Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 29.

An admission packet may be obtained from the AU/GU 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. Nonsealed or opened envelopes cannot be accepted as official. Mail the required items to
AU/GU Office
James White Library, Room 304
Andrews University
Berrien Springs, MI 49104-0074

Evaluation of Transcripts. Students can estimate how their previous course work applies toward an AU degree by noting the General Education and degree requirements listed in this bulletin.

Students who wish an official evaluation of their transcripts may do so by sending the following to the GU Office, Andrews University:
• An AU/GU Application for Undergraduate Admission (in the AU/GU catalog)/$30 application fee,
• Official (sealed) transcript(s), and
• A written request.

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 course, IDSC499, PLCA Portfolio Development, in the AU/GU catalog is designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 34).

REGISTRATION

To register for an Andrews University/Home Study International course, students should obtain an AU/GU catalog from the AU/GU Office. This catalog lists course offerings, tuition rates, fees, payment information, procedures, and actual enrollment forms. It may be requested from the AU/GU Office at Andrews University (1-269-471-3960), or the General Offices of Griggs University (1-301-680-6590).

On-campus students seeking to enroll in an Andrews University distance-education course must obtain enrollment forms from the AU/GU 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 in the following list. 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. 96
- BHSC220, 235; GEOG260; PSYC101, 252, 269, 315, 364, 434, 495; SOC1119, 425, 488

Communication Department: p. 121
- COMM104

English Department: p. 128
- ENGL115, 270, 378, 464

Department of History and Political Science: p. 135
- HIST117, 118, 204, 205, 316, 317, 404; PLSC104

International Language Studies: p. 142
- FREN171, 172, 275

Mathematics Department: p. 147
- MATH165, 168; STAT285

Music Department: p. 152
- MUHL214

Nutrition and Wellness Department: p. 165
- FDNT230

Physics Department: p. 178
- PHYS110

Department of Religion and Biblical Languages: p. 181
- BIBL204, 205, 304, 305; RELB210, 304, 305, 335, 374, 375; RELG360; RELH316, 317 (HIST 316, 317); RELP290, 441; RELT100, 225, 235, 308, 320, 340

For additional available courses, contact the AU/HSI Office.

Degrees by Distance Education. Three degrees are available through the Andrews/GU partnership:
- Personal Ministries (AA)
- General Studies: Humanities (BA)
- General Studies: Human Organization and Behavior (BS)
- General Studies: Cross-Cultural Studies (BS)
- Religion (BA)

Detailed degree descriptions and requirements are described under the General Courses section in the College of Arts and Sciences (p. 134) or the Department of Religion and Biblical Languages section (p. 181) 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.

Electronically Enhanced Correspondence (EEC). Electronically enhanced correspondence courses are courses offered through HSI that have a standard version as well as the EEC version. In the EEC version the lessons/submissions are the same, but the student submits the lessons/submissions electronically. There is an additional fee of $35 for the EEC version. The following courses have the EEC version: HIST117, HIST118, HIST404, RELT100, RELB210, and RELG360.

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 decline a suggested 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 applying for an Andrews University username and password through the Off-Campus Library Services Web page: http://www.andrews.edu/library/ocls/offcamp.html.

Phone: (269) 471-3283
Fax: (269) 471-6166
Internet: http://www.andrews.edu/library

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

AU/GU FINANCIAL INFORMATION

Undergraduate Admission application, non-refundable: $30
Distance-education tuition costs: per credit
Enrollment fee: $70 per enrollment form
Electronically Enhanced Correspondence fee: $35 per course
Math Placement Exam: $75
Supplies/shipping and handling: cost varies per course
Prior Learning Assessment (PLA) Fees
- Application fee per portfolio: $25
- Evaluation fee per portfolio (max. 5 credits): $85
- Recording fee per credit hour: $35

On-campus students who have a credit balance on their account may make arrangements for payments to HSI through the Student Financial Services Office. They may also authorize the AU/GU tuition and fees to be applied to their AU student account. This is done at the AU/GU Office. Financial aid from sources other than Andrews University may be applied toward these costs as long as the student is taking an equivalent number of credits on-campus. Non-resident students normally pay tuition directly to Home Study International.
CANCELLATIONS/REFUNDS

Andrews University students who have their courses charged through their Andrews University account are subject to an alternate refund policy.

If a course is canceled within two weeks of ordering, the course is eligible for the standard GU refund. Thereafter the refund breakdown is as follows:

- Order date–10th calendar day, students would receive 100% of the GU refund
- 11th–17th day, students would receive 70% of the GU refund
- 18th–24th day, students would receive 40% of the GU refund
- After the 25th calendar day, students would receive 0% of the GU refund

GRADUATE PROGRAMS

Graduate education at Andrews University looks beyond the traditional preservation of knowledge and the advancement of disciplines to the integration of learning with Christian faith. The graduate faculty seek to challenge and guide students in their search for knowledge, to motivate them with a keen desire to learn, and to develop both personal resourcefulness and a sense of their own responsibility in the quest for greater competence in their chosen academic discipline.

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 or (269) 471-6321
Web site: http://www.andrews.edu/GRAD
Postal Address:
Graduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0620 U.S.A.

Apply Early. To avoid delays in processing an application and to provide ample opportunity to apply for scholarships, financial aid, visas, 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, or the applicant can download it from the website listed above, containing 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, DScPT and post-professional DPT must submit a copy of their current license.)
- Ask professionals who know them well, such as advisors, major professors, an administrative officer of current employing organizations, etc., to complete Graduate Recommendation 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, or any seminary program 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 from your schools to the Andrews University Graduate Admissions Office, or delivered in a sealed envelope with the issuing school’s seal stamped across the envelope flap. If English is not the medium of instruction in your school, an official, literal English translation must also be sent. Degrees or work received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.
- 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 Seminary, must take either the GRE General Test or the GMAT. Exams are to be taken no more than five years before the date of admission. Official transcripts of test results must be on file in the Graduate Admissions Office before applicants are accepted on regular status. All EdD, PhD, ThD programs and the EdS: School Psychology require general GRE test scores prior to admission. In cases of extreme hardship students applying to the EdS: School Psychology program may contact the Department of Educational and Counseling Psychology for an exception to this policy. The different degrees with the required examination are listed below. (Andrews University code of 1030 must be used when requesting these scores from Educational Testing Service).

Graduate Record Examination—GRE
- MA, MArch, MAT, MMus, MPT, MS, MSW, MSCLS, DPT, DScPT, MTh, EdS, EdD, PhD, ThD, MSA: Community and International Development, and as requested for Seminary professional degrees

Graduate Management Aptitude Test—GMAT
- MBA

Graduate Record Examination or Graduate Management Aptitude Test—GRE or GMAT
- MSA: Church Administration

The GRE subject exams can be taken at colleges, universities, or test centers in the United States (U.S.) and in countries outside the U.S. The general GRE, as well as TOEFL exams, are available five days a week at certain Thomson Prometric Testing Centers in the U.S. and at other international sites. The Thomson Prometric Testing Center closest to Andrews University that gives the GRE