

# Distance Education

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

Randy Graves, *Coordinator*

Andrews University offers distance education on two levels. Undergraduate courses and degrees are offered in partnership with Home Study International (HSI) and its delivery system. Graduate courses are offered by the College of Arts and Sciences Nursing Department, the School of Education, and the Seventh-day Adventist Theological Seminary. For graduate-level courses and programs, please read their respective sections for further descriptions.

HSI is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC), which in turn is recognized by the U.S. Department of Education and the Commission on Recognition of Post-Secondary Accreditation (CORPA).

College courses completed through this partnership earn Andrews University credits. All course materials and teachers are approved by Andrews University. Andrews also issues all transcripts and grade reports. Students receive an Andrews University diploma when they graduate from these distance-education programs.

## ADMISSION

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

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

Admission requirements include

- A \$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 one page) explaining why distance education is desirable.

All items must be submitted at one time. Incomplete submissions are not processed.

When asking for official transcripts from other institutions, request that they 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 required items to

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 can be obtained 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), and
- a non-refundable \$50.00 fee

Prospective students may use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 28).

## REGISTRATION

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

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 advisor's signature. Students majoring in education must clear courses through the Teacher Certification Office to make sure they are acceptable for degree requirements.

## ACADEMIC PROGRAM

**Available courses.** A number of distance-education, college-level courses are listed below. Course descriptions are found in the appropriate departmental sections of this bulletin. Distance-education courses are offered in semester credits.

Department of Behavioral Sciences: p. 90

BHSC220, 235, GEOG260, PSYC101, 252, 315, 364, 434, 469, 495, SOCI119, 425, 488

Communication Department: p. 108

COMM104

English Department: p. 112

ENGL115, 270, 378, 464

Department of History and Political Science: p. 119

HIST117, 118, 204, 205, 316, 317, 404, PLSC104

International Language Studies: p. 128

FREN171, 172

Mathematics Department: p. 133

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

MATH165, STAT285

Music Department: p. 136

MUHL214

Nutrition Department: p. 150

FDNT230

Physics Department: p. 168

PHYS110

Department of Religion and Biblical Languages: p. 171

BIBL204, 205, 304, 305, RELB210, 304, 305, 335, 374, 375, RELG360, RELH316, 317 (HIST 316, 317), RELP441, RELT100, 208, 225, 235, 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. 118) or the Department of Religion and Biblical Languages section (p. 171) of this bulletin.

### OTHER ACADEMIC INFORMATION

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation apply to study by distance education. They are described elsewhere in this bulletin.

**Submission of Lessons.** Students are urged to plan their study so they submit lessons on a regular basis, e.g., once a week or once every two weeks. Such scheduling makes it possible for students to learn from assignments graded and returned by the instructor. As lessons are completed, students should submit them to HSI. Students are advised to make duplicate copies of lessons to protect themselves in the event lessons are lost in transit. The Distance Education Program is not responsible for lessons lost in the mail.

**Proctored Examinations.** Most courses include at least two examinations. A student may take the examinations under the supervision of a dean or registrar in a college or under the supervision of a school principal or a responsible official of the town where the student resides. Students in the armed forces may take their examinations under the supervision of the education officer. Examinations may also be taken at the Counseling and Testing Center at Andrews University or at Home Study International. The student should make the necessary arrangements and then send the name, academic title, and address of the examination supervisor to HSI using the form provided with the study materials. *HSI has the right to reject a supervisor.*

**Library Access.** Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, email or the Internet. Such services include:

- Access to the James White Library Catalog (JeWeL)
- Access to James White Library's Online Databases which include full-text articles from many thousands of periodicals
- Online Instruction, Tutorials and Research Guides
- Interlibrary Loan and Document Delivery Services
- Reference and Consultation Services

Online access to these services is available by obtaining either an Andrews University email account or applying for a Web Proxy account through the Off-campus Library Services Web page: <http://www.andrews.edu/library/ocls/offcamp.html>.

Phone: (616) 471-3283

Fax: (616) 471-6166

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

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

### FINANCIAL INFORMATION

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

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

Pre-evaluation transcript fee, non-refundable: \$50.

Math Placement Exam: \$75.

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. Non-resident students normally pay tuition directly to Home Study International.

# GRADUATE PROGRAMS

## Admission

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

### HOW TO APPLY

#### Request Application Materials

Telephone: 800-253-2874 toll free

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

Postal Address:

Graduate Admissions Office

Andrews University

Berrien Springs, MI 49104-0620

**Apply Early.** To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, and/or university housing, students should file their applications 6-12 months before they expect to enroll.

### GENERAL ADMISSION REQUIREMENTS

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

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

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