While early applications are recommended, the Time to Apply.

a minimum of two years of work beyond the master's level.
doctorate consists of course work and a dissertation, usually taking

MA Master of Arts.
degrees are offered in the Department of Teaching and Learning.
derived study. A teaching certificate is required for graduation.
professional preparation and subject-matter specialization in their
departmental curriculum for teachers who desire a combination of
MAT Master of Arts in Teaching. The MAT program is an inter-
departmental curriculum for teachers who desire a combination of
education and subject-matter specialization in their
graduate study. A teaching certificate is required for graduation.
 Degrees are offered in the Department of Teaching and Learning.
MA Master of Arts. The MA program is a one- or two-year
program beyond the bachelor's degree and is offered in all four
departments of the School of Education.
EdS Educational Specialist. The EdS program builds upon the
master's degree in providing a more focused program of study,
generally taking a minimum of one year beyond the master's
level.
EdD Doctor of Education and PhD Doctor of Philosophy. The
doctorate consists of course work and a dissertation, usually taking
a minimum of two years of work beyond the master's level.

ADMISSION
Time to Apply. While early applications are recommended, the
deadlines for application to the School of Education are as follows:
• For North American students: three months prior to the
  anticipated starting date.
• For non-North American students: four months prior to the
  anticipated starting date.
• For students applying to the Department of Educational and
  Counseling Psychology: February 1.

Application Procedure. In addition to meeting the general
requirements for graduate admission as listed on p. 38, applicants
 to the School of Education should note the following GRE
requirements.
• Official scores from the Graduate Record Examination (GRE)
  General Test taken within the last five years must be submitted.
  MA, MAT, and EdS students may be considered for provisional
  admission without these scores. MA and EdS students applying
  for the programs listed below must submit GRE scores before
  they are considered for any type of admission:

1. Educational and Developmental Psychology
2. Community Counseling
3. School Counseling
4. School Psychology

SCHOLARSHIPS/FINANCIAL AID
Named scholarships are allocated in the spring semester for the
following school year. Students wishing to apply for scholarships
should obtain an application form from the School of Education
dean’s office. The deadline for submitting applications is March 1.
 Applications forms for regular grants are also available from the
dean’s office. Applications for graduate assistantships should be
submitted to the chair of the department in which the student is
studying. Applications for loans must be made through the
Student Financial Services Office by April. See Financial
Information section of this bulletin for further information.

GENERAL ACADEMIC INFORMATION
Academic Advisement. A student’s initial contact is with the
department chair/program coordinator. Normally during the first
semester of registration, a permanent advisor is selected. The
advisor’s major tasks are to counsel with the student about
academic requirements and expectations, and to help develop a
course plan which meets these requirements.

Student Responsibilities. Students are expected to know the
regulations governing academic matters. This bulletin covers
general questions relating to academic policies. Although the
policies in this bulletin have the weight of faculty action, practice,
and precedent, special circumstances may occasionally warrant an
exception. In such circumstances, students may use the petition
process coordinated by the Graduate Programs Office, Room 164.

Procedures to follow in meeting the degree requirements are
detailed in the handbooks which have been prepared for the
master’s, specialist, and doctoral programs.

Responsibility for meeting degree requirements and following
the specified procedures rests with the student. Each student is
expected to be aware of the various requirements and procedures
as published in both the bulletin under which he/she proposes to
graduate and the handbook for the program in which he/she is
studying. A student may choose to meet the requirements of any
bulletin in force while he/she is continuously enrolled as defined for
each degree program.

Student Grievance Procedure. Andrews University has a
grievance (appeal) procedure for students who may oppose or
question any practice, decision, and/or policy. The details of this
procedure are found in each of the School of Education graduate
handbooks and in the undergraduate Student Handbook.

Inactive Status. A student is considered inactive if he/she has
not written to or had a personal visit with his/her advisor or the
director of graduate programs for more than two years.

Doctoral students are placed on inactive status if either of the
following occurs:
• Before passing the comprehensive examination the student fails
to register for six consecutive semesters (including summers).
• After passing the comprehensive examination no progress is
made toward completion of the degree (as determined by the
student’s advisor, dissertation chair, or department chair) for six
consecutive semesters (including summers).

For students in the Department of Educational and Counseling
Psychology to maintain active status in any of the MA or EdS