workers or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25% of undergraduate tuition. If the person also receives a Federal or State scholarship (or grant), the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittance must come through the division and on approval of the division committee” (North American Division Working Policy, F 80 15).

Retiree Tuition Discount. A retired person who has reached age 65 may receive a 50% tuition discount for up to three undergraduate or graduate courses per year.

Former Andrews University employees who have retired may receive a 75% tuition discount. Admission to limited enrollment courses is contingent upon space available in the class, with preference being given to students paying regular tuition rates. Any additional class fees and/or supply fees are the responsibility of the student.

This discount applies to credit, audit, or non-credit classes. This discount does not apply to independent study, directed reading, private music lessons, practicums, clinical experiences, or any instruction outside of the normal classroom setting. Application for this 50% or 75% discount should be made to the dean of the school involved. The dean then authorizes the appropriate discount.

Students eligible for this reduction are not eligible to receive any other Andrews discounts or discretionary funds.

Theological Seminary
Doctoral Students. Students who have completed all course work in an approved doctoral program must register for 1-6 credits under GSEM796 DMin project/Dissertation or 1-12 credits under GSEM995 PhD-ThD Dissertation, or 1-14 credits under RLED 995 Doctoral Dissertation. If the candidate does not complete the dissertation, he/she must register for GSEM788 DMin Dissertation Continuation or GSEM888 Doctoral Degree Continuation until the dissertation is completed to qualify for status as a full-time student. Confirmation by the dissertation chair that full-time work is being done must be sent to Student Financial Services.

Master’s Students. To obtain full-time status for the MA degree, the student must register for GSEM688 Master’s Degree Continuation after he/she has registered for the allowable thesis credits but has not finished the work. Confirmation by the dissertation chair that full-time work is being done must be sent to Student Financial Services.

FEDERAL AID
Students should read the General Information (p. 68) and Satisfactory Academic Progress sections (p. 70, 71), to determine their eligibility for financial aid.

Federal Direct Loans are available to graduate students. To apply for this aid, refer to p. 70, General Information, and the Financial Aid Chart, p. 77.

STATE AID
Students from the College of Arts and Sciences, School of Business, and School of Education are eligible to apply for the Michigan Tuition Grant (with the FAFSA) if they are independent students who have resided in Michigan since June or before of the year preceding the enrollment year or if they are dependent students whose parents have resided in Michigan for the same period of time. Students enrolled in the Seminary and Religious Education majors (K-12) who have had to borrow funds to finance their education may receive assistance in retiring the debt under a program cosponsored by the Lake Union Conference and the local
conferences within the Union. As much as $1,500 may be paid at the rate of $500 during each of the first three years of teaching. Students should contact the Superintendent of Education of the conference or the principal of the academy in which they wish to teach.

Seminary Emergency Aid Fund. This emergency aid fund is available to seminary students for emergency relief only and is not a form of continuous financial aid. Students may apply for assistance through the seminary dean’s office.

STUDENT EMPLOYMENT PROGRAM
Work opportunities for graduate students are available through the university’s Employment Office. Assistantships are available as arranged by the dean or department chairs of the school where the student is enrolled. For information regarding employment contact the Employment Office.

TRAVEL EQUALIZATION FUND
Graduate students coming to the University from the United States, Canada, or overseas may be reimbursed for part of their travel expenses if certain criteria are met. For information, contact the Student Financial Services Office.

FEDERAL AND STATE GRANTS, LOANS AND SCHOLARSHIPS
Information on the following sources of financial aid may be obtained from Student Financial Services. For details, review the Financial Aid Chart on p. 77.

Grants
- Michigan Tuition Grant

Loans
- William D. Ford Federal Direct Loan Program (Subsidized)
- Federal Direct Loan Program (Unsubsidized)
- Michigan Alternative Student Loan Program (MI-Loan)

Scholarships
- Michigan Competitive Scholarship
- Paul Douglas Teacher Scholarship
- Robert C. Byrd Honors Scholarship

SAP POLICY FOR GRADUATE STUDENTS WITH FINANCIAL AID
Graduate students must meet the Andrews University Satisfactory Academic Progress (SAP) policy. The following minimum standards must be met for Federal and State financial aid purposes.

Students must maintain the minimum Andrews University graduate overall GPA required for the degree program in which they are enrolled. The SAP summary on p. 71 indicates the minimum GPA required to meet the university’s SAP policy for each type of degree program.

<table>
<thead>
<tr>
<th>Degree</th>
<th>School</th>
<th>GPA</th>
<th>Max</th>
<th>Below B-</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD, EdD</td>
<td>Educ</td>
<td>3.30</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PhD, ThD</td>
<td>Sem</td>
<td>3.00</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DMin</td>
<td>Sem</td>
<td>3.00</td>
<td>no policy</td>
<td>see PT Student Handbook</td>
</tr>
<tr>
<td>DPT, DScPT</td>
<td>CAS</td>
<td>3.00</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>EdS</td>
<td>Ed</td>
<td>3.20</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Professional Master’s</td>
<td>Sem</td>
<td>2.50</td>
<td>no policy</td>
<td>Compliance with these requirements is monitored by Student Financial Services on a regular basis.</td>
</tr>
</tbody>
</table>

Probation. Students who fail to meet the required overall GPA are placed on probationary status during the following semester. During the probationary semester, the student is eligible to receive financial aid as awarded. The student is allowed only one probationary semester for each degree program, except under extenuating circumstances. Academic performance during the probationary semester determines the aid given in the following semesters. If the student raises his/her overall GPA to the minimum required, the student is returned to satisfactory progress status and is eligible to continue receiving aid as awarded. Students who fail to attain the minimum required GPA after the probationary semester are no longer eligible for Federal or State financial aid, except under extenuating circumstances.

Appeal Procedure. When failure to attain the required GPA is due to extenuating circumstances or circumstances beyond the reasonable control of the student, he/she may appeal for an extension of probationary time limits. All master’s-level students may be allowed a maximum of a one semester probation extension. Doctoral- and specialist-level students may be allowed a maximum of a two-semester probation extension. However, the student must make the appeal for the second probation extension in the same manner as for the first appeal. Students should recognize that appeals are not “automatically” granted. Future financial aid is dependent on reaching the required GPA level by the end of the additional probationary semester(s). All appeals must be made in writing and submitted to the academic dean or appointed representative of the student’s respective school. Proof must support the stated extenuating circumstances. The appropriate authorizing office sends written notification to Student Financial Services of the appeal decision.

GIFTS AND BEQUESTS
Each year the university has increased needs for scholarship funds to aid students. The Trustees of Andrews University invite alumni, friends, and members of the university family to join them in providing an enlarged opportunity for training youth in the traditions of a Christian university.

The following supplies contact information for making a gift, either unrestricted or designated for a specific purpose, to Andrews University:

Current Gifts
Individuals interested in making a current donation to Andrews University of either cash or non-cash assets should contact:
- The Office of Development
- Andrews University
- Berrien Springs MI 49104-0660
- (269) 471-3592

Deferred Gifts
Individuals desiring to leave a gift to Andrews University by way of a bequest or another estate plan option should contact:
- Planned Giving & Trust Services
- Andrews University
- Administration Building, Suite #310
- Berrien Springs MI 49104-0645
- (269) 471-3613