality points earned in all classes for the quarter.
3. Divide the total number of quality points by the total number of credit hours attempted.

OTHER GRADE REPORT ENTRIES

Additional grades may appear on a student's academic record as defined below.

AU—Audited Classes (including HN, UA, and UH). A grade of AU is given for an audited course if the student has met the obligations of the audit agreement. It is possible to audit any class except private music lessons and independent study courses provided (1) there is room in the class, (2) the student has an appropriate background, and (3) permission from the instructor is obtained. The term audit refers to registration for attendance only. All auditors, including honors auditors (HN), are expected to attend all class appointments as agreed upon when the instructor granted auditing privileges.

Auditors must attend at least 80% of the class periods. Those who fail to do so are assigned a notation of UA; honors auditors a UH.

A student may change from "credit" to "audit" registration and *vice versa* for any course within the published time schedule. To do this the student must present the Academic Records Office with a *Change of Registration* form with the appropriate signatures including that of the instructor.

The tuition charge for an audited course is the same as a course taken for credit. Full-time honors students may audit one course per quarter free of charge.

DG—Deferred Grade (including DN). A DG may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one quarter. It may be given for tours, field/clinical experiences, internships, project and independent study courses, courses requiring research, and courses where mastery-level learning is required. The Academic Records Office records a DG only for courses previously recommended by a department and approved by the dean of the relevant school and/or graduate program committee.

An instructor may designate a time limit for a given course or for a specific situation for the DG to be changed to a letter grade. An instructor may change the DG to a **DN—Deferred and not completable**, signifying that the course has not been completed and no longer can be completed because time has run out.

A DG may remain on a student's transcript at graduation if the course does not count toward the degree.

I—Incomplete. An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. An "I" may be received upon mutual agreement between the instructor and the student by completing an Incomplete Contract signed by both the instructor and student. In exceptional cases, the signature

of the student may not be required. The "I" is assigned to a student and a contract is signed only when the major portion of the work for the course has been completed. The contract designates (1) the work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student automatically will receive should the work not be completed within the agreed upon time. The Incomplete Contract, signed by both the student and faculty member, is to be filed in the Academic Records Office by the faculty member along with the grade sheet at the appropriate time.

Ordinarily, an "I" shall be removed during the following quarter—though an "I" contracted in the spring quarter may be extended to the autumn quarter. Any request for an extension of time beyond the contracted time shall be done by written petition approved by the dean of the college/school in which the course is offered and prior to the end of the contracted date. The number of "I"s on a student's record is used to determine the student's class and workload.

Undergraduate restrictions: Students with 8 credits of incompletes may not register for more than 12 credits of new courses; those with 12 or more credits of incompletes will have the number of new credits limited by the dean of their respective college/school. All "I"s are removed before graduation, either by completion or because the Incomplete Contract has run out.

R—Reregister. Assigned only for designated remedial courses.

S/U—Satisfactory/Unsatisfactory. The grading pattern for lecture and lecture/laboratory courses is A–F. Certain designated courses, such as individual study/

readings, independent research, research projects, workshops, seminars, field/clinical experiences, and practica may be graded with either an S/U or A–F pattern as the 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 quarter, 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, or 3) a student who earns an F for one quarter 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. Grade reports are sent to students at the end of each quarter. At registration, students may specify one other person or organization to whom their grades should be sent.

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 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 shall require verification of illness. Residence-hall students are required to see the nurse on the first day of any illness which interferes with class at-

tendance. Non-residence-hall students are required to show written verification of illness obtained from their own physician. Excuses for absences not due to illness are issued directly from the dean's office.

Excused absences do not remove the responsibility of the student to complete all requirements of a course. Work is made up at the discretion of the teacher.

Performance in Related Non-academic Areas.

Certain professional programs require satisfactory personality traits, acceptable lifestyle, satisfactory clinical aptitudes, or other published special requirements and competencies. For programs in which such items are stipulated, students are evaluated in terms of these requirements. These requirements are specified in departmental handbooks or in course syllabi.

Academic Honesty. Honesty in all activities of life is important to the integrity of every Christian and every trustworthy citizen. The goal of education is to develop in students the ability for original thinking, critical judgment, and high standards of academic and professional integrity and accountability. Andrews University expects each student to display honesty in all academic matters.

Academic dishonesty is a serious offense. It is punishable by warning, receipt of a lower or failing grade, suspension or dismissal from the class, expulsion from the university, degree annulment, or if official documents have been falsified, non-admission or annulment of admission.

Academic dishonesty includes (but is not limited to) such acts as (a) falsification of official documents; (b) plagiarism (copying others' published works); (c) presenting assignments that are not based on the student's own work; (d) using materials during a quiz or examination besides those specifically allowed by the teacher; (e) stealing, accepting, or studying from stolen quizzes or examination materials; (f) working or copying from the paper of another student during a formal or take-home examination or quiz. Students who collaborate in dishonest acts are also held responsible for them.

A student may be dismissed or suspended from the university for cheating or plagiarizing. Cheating or plagiarizing on a comprehensive examination will result in being dropped from the program.

Additional forms of dishonesty include violations of copyrights and licensing agreements by using university equipment to make illegal copies of copyrighted and/or licensed materials such as computer software, musical recordings, or printed materials. Making and using unauthorized copies of materials which the university has provided for controlled student use also violates copyright law. These acts are considered as serious as other forms of academic dishonesty. In addition to possible disciplinary action taken by the university, students may face possible legal action.

Human Subjects Research. Students and faculty conducting research involving human subjects must apply for approval from the Human Subjects Review Board (HSRB). Application forms are available in the graduate dean's office.

ATTENDANCE AT THE UNIVERSITY

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the university. It reserves the right to cancel, at its discretion, any of

these privileges for reasons considered sufficient by the administration.

School deans reserve the right to review their students' performances periodically. In consultation with the faculty, the deans may recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university is vested in the president by right, and in the vice presidents, deans, and other officers on whom jurisdiction is conferred for specific cases and in restricted areas.

CHANGES IN BULLETIN REQUIREMENTS

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement at any time within the student's term of residence. All regulations adopted and published by the Board of Trustees or the faculty subsequent to the publication of this bulletin have the same force as those published here.

GRADUATION PROCEDURES AND DEGREE CONFERRAL

The responsibility for meeting graduation requirements rests primarily on the student. Each one should become acquainted with and fulfill all specified requirements to complete his/her degree. Normally, only students who have completed all requirements for graduation and who have filed the applications and received the clearances noted below take part in graduation services.

Applications and Final Clearances

- Students must file an *Undergraduate Graduation Application and Agreement* form or a *Graduate Application and Agreement* form. Graduate students must also file an *Advancement to Candidacy* form. (All forms are available at and must be returned to the Academic Records Office.) Students filing for December conferral and June graduation must complete this form no later than the date in October specified in the academic calendar. The form for the August graduation must be filed no later than the date in June specified in the academic calendar.
- Transcripts for transfer credit must be in the Academic Records Office a minimum of 15 days before graduation.
- All Incompletes and Deferred Grades (if used for the degree) must be changed to a satisfactory grade in the Academic Records Office a minimum of 15 days before graduation.
- Students must receive financial clearance from the Student Financial Services Office before they can participate in graduation exercises or receive a diploma.

Graduation in Absentia. Two on-campus commencement services are scheduled each year—in June 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