

UNDER-GRADUATE PROGRAMS

Admission

Admission is granted without discrimination on the basis of race, color, creed, national or ethnic origin, gender, weight, height, marital status, or handicap. However, permission to attend the university may be withdrawn if a student does not wish to cooperate with its policies, or if a student's presence becomes detrimental to the mission and functioning of the university. In other words, admission is a privilege, not a right.

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 tentative admission category. All students must submit a final secondary-school transcript before they complete their first registration to confirm the tentative enrollment category assigned to them.

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 and college-bound percentile on ACT/SAT of <ul style="list-style-type: none"> A 2.75 overall GPA B or 2.50 overall GPA and 35th percentile on ACT/SAT C or 2.25 overall GPA and 50th percentile on ACT/SAT.
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.

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 retake the TOEFL or MELAB exams.

Required Medical Records. Michigan State Law requires that 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. Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months

of age

- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

ADMISSION OF TRANSFER STUDENTS

Students who have previously attended a community college or other post-secondary school are admitted based on the same general admission standards required of all applicants.

Transfer students who have earned at least 36 college quarter credits prior to applying to Andrews are evaluated on the basis of their college GPA and not their secondary-school GPA.

Transfer credits do not appear on the student's Andrews transcript. The transfer GPA is not reflected on the Andrews transcript until after graduation.

Transfer of Credits. When students enroll at Andrews University, they may transfer to their current program a limited number of credits for courses taken at other schools, if the following expectations are met.

- Complete official transcripts are submitted from each institution where work was done. (Registrars of these institutions should send transcripts directly to the Undergraduate Admissions Office of Andrews University.)
- The credits presented for transfer are credits in which the student has earned a grade of C- or higher.
- All credits presented for transfer come directly from accredited institutions.

Limit on Number of Transfer Credits. The schools of the university allow no more than 70 semester hours or 105 quarter credits to be transferred from community colleges (two-year) and applied on a baccalaureate degree, unless more is approved by the dean as part of a planned professional program. Requests for transfer of credits must be made at the time of admission to the university, or at the time when a change of program is filed.

Only 10 transfer credits, including correspondence credits, may be applied on the last 55 credits of a degree program. Individual schools and programs may have other limitations on credits which may be transferred.

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 16 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 16 credits (combined graduate and undergraduate) each quarter.

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 24 credits of graduate courses may be reserved and applied to a subsequent graduate degree at Andrews University.

PERMISSION TO TAKE CLASSES (PTC) STATUS

Permission to Take Classes (PTC) is a temporary enrollment status, not an admission category.

Qualifications for PTC Status. PTC status is assigned to any of the following:

- Guest students who are already regular students at another school but wish to take courses at Andrews without being admitted.
- Persons who need certain courses to qualify for certification.
- Adult students in off-campus classes who do not wish to enroll for a degree program.
- Gifted secondary-school students enrolled in special programs for academic enrichment.

Limitation of Credits Taken on PTC

Status. If the student eventually applies and receives regular admission, up to 32 of the credits taken on a PTC basis may be petitioned to apply towards the proposed degree if a minimum grade of C has been obtained in each course to be accepted for degree credit.

ADMISSION TO THE GIFTED SCHOLARS PROGRAM

Gifted scholars who have not graduated from secondary school may be admitted to the Gifted Scholars Program on the basis of current exceptional achievement. Such students are admitted on a regular admission basis only.

Admission Requirements. The requirements considered for gifted scholars admission include

- A transcript showing a consistently maintained GPA of 3.75 or above in all secondary-school work with at least 13 solids (no fewer than 4 solids each year) and a college-bound percentile rank of 90 or above on the ACT/SAT.
- Evidence of English capability as noted in general-admission requirements.
- Recommendations from the principal and guidance counselor of the secondary school where the student is presently enrolled.
- Completion of the required tests in math and reading prior to enrollment.

The Gifted Scholars Admission Committee requires an interview with the student seeking admission and with his/her parents/legal guardians.

ADMISSION OF INTERNATIONAL STUDENTS

International students must pay an advance deposit and a housing deposit. Such students are also required to present a satisfactory budget for

financing their studies and living costs (see the financial section of this bulletin).

Only after the above provisions have been met will an I-20 Form be issued to enable a student to obtain the necessary entry visa to the U.S.

REFUSAL OR ANNULMENT OF ADMISSION

- Applicants may be refused admission
- when they do not meet the admission standards.
 - when they submit transcripts or records found to be fraudulent.
- Admission status may be canceled or annulled
- when students do not meet the conditions specified for continuing enrollment.
 - when the admission status was based on documents later found to be fraudulent.

Academic Information

PLANNING PROGRAMS

Advisers. Students are assigned academic advisers based on the major the students have chosen. These advisers function as academic guidance counselors to help students to schedule their courses, to learn how to follow academic rules and regulations, and to make decisions regarding their future as well.

Required Placement Tests. Before registration, all new students must take two placement tests for use in academic advising:

- ACT or SAT
The ACT or SAT is required for admission and should be taken before arriving on campus.
- Mathematics Placement Test
The Mathematics Placement Test is given on campus.

Direct any questions concerning advising, tutoring, and placement testing to the Office of Academic Support & Advising Services (phone 6096, e-mail: hstout@andrews.edu)

CLASS STANDING

At the beginning of the autumn quarter, undergraduate students are classified according to the number of quarter credits earned.

Freshman	0-36	Sophomore	37-83
Junior	84-128	Senior	129+

AREAS OF STUDY

Specific requirements for majors, minors, and professional-degree programs are listed under each department section. Courses in other departments which are needed for a degree program also may be required as cognate requirements. All courses used to meet major requirements must be selected in consultation with the major professor or adviser.

HONOR LISTS

Dean's List. Students with a minimum quarterly GPA of 3.50 are eligible to be on the Andrews University Dean's List. They must carry a minimum load of 12 letter-graded credits, have no letter grades below a B (3.00), and have no incompletes. Receipt of a DG does not affect eligibility for the Dean's List. Each quarter this list may be published or posted.

The National Dean's List. Students who have a minimum cumulative GPA at Andrews University

of 3.75 on at least 30 credits earned by the end of winter quarter in any given year are eligible to have their names published in the annual edition of the *National Dean's List*. They are eligible to compete for \$25,000 in scholarship awards based on merit and financial need.

STUDY-WORK LOADS

Course Load. The course load is expressed in quarter credits. Each quarter credit represents one fifty-minute class period or equivalent per week for one quarter. Preparation time of approximately two hours for each class period is assumed. Thus a 4-credit class meets four times a week. A laboratory or practicum experience of 3 hours is considered equal to one regular class period unless otherwise noted in the course syllabus.

The normal undergraduate class load is 15 to 16 credits per quarter. Those wishing to register for more than 17 credits must secure permission from their dean. If good scholarship has been demonstrated by the student, the dean may permit a freshman to register for a maximum load of 17 credits; sophomores, juniors, and seniors for 18 credits. Adding to the course load by receiving private instruction, by correspondence, or by registering in another university or college while being currently registered at Andrews University is prohibited. Exceptions must have permission from the dean of the school in which the student is enrolled. If permission is granted, the total study load per term must not be greater than the maximum load permitted in residence. A student is not permitted to earn more than 20 credits during one quarter.

Work Load. The course load of students who engage in part-time employment must be adjusted to provide a reasonable balance of work and study. In determining the proper balance, the student's intellectual capacity and previous academic record are considered. Students taking 12 to 16 credit hours are recommended a maximum work load of 10 to 20 hours per week. Students taking 7 to 11 credits are recommended a maximum 20 to 30 hours of work per week.

Students should consult their advisers in planning a proper balance of study and work. Exceptions to the above guidelines require the prior approval of the dean of the school in which the student is enrolled. On-campus employment is limited as specified in the financial section of this bulletin.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain the following minimum academic performance standards:

- 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 (1) are expected to limit extracurricular activities and part-time em-

ployment, (2) are normally restricted to taking no more than 12 credits per quarter, and (3) may be required to enroll in the Pass Program (adding 2 credits to the 12 credit minimum). 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 quarters. 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 five special courses:

- EDPC115 Academic Success Plan I—designed to give students the individual help and guidance they need to make them 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 Support Plan II or GTEC 110 Freshman Seminar—to help students clarify personal goals and values and also to attain effective study skills. Students on academic probation are expected to enroll in one of these courses.
- ENGL110 Basic Writing Skills—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 quarter a GPA of 1.00 (D) or less.
- By failure for three successive quarters 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 quarter-by-quarter admission. However, such permission may be granted only with the understanding that the student successfully completes a minimum of 12 credits per quarter with a GPA for the quarter 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 quarters and then only after indicating how their chances of success are improved.

SPECIAL LEARNING EXPERIENCES

Advanced Placement Program. Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year, the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates in

the Advanced Placement Program, awarding college credit for all AP courses passed with an exam score of three (3.00) or better.

Credit by Examination. Some students have achieved college-level proficiency on the basis of work experience or informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) recognized standardized tests such as the *College Level Examination Program (CLEP)* and the *Defense Activity for Non-Traditional Education Support (DANTES)*, and (2) through examinations administered and/or prepared by an academic department within the university.

Regardless of the method, the maximum amount of credit which may be applied to a baccalaureate degree is 48 quarter credits. All *CLEP* and *DANTES* examinations must be taken during the student's first year in residence. No credit by examination of any type may be taken during the last quarter immediately preceding graduation.

Transfer students wishing to apply *CLEP* or *DANTES* credits to their Andrews degree must have a *CLEP* or *DANTES* transcript sent to the Andrews Counseling and Testing Center for score evaluation by Andrews University standards. A fee is charged for this evaluation (see the financial section). Credit is allowed if the student scores at or above the 70th percentile in a *CLEP* General Examination and at or above the 50th percentile in a *CLEP* Subject Examination. Selected *DANTES* Subject Standardized Tests have been approved as a basis for credit at Andrews University.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews.

Complete information on the subjects accepted by Andrews University for *CLEP* or *DANTES* is available from the university's Counseling and Testing Center. Information on challenge exams administered within individual university departments should be sought directly from the respective department(s).

Validation or Proficiency Exams. Special examinations may also be taken for reasons other than earning credit. Certain published curricular or degree requirements may be waived, or transfer credits from an unaccredited college may be validated through special examinations. For further information, contact the dean of the respective school.

Correspondence Courses. A maximum of 24 credits by correspondence, other than credits taken through Andrews University distance-education courses, is accepted toward a baccalaureate degree. However, such credit may be applied on a major or a minor only with the approval of the department chair. Normally students do not take correspondence courses while in residence but may be allowed to do so because of a schedule conflict. Permission must be obtained in writing from the dean of the respective school. The correspondence work is counted as part of the regular college load. A course should be completed within six months from the time of enrollment.

Only 10 transfer credits, including correspondence credits, may be applied toward the last 55 credits of a baccalaureate degree. Correspondence courses cannot be used to replace failures or other low grades earned in residence. All transcripts for correspondence work must be in the Academic Records Office at least 15 days prior to com-

mencement.

PLA: Prior Learning Assessment. Credit for PLA is validated and granted through a prescribed portfolio presentation process. This credit-granting option is available only to students 24 years of age or older. It is for adult learners who desire tangible recognition through academic credit for their achievements and expertise. Credit can be given for knowledge already acquired in subject areas as a result of on-the-job training, community service activities, non-credit courses, and/or special accomplishments.

Cooperative Education. Andrews University has developed official cooperative educational opportunities for students. In this program students are employed off-campus for specific periods of time as an integral part of their academic program. The employment is related as closely as possible to the students' courses of study and provides involvement in the practical application of theory. The working period may be full- or part-time. Students are usually paid for services by the cooperating employer and may receive college credit for the experience. 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 190 quarter 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, 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 45 quarter credits from courses numbered 300 or above.

Residence Requirements

- A minimum of 45 of the last 55 quarter 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 10 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 (49 of the total 97 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. Degree candidates must complete general and departmental assessment examinations including COMP ACT. The assessment results 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, 45 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 4 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 96 quarter 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 24 of the last 32 quarter 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 8 credits.
- A minimum of 15 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 before the planned date of graduation. If students leave the university after earning at least 12 credits and then try to transfer more than 18 quarter credits earned in the interim from another college, they are governed by the bulletin for the school year in which they return. The dean of the college in which the student is enrolled may authorize exceptions.

The university reserves the right to require students (1) to take an alternative course when a course required under an earlier bulletin is no longer offered, and (2) to graduate under a recent bulletin if they are working for certification by a governmental or professional agency.

General Education

PHILOSOPHY OF GENERAL EDUCATION

The rapid expansion of knowledge in a multicultural world requires those who would be truly educated to adopt a philosophy of life-long learning. One must engage the mind in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives and the exposure to knowledge gained from many disciplines forms the domain of General Education, one of the two pillars of American higher education. By contrast, the other pillar is one's chosen major, usually a focused study of a specific discipline and the development of required skills.

Thus, the General Education program encourages students to reach beyond the mere exercise of certain skills and the accumulation of present knowledge. Although the faculty deeply respects learning, it considers another goal equally essential—that of producing Christian alumni notable for their culture, character, civility, and intellect. Thus, the faculty seeks to prepare graduates who possess the ethical values, interests, abilities, and analytical thinking for both leadership and service,

so that they may contribute effectively to their homes, companies, communities, and churches. Transmitting this common yet distinctive heritage—along with an appropriate level of knowledge and skills—forms the essential purpose of General Education at Andrews.

General Education is more than simply completing a specified list of courses. The faculty desires that undergraduates go beyond the mere study of their chosen disciplines to focus on developing spiritual strength, Christian values, and social abilities. As a result, the General Education program strives to foster an atmosphere where each student is encouraged to

- 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

Undergraduate General Education

BA / BS DEGREES	COLLEGE OF ARTS AND SCIENCES							ARCH	BUS	EDUC	TECHNOLOGY			
	BFA	BMus	BS/BA Sec.Cert.	BSCLS	BSD	BSW	pre- MSPT	BArch	BBA	BS/BA Elem.Ed.	BS	BSET	BSIT	BT
Religion 16 RELB100 and three of the following (4+4+4)2 RELB210, 225, RELT250, 340, RELP400	16	16	18	16	16	16	15	16	16	18	16	16	16	16
see major							see major			see major				
Arts and Humanities 12 HIST115,116 IDSC211 Select one of the following: ARTH220, ENGL255, MUHL214, PHTO210, IDSC200	12	9	12	6	12	12	9	6	12	10	12	6	6	6
see major		HIST 115, 116; IDSC 211					see major	HIST 115, 116		see major				
Physical/Natural Science 8 A. IDSC321,322 or, if the major requires it: B. Take courses from two areas: BIOL111, 112, 155, 156, 157, 260,264 CHEM111,112, 121,122,123 PHYS131,132,133; 151,152,153; 251,252,253	8	4	8		8	8	8	8	8	8	8	16	8	8
see major				see major			see major	PHYS 131, 132		see major		CHEM 121 and PHYS 151, 152, 153		
Social Sciences 8 A. Select one foundation course PSYC101, SOCI119, ANTH124, GEOG110, PLSC104, ECON225 B. Then select one of the following: BHSC220, BHSC235, IDSC237	8	4	8	4	8	8	11	4	8	8	8	8	8	4
see major							see major	ARCH 370	PSYC 101 *ECON 225	see major			ECON 225	
Language and Communication 12-18 1. Written Expression— ENGL111,112,220, 306 2. Communication—COMM104 3. Foreign Language (BA only) FREN,SPAN241 FREN,SPAN242	12-18	12	12/18 BS=12	12	12	12	12	12	12	12/18 see major BS=12 BA=18 Foreign Lang. Req.	12	12	12	12
			BA=18 Foreign Lang. Req.									ENGL 111 and 220	ENGL 111 and 220	ENGL 111 and 220
Mathematics and Computer Science 12 1. Mathematics—MATH165; STAT285 2. Computer Science (A or B) A. INSY110 or proficiency B. COSC125	12	6	12	4	12	12	8	10	*12	12	12	24-28	12	12
see major			see major				see major	ARCH 203, MATH 165		see major	see major	MATH 215 or 281; 235 or 355	MATH 162, 163	see major
Wellness 3-6 HLED130 Plus personal fitness level or activity course sophomore through senior years	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3-6	3
see major							see major			see major				
Service 2 BHSC100 and Field Work Options include departmental S- courses, an approved individual-service plan, or a specific 2-credit fieldwork course.	2	2	4	2	2	2	2	2	2	4	2	2	2	2
see major		EDTE215	see major				see major	BHSC 100		see major				
Breadth 8 Select one approved course from two of these areas: Arts/Humanities, Social Sciences, Physical/Natural Sciences. Courses must be outside the student's major area. See General Education Planner for list of appropriate courses.	8	4	7	0	0	8	0	4	4	7	8	4	4	8
			EDPC 302; EDTE 354						BHSC 235 or Intermed. Language	see major		ENGR 370	ENGR 370	ENGR 370
Total GE Credits Required 81-90	67	60	84-90	50	73	81	68	65-68	69	82-88	81-	91-95	67-70	71

*ECON225 and INSY110 count for both BBA Core and general education.

- 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 these 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

Undergraduate General Education, continued

ASSOCIATE DEGREES CR	CAS	BUS	TECH		
	AA/AS	AS	AT	AET	
Religion RELB100 and one of the following REL210,225 RELT225, 250, 340, RELP400	8	8	8	8	
Arts and Humanities HIST116 IDSC211	6	6	3-4*	4-6*	*Technology students pursuing an AT degree should take 3-4 credits of Arts and Humanities or Social Science. Those pursuing an AET degree should take 4-6 credits of Arts and Humanities and/or Social Science. See College of Technology section for course listing.
Physical/Natural Science A. IDSC321 or B. Take one of the following courses: BIOL111, BIOL155, BIOL260 CHEM111, CHEM121 PHYS131, PHYS151, PHYS251	4	4 IDSC321	0	12 PHYS 151, 152, 153	
Social Science A. Take one from the following PSYC101, SOC119 ANTH200, GEOG110 PLSC104, ECON225	4	4 PYSC 101	3-4*	4-6*	*Technology students pursuing an AT degree should take 3-4 credits of Arts and Humanities or Social Science. Those pursuing an AET degree should take 4-6 credits of Arts and Humanities and/or Social Science.
Language and Communication 1. Written Expression ENGL111,112 2. Communication COMM104	9	9	6 ENGL 111	6 ENGL 111	
Mathematics and Computer Science 1. Mathematics MATH165 or STAT285 2. Computer Science INSY110 or demonstrated proficiency	8	4 MATH 165	8 MATH 106 INSY110	12-16 MATH 162, 163, 165 or 171, 172 see major COSC 125	
Wellness HLED130 Plus personal fitness level or activity course during second year	4	4	3	3	
Service BHSC100	2	2	0	0	
Breadth Arts/Humanities, Social Sciences, Physical/Natural Sciences. Course must be outside the student's major area. See General Education Planner for list of ap- propriate courses.	4	4	0	0	CORE *Technology students pursuing an AT degree should take TCED125 (4 credits). Those pursuing an AET degree should take ENGR120 (2 credits).
TOTAL GE CREDITS REQUIRED	49	49	38	28-29	45-51

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 perspec-

tives 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 ways 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 RELP 400 Senior Seminar, a discipline-oriented course which emphasizes the relationship of religious values to professional goals and community commitments. Transfer students must take one course per year of residency or full-time equivalent at Andrews University or another Seventh-day Adventist college or university.

PROFESSIONAL DEGREE GENERAL EDUCATION REQUIREMENT ADJUSTMENTS

Requirements may vary slightly for professional degrees. The General Education table summarizes these adjustments.

Distance Education

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

Coordinator: Susan P. Zork

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. 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 transcripts and grade reports. Students receive an Andrews University diploma when they graduate from the program.

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

ADMISSION

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 20.

An admission packet may be obtained from the HSI Office, Andrews University. The packet outlines all information and requirements necessary for seeking admission to Andrews. The student is responsible for providing all requested information, transcripts, and any other pertinent data needed to complete the process.

Admission requirements include

- \$30 application fee (non-refundable)
- Completed application form
- Final official secondary-school transcript
- Official transcripts from all accredited degree-granting colleges and universities attended
- A statement (maximum of a page) explaining why distance education is desirable.

The above items must be submitted together. Incomplete submissions are not processed.

When requesting official transcripts from other institutions, request that the transcripts be mailed to YOU with a school seal across the closure of the envelope. DO NOT OPEN the envelope. Non-sealed or opened envelopes cannot be accepted as official. Mail the requested items to the following address:

HSI Office, Nethery Hall
Andrews University
Berrien Springs, MI 49104-0070

Pre-evaluation of Transcripts. Students can make a relatively accurate estimate of how their previous course work applies toward an AU degree by noting the General Education and

degree requirements listed in this bulletin. A “check-sheet” listing all requirements is obtainable from the HSI office. Unofficial advice in this process may be given via telephone or e-mail.

Students who wish an official pre-evaluation of their transcripts may do so by sending

- a written request to the HSI Office, Andrews University
- official (sealed) transcript(s)
- a non-refundable \$ 50.00 fee

Prospective students may use the Prior Learning Assessment (PLA) process to determine if experiences they have had in employment or other life situations might translate to course or degree requirements. See the PLA section, p. 22 of this bulletin under Special Learning Experiences, for further information.

REGISTRATION

To register for a distance education course, students should first obtain an *Andrews University Distance Education Catalog* from the HSI Office. This lists course offerings, tuition rates, fees, payment information, procedural information, and actual enrollment forms. The catalog may be requested from the HSI Office at Andrews University (1-800-471-6210), or the General Offices of Home Study International at 301-680-6590.

On-campus students seeking to enroll in an Andrews University distance education course must obtain enrollment forms from the HSI office. These enrollment forms require an adviser’s signature. Students majoring in education must clear courses through the Teacher Certification Office to ensure acceptability for degree requirements.

ACADEMIC PROGRAM

Available courses. A number of college-level courses are now available as listed below. Course descriptions are found in the appropriate departmental sections. Distance education courses are offered in semester credits, but transcripts record the equivalents in quarter credits.

Department of Behavioral Sciences: p. 62
BHSC220, 235, GEOG260, PSYC101,
252, 364, 365, 469, 495, SOC119, 375,
425

Communication Department: p. 73
COMM104

English Department: p. 75
ENGL111, 270, 275, 276, 385, 464

Department of History and Political Science: p. 80

HIST115, 116, 204, 205, 314, 315, 404,
PLSC104

Mathematics Department: p. 90

Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.

MATH165, STAT285

Music Department: p. 91
MUHL214

Nutrition Department: p. 99
FDNT230

Physics Department: p. 113
PHYS110

Department of Religion and Biblical

Languages: p. 114

BIBL204, 205, 304, 305, RELB100, 210,
225, 304, 305, 374, 375, 434, RELG360,
RELH314, 315 (see also HIST 314, 315),
RELT208, 235, 260, 290, 320, 340

For additional available courses, contact the HSI Office.

Degrees by Distance Education. Three degrees are available through the Andrews-HSI partnership: General Studies (AA)
General Studies (BA and BS)
Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences, p. 79, or the Department of Religion and Biblical Languages section p. 114 of this bulletin.

OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by exam, 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 may make the necessary arrangements and then send the name, academic title, and address of the examination proctor to HSI using the form provided with the study materials. *HSI has the right to reject a proctor.*

Library Access. Distance education students receive course mailings which include syllabi, text, and/or other materials necessary to meet the primary objectives for each course. For research assignments, students may access the resources and services of the James White Library via the APO system, fax, and the Internet.

Students with Internet or Web access may obtain an Andrews University computer account which allows free access to the library’s electronic databases including Encyclopedia Britannica Online and the full text of millions of periodical articles. Reference service is available via mail, telephone, fax, and e-mail. Below are instructions for accessing James White Library.

Phone: (616) 471-3283
 FAX: (616) 471-6166
 E-mail: jwl@andrews.edu
 Telnet: telnet.library.libr.andrews.edu
 Internet: http://www.andrews.edu/library

FINANCIAL INFORMATION

Distance education tuition costs: \$170 per credit, unless the student is on-campus and receiving an Andrews University financial-aid package. Under those conditions, regular, on-campus tuition rates apply.

Prior Learning Assessment tuition fee: One-third of 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.

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. 41. 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 for distance learning who are not resident at Andrews University are eligible for state or federal funds. These sources include Federal Perkins Loan Program, Federal Direct Loan Program (formerly the Federal Stafford Loan Program), Federal Pell Grant, Federal Supplementary Educational Opportunity Grant, state scholarships, or grants from parents' employer.

Students enrolled in courses on the Andrews University campus who wish to have a distance-learning course included in their financial-aid package are eligible for university aid as well as for state and federal funds. They must pay the usual Andrews University tuition rate in order for financial aid to apply toward distance-education courses.

All students approved for financial aid must be registered for the course within the usual registration periods and must complete the courses within the time periods designated by the Andrews University academic calendar and regulated by Home Study International. See calendar below.

CALENDAR FOR FINANCIAL-AID RECIPIENTS

SCHOOL YEAR 1999/2000

Registration	Completion Date
Sep 20 – Oct 6	Dec 15
Jan 9 – Jan 18	March 16
March 27 – April 5	May 31
June 11 – 19	August 4

The John Nevins Andrews Honors Program

Nethery Hall, Main Floor
 (616) 471-3297
 honors@andrews.edu
 russell@andrews.edu
 http://www.andrews.edu/

Malcolm B. Russell, *Director*

In 1966 Andrews University determined to offer undergraduate students greater opportunities for intellectual, spiritual, and social development. To reach this goal, it created the honors program to foster an atmosphere that is both intellectually challenging and distinctively Christian.

To help qualified students develop their talents by working closely with faculty, the honors program offers distinctive sections of required courses, specially designed honors topics, and independent research leading to the senior honors thesis. The honors program also strives to maintain its traditions of an interdisciplinary focus and participation in regional and national honors conventions. Successful completion of the honors program results in the distinction of graduation as a John Nevins Andrews Honors Scholar.

SOCIETY OF ANDREWS SCHOLARS

Students in the honors program form a society led by elected officers and dedicated to spiritual, social, and intellectual activities outside the classroom. The society's logo depicts hands sheltering the flame of truth, symbolizing the search for truth by students and faculty together. *Excellence, Commitment, and Service* is the society's motto.

ADMISSION

Each summer the honors program admits a limited number of prospective freshmen whose interests and achievements—portrayed in part by the application essay—suggest they will benefit from participation in the program.

Students who are invited to participate in the honors program typically have the following qualifications:

- A minimum overall GPA of 3.50 on all secondary credits.
- A minimum score of 80th percentile on the ACT or SAT.

A letter of recommendation from a previous teacher or guidance counselor is also required.

During the academic year, currently enrolled students and transfer students who desire to participate in the program may also apply for membership in the Society of Andrews Scholars. Successful applicants demonstrate an interest in Honors and possess at least a B+ average on all college courses. Application forms are available in the Honors Office, and the fee charged at the time of application is used exclusively for student activities by the Society of Andrews Scholars.

PROGRESS IN HONORS

The honors program offers a number of courses that satisfy General Education requirements for graduation as well as elective and research courses. Scholars are expected to take at least four scheduled honors courses by the end of the sophomore year. Upper division students lacking sufficient honors credits must submit and follow an acceptable proposal to enroll in honors courses. A GPA of 3.33, calculated each summer, is required for continuation in the program.

NATIONAL HONORS SOCIETIES

The honors program works with the university's seventeen departmental national honor societies to coordinate information and enhance their activities. It also works closely with the prestigious interdisciplinary national honor society Phi Kappa Phi which inducts about 30 junior and senior Andrews scholars each year who meet the rigorous requirements. See Appendix on p. 234.

GRADUATION AS A JOHN NEVINS ANDREWS HONORS SCHOLAR

At graduation, the university confers the distinctive title John Nevins Andrews Honors Scholar on students recommended by the Honors Council who

- Display outstanding scholarship and achieve a minimum overall college and honors GPA of 3.50
- Earn a minimum of 25 honors credits
- Participate in creative or research activities culminating in a Senior Honors Thesis and Interdisciplinary Honors Seminar presentation.

Graduates who have maintained membership in the honors program but did not complete these three requirements are also noted in the graduation program.

GRADUATION DISTINCTIONS

Designations are conferred at graduation on students who, one quarter before graduation, have completed at least 45 credits at Andrews University with the following overall GPAs:

3.500–3.749	Cum Laude
3.750–3.899	Magna Cum Laude
3.900–4.000	Summa Cum Laude

HONORS AUDITS

To enhance Scholars' opportunities to learn for the sake of learning, an Andrews Scholar enrolled full time (a minimum of 12 regular credits) may attend one course free each quarter, registering as an Honors Audit (HN), which is indicated on the transcript. Though no credit is earned, an Honors Audit provides a significant opportunity to broaden one's knowledge at no cost even if it forms an overload. Registration for an Honors Audit (HN) should take place during regular registration, and in no case later than the regular drop/add date. Attendance and other regulations for an audit apply.

SCHEDULING HONORS COURSES

Because honors courses often meet General Education requirements, students typically take most of their courses in the first two years. Some honors courses are designated sections (H-50) of regular courses; others are designed exclusively to meet the needs and interests of honors students. Because the availability of specific courses varies from year to year, the honors program publishes an annual schedule of honors courses.

Students who plan to graduate as John Nevins

Andrews Scholars typically earn 16-20 quarter credits in honors courses during the freshman and sophomore years. As juniors, they enroll in Honors Writing Seminar (ENGL306) and begin research for the Senior Honors Thesis (HONS497; minimum 2 credits required). In the senior year the thesis is presented to the Interdisciplinary Honors Seminar (HONS498).

To meet student interests, the honors program also offers courses designated HONS180 and HONS380, as well as HONS290, 490 Independent Readings (in any department) and HONS295, 495 Independent Study (in any department). These courses require approval of a faculty member willing to work with the student in designing a program of study.

Courses

(Credits)

See inside back cover for symbol code.

HONS180, 380 (1-4)

Topics in _____
Disciplinary and interdisciplinary topics selected for their interest and importance. Typically the course revolves around reading, discussion, and individual projects. Repeatable as topics vary.

HONS290, 490 (1-9)

Independent Readings [in any department]
Independent readings under the guidance of an instructor. The student selects appropriate readings and reacts through discussion, critical review(s), or bibliographic essays. Requires a minimum of 30 hours of study per credit. Repeatable to 9 credits.

HONS295, 495 (1-9)

Independent Study [in any department]
Research on a topic agreed upon between student and professor. Implies 30 hours of work per credit. Repeatable to 9 credits.

HONS497 (1-6)

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.

HONS498 (1)

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.

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>

Postal Address:

Graduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740

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 form *Application for Graduate Admission* and return it with the \$30 application fee.
- Prepare a Statement of Purpose explaining one's desire to pursue a graduate degree at Andrews University.
- Complete the information requested on the form *Professional Experience*. (Applicants for the MS: Nursing program should submit a copy of their current nursing license.)
- Request two (three for doctoral, EdS, MSA in International Development, and all seminary applicants) professionals who know them well—adviser, major professor, administrative officer of current employing organization, etc., to complete *Graduate Evaluation* forms. These evaluations should be submitted directly to Andrews University. (Respondents should not be relatives of the applicant.) Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.
- Request 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 (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 requested to do so; all other applicants see below.

GENERAL ADMISSION REQUIREMENTS

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. Official transcripts of test results (for exams taken no earlier than five years before the date of admission) must be on file in the Graduate Admissions Office before applicants are accepted on regular status. Listed below is the required examination followed by the various degrees for which it is required.

GRE—AMPT, MA, MAT, MMus, MPT, MS, MSW MSCLS, MSPT, MTh, EdS, EdD, PhD, ThD, and as requested for Seminary professional degrees

GMAT—MBA

GRE or *GMAT*—MSA

The *GRE* subject exams can be taken at colleges or universities in the United States (U.S.) or at appointed *GRE* test centers in countries outside the U.S. The *GMAT* and general *GRE* (as well as *TOEFL*) exams are available five days a week at Sylvan Learning Centers in the U.S. and at other international sites. A Sylvan Learning Center is located in South Bend, Indiana (Telephone [219] 254-1055).

A student unable to take the required exam before admission can be accepted only on a provisional basis. To have enrollment status changed from provisional to regular, the student should take the exam at the first opportunity after enrollment.

Required Medical Records. Michigan State Law requires that all first-time students must supply certain medical records to the school they choose to attend before registration can be completed. For full details, see p. 20.

Required English Proficiency. The language of instruction for most programs on the Michigan campus or at other United States or Canadian sites is English. Students whose first language is not English and who apply for admission to a graduate program at any of these sites must give proof of proficiency in English before they can officially register for classes. Proficiency is demonstrated by meeting one of the following criteria:

- All education from at least the ninth grade through the twelfth grade (or equivalent) in a country where English is the spoken language and the medium of instruction.
- Four years in and graduation from an undergraduate program in a college or university in a country where English is the spoken language and medium of instruction.
- Completion of a graduate program from a college or university in a country where English is the spoken language and medium of instruction.
- A score of 550* or higher on the *TOEFL—Test of English as a Foreign Language*.
- A score of 80* or higher on the *MELAB—Michigan English Language Assessment Battery*.
- Completion of the Andrews University English Language Institute course *Advanced Level II* (ENGL106) with a grade of B or above in all sections.

* Some programs require higher scores.