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: www.andrews.edu/grad/
Postal Address:
Office of Graduate Admissions
Andrews University
4150 Administration Dr
Berrien Springs MI 49104-0620 USA

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. The application deadlines are July 15 for fall semester, November 15 for spring semester, and for summer semester, March 15 for Session 1, April 15 for Session 2, and May 15 for Session 3. These deadlines refer only to those applying for programs on campus. Applicants for the DPT program must apply through the Physical Therapy Centralized Application Service (PTCAS). For more information, see the Physical Therapy section of this bulletin.

General Admission Requirements

Follow These Steps. Applicants can ask the Office of Graduate Admissions to send them an application packet, download it from the website listed above, or fill out the online application from the same website. Students must

- Fill out the Application for Graduate Admissions and send it with the nonrefundable $40 application fee to the Office of Graduate Admissions, or submit the online application along with the nonrefundable application fee.
- Prepare a 500-word Statement of Purpose explaining why they want to do a graduate degree at Andrews University.
- Complete the information on the Professional History form. Applicants for the MSW program must submit a resume instead of the Professional History.
- 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 Office of Graduate Admissions, or delivered in a sealed envelope with the issuing school's seal.
- If English is not the medium of instruction in your school, an official, literal English translation must also be sent unless you meet the following exceptions. Applicants whose schooling was in Spanish-speaking or Portuguese-speaking countries do not need to submit translations. Applications whose schooling was in Korea, Japan or Taiwan do not need to submit documents in the original language.
- 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.
- Applicants for the MS: Nursing, the DScPT and the t-DPT programs must submit a copy of their current license.

Required Examinations. Applicants for graduate programs, except the professional degree programs in the Theological Seminary and those listed below, 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. Students are expected to take the GRE General Test or the GMAT prior to enrollment. At their school's/department's/program's discretion, they may be allowed to enroll for a maximum of one semester before taking the exam. They may not enroll for a second semester prior to meeting this requirement. In order to be eligible for the Andrews Graduate Scholarship (see p. 77), students must complete the exam prior to the start of the following term after initial enrollment (required even if the student does not register for coursework that term). Scholarship money will not be applied retroactively to any coursework started prior to taking the exam. Official transcripts of test results must be on file in the Office of Graduate Admissions 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.

The GRE scores may be waived for master's applicants who have graduated with a previous United States master's degree from a regionally accredited institution, or a United States master's degree equivalency from an accredited or government recognized institution outside of the U.S.

The Andrews University code of 1030 must be used when requesting GRE scores form Educational Testing Services. For the GMAT, the Andrews University code of VVG-G6-19 must be used when requesting scores from www.mba.com. The Prueba de Admission a Estudios de Postgrado (PAEP) may be substituted for the GRE as an entrance requirement for any cohort taught in Spanish. The GRE is not required for those appying to the post-professional t-DPT and the DScPT programs.

Graduate Record Examination—GRE

MA, MArch, MAT, MMus, MS, MSW, MSMLS, DPT, 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 and TOEFL exams is located in Mishawaka, Ind. For more information about the GRE, see www.ets.org. For GMAT information see www.mba.com.

Required Medical Records. Andrews University requires that all first-time students must supply certain medical information before registration can be completed. For full details, read "Required Medical Records" (pp. 23, 33). Returning students who have not registered in the previous 12 months also need new medical records.

Required English Proficiency. English is the language of communication and instruction for all programs on the Michigan campus and at most other sites in the United States or Canada. All students whose first language is not English must demonstrate adequate proficiency in English to succeed in the academic setting. A minimum score of 79/80* on the Internet-based TOEFL (ibt), 550* on the paper-based TOEFL (pbt), or 80* on the MELAB demonstrates such proficiency.

Students who score below these levels may complete the language requirements by enrolling in intensive English courses (ENSL) on the Andrews University campus and passing the Exit Exam for English as a Second/Foreign Language.

These test results may not be required when the applicant has obtained one of the following from an educational institution where English is the language of communication and instruction:

- Completion of education from at least the ninth through twelfth grade and a high school diploma or equivalent.
- Completion of a bachelor's degree (BA or BS) and diploma from an undergraduate college or university.
- Completion of a graduate degree.

* *Some programs such as English, Communication and Nursing require higher scores.*

Admission to Graduate Programs

Although graduate students register for course work in one of the colleges/schools of the university, the School of Graduate Studies & Research, an administrative unit that coordinates university-wide academic and research quality on behalf of the graduate faculty, monitors decisions regarding admission, academic progress, and eligibility for graduation of students in most programs. Departments and programs may have additional requirements for admission. Consult the appropriate portions of this bulletin for such requirements.

Refusal or Annulment of Admission

Applicants may be refused admission

- When they do not meet the admission standards
- When they submit documents found to be falsified.

Admission status may be cancelled 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 falsified.

Theological Seminary Professional Ministerial Degrees

Master of Arts in Pastoral Ministry
Master of Arts in Youth and Young Adult Ministry
Master of Divinity
Doctor of Ministry

Professional degrees in the Theological Seminary are not under the supervision of the School of Graduate Studies & Research. See the Theological Seminary section of this bulletin for academic standards for these degrees.

School of Graduate Studies & Research

Graduate Certificate Programs

To qualify for regular admission to a Graduate Certificate program, students must meet the minimum standards stated in the master's section on p. 50 in addition to fulfilling the general admission requirements given on p. 44 with the following exception:

- Entrance examinations may or may not be required for a graduate certificate program (e.g. GMAT and GRE)

Master's Degree Programs

MA, MArch, MAT, MBA, MMus, MS, MSA, MSMLS, MSW

To qualify for regular admission to the master's-degree programs governed by the School of Graduate Studies & Research as listed above, students must meet the following minimum academic standards in addition to fulfilling the general-admission requirements given on p. 44.

- Hold a four-year baccalaureate degree from a regionally accredited American university or senior college, or its equivalent from a comparably recognized institution outside the U.S. Accreditation must be from an accrediting body recognized by the U.S. Department of Education or schools outside of the U.S. must have government recognition in the country of origin. Degrees or work received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.
- Demonstrate adequate undergraduate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation. Consult the specific school and departmental requirements.
- Indicate ability to handle master's-level work in the language of instruction. Note "Required English Proficiency" on this page.
- Show evidence of ability to carry advanced study as listed below. Some specific programs require a higher GPA for admission—consult department/program requirements in other sections of this bulletin.

- Satisfy one of the criteria below:
  - Have an overall GPA of at least 2.60 in undergraduate courses.
  - Have a GPA of at least 2.75 on last 50% of undergraduate courses.
  - Have a graduate GPA of at least 3.00 on 8 semester credits or more earned in courses graded A–F.
  - Hold a previous master's degree.

Doctoral and Advanced Degrees

Educational Specialist (EdS)
Doctor of Education (EdD)
Doctor of Philosophy (PhD)
Doctor of Theology (ThD)

To qualify for regular admission to a specialist or doctoral program, students must meet the following minimum academic standards in addition to fulfilling the general admission requirements on p. 44.

- Hold a baccalaureate degree or master's degree in an area appropriate to the major emphasis of the specialist or doctoral program from a regionally accredited American university or senior college, or its equivalent from a comparably, recognized institution outside the U.S. Accreditation must be from an accrediting body recognized by the U.S. Department of Education or schools outside of the U.S. must have government recognition in the country of origin. Degrees or work received from institutions generally considered to be diploma/degree mills are not evidence of prior academic work.
- Evidence of adequate preparation for doctoral-level graduate work. Applicants who have completed at least 16 semester credits of graduate work must have a graduate GPA at least equal to the GPA requirement for graduation from the program. Applicants with less than 16 graduate semester credits must have an undergraduate cumulative GPA of 3.00 or have a GPA of 3.00 in a minimum of 16 graded semester credits of course prerequisites.
- Provide evidence of adequate preparation in the proposed field of graduate study and in general education. This will be evaluated by the respective schools and departments that designate subject-matter preparation.
- Show evidence of the ability to handle specialist- or doctoral-level work in the language of instruction. See "Required English Proficiency" on p. 45.

Physical Therapy Clinical Doctoral Degrees

Professional degrees in the Physical Therapy Department operate under the supervision of the Physical Therapy Professional Degree Council. This council has delegated authority to act as the Courses and Curriculum Committee of the College of Arts and Sciences for all Physical Therapy programs. The Physical Therapy Professional Degree Council formulates and approves general education requirements after consultation with the General Education Committee and develops academic, department, financial and other policies of its programs. See the Physical Therapy section of this bulletin for academic standards for these degrees:

Doctor of Physical Therapy (DPT)
Transitional Doctor of Physical Therapy (t-DPT)
Doctor of Science in Physical Therapy (DScPT)

International Student Admission

Special Admission Requirements. Before international students can be admitted, they must satisfy the university regarding the following items:

- The equivalency of their previous education to an American baccalaureate degree. To facilitate a fair evaluation of their previous education, prospective students must send a transcript or transcripts of all education completed. If the transcript(s) is/are not in English, a literal translation, not interpretation, are required to accompany the original document(s) unless noted in the exceptions on p. 52.
- Their financial ability to undertake the proposed course of study. An advance deposit of $2,000 is required of all international students except Canadian and Mexican citizens. Full payment of expected costs for the first semester may be required based on their financial plan. They are also required to present a satisfactory budget for financing their studies and living costs. See financial information in this bulletin on p. 58 or contact Student Financial Services for further information.

Only after international students have received academic acceptance and have met the above financial requirements will I-20 Forms be issued to enable students to obtain the necessary entry visa to the U.S.

English Language Requirements. International students must demonstrate their proficiency in English. Note "Required English Proficiency" on p. 45. Students who do not meet the English language proficiency requirement of their program will be required to complete intensive English courses (ENSL) to achieve the requirement before enrolling in full-time regular course work.

The ENSL course work for a student's academic program is formulated on the basis of MELAB (Michigan English Language Assessment Battery) or TOEFL (Test of English as a Foreign Language), and placement test results, and the student's course load is adjusted accordingly. Some students may be required to take English language studies full-time for the first and/or second semester(s) in residence until English language skills are at an acceptable level. Students who need to take ENSL courses will need to budget for additional costs.

The Counseling & Testing Center in Bell Hall offers the Internet-based TOEFL and MELAB by appointment. The Center for Intensive English in the College of Arts & Sciences offers the Institutional paper-based TOEFL three times per year and the Michigan Test of English Langugage Proficiency (MTELP) by appointment.

Full-time Status. For international graduate students to retain their status as full-time students as required by the United States Immigration and Naturalization Service (INS), they must enroll for a minimum of 8 credits each semester (MDiv minimum is 9 semester credits) while in the U.S. They may also work on a part-time basis only if satisfactory academic performance is maintained and such work is allowed by the INS. School of Education students should note "Full-time Status," p. 293.

Admission/Enrollment Categories

Students are admitted and enrolled under one of the following categories:

Regular Status. Students are admitted on a regular basis who meet the

- General admission requirements

- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

Provisional Status. Students who fail to meet one or more of the requirements for regular admission may be admitted on a provisional basis. This can be done if the appropriate dean, department chair, or graduate program coordinator believes the student has the ability to be successful in the desired program.

At the time the provisional admission is granted, the student's deficiency is noted. A plan and a deadline to remove the deficiency is made clear. In any case, deficiencies **must** be removed and the regular status must be granted by the time the student completes 50% of the total requirements for graduate certificate and master's programs or 16 credits for EdS and doctoral programs. Students who fail to meet these requirements are dropped from the program in which they had provisional admission.

Students enrolled on provisional status may not

- register for thesis or independent study
- request advancement to degree candidacy
- take comprehensive examinations.

Permission to Take Classes (PTC). PTC is a temporary enrollment designation, not an admission category. PTC is for students holding a U.S. bachelor's degree from an institution accredited by a validated accreditation body or its equivalent outside the U.S. The PTC status is especially designed to allow the enrollment of qualified students in special classes including workshops and guest students from other universities.

Permission to take classes status is for

- Applicants who have no intention of earning a graduate degree from Andrews University
- Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students
- Students who have applied for admission to a graduate program but, for some reason, the application has not yet been completely processed. In such cases, PTC status is available for one semester only.

Enrollment on a PTC basis does not guarantee or imply future admission to a degree program. Normally, transcripts are not required for PTC enrollment. PTC enrollment must be requested at registration each semester that the student wishes to enroll in a course on PTC basis. Courses taken on a PTC basis generally do not count toward a graduate degree. However, up to 8 credits (15 in some Theological Seminary programs) and up to 50% of the graduate certificate programs may be applied by petition after the student has applied for and been accepted into a graduate-degree program. The request should be filed during the first semester the student is enrolled in the graduate program. Petitions are evaluated on an individual basis. They are not automatically approved. Students registered on a PTC basis cannot have dual enrollment. When the department and school reach a decision in response to a student's request, they will inform the student in writing as to the status of his/her acceptance: regular, provisional or denial.

Dual Enrollment Status

Dual enrollment is available to graduate students who want to get undergraduate credits toward an additional undergraduate degree while working at the same time on a graduate degree. This status is also available to graduate students who want to pursue two graduate degrees at the same time (see p. 33 for undergraduate students allowed to take graduate work).

Graduate and Undergraduate Enrollment

The student must satisfy all of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on regular or provisional status in a graduate program at Andrews University
- Normally take no more than 16 credits combined graduate and undergraduate each semester.

The limitations on the undergraduate credits taken are the following:

- Credits earned toward the additional baccalaureate degree may not be used also to count towards the total necessary for completion of the graduate program
- The GPA on undergraduate credit does not count toward the graduate GPA.

Graduate and Graduate Enrollment

The student must satisfy all of the following requirements:

- Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- Be accepted on a regular or provisional basis into the two graduate programs in which enrollment is desired
- Submit a planned program for completion of the two graduate programs to advisors from both programs for their approval. The advisors must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the dual enrollment status on a provisional basis only. When the planned program has been approved, the advisors communicate such approval to the appropriate school deans/graduate program coordinators and to the dean of the School of Graduate Studies & Research. They, in turn, will clear the student for regular admission into the two programs. Advisors from both programs continue to approve course work on a semester to semester basis as the student continues on dual enrollment. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

The limitations on the credits taken are the following:

- The student must satisfy the GPA requirements and program expectations of both programs.
- The usual regulations and limits with respect to transfer credit apply when taking two degrees at the same time. Students taking more than one master's degree at the same time may not apply more than 20% of the credits from one degree program to another degree program. Students enrolled for two degrees at different levels—for example, the EdS and the PhD—must meet the minimum requirements for total credits taken from Andrews University for each degree.
- The same provisions for normal course loads at the graduate level apply as for all graduate programs.
- If the two degrees are at the same level (i.e., each is a master's degree), the two courses of study cannot be within the same major field.

Special Types of Admission

Admission for Returning Students. Students returning after an absence of one semester or more, including the summer semester, must notify the Office of Graduate Admissions of their intention to return. Students who arrive on campus without having notified

the Office of Graduate Admissions may encounter a delay in their registration. Application materials may be obtained from the Office of Graduate Admissions.

Enrollment of Guest Students. Students who are enrolled in a graduate school of another college or university may enroll for courses in the graduate programs of Andrews University under the PTC status. (See "Permission to Take Classes," p. 47).

Application forms for PTC admission are available at the Office of Graduate Admissions.

Admission to a Second Graduate Degree Program. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level if they meet all department requirements for admission to such a degree program. The proposed course of study may not be within the same major field and may not be similar to a degree previously completed. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree. (See "Transfer Credits," p. 51.)

Admission—Resident Scholars. Scholars who have attained doctoral status or the equivalent from a recognized university, and other recognized scholars who wish to continue study and research in special fields, may use the library facilities as guests of the university. Application must be made to the appropriate dean or graduate program coordinator. Such privileges are granted upon recommendation of the department in which the work will be done. Formal courses may be attended with permission of the instructor. No official record is made of the work done. If credit is desired, regular enrollment is required.

Readmission of Students After Cancellation. Students whose previous admission to a graduate-degree program at Andrews University has been canceled because of academic and/or conduct reasons may reapply for admission after a reasonable period of time has passed. Under no circumstances are such students readmitted into a graduate program before at least one academic year has passed.

The reasons for the cancellation of the student's admission status, a statement of intent, a report of subsequent rehabilitation, and a record of improved scholarship and/or conduct at an other institution are all factors that are taken into account when the student reapplies for admission. The decision to approve such a reapplication for admission, as well as the status of such a student, is made by a special admissions committee composed of appropriate administrative and faculty representatives.

Helpful Documents

Several specialized documents are available to assist students in planning their graduate programs of study, including:

***The Graduate Programs Manual*.** The *Graduate Programs Manual* contains the voted minimum admission and academic standards policies for all Andrews University graduate programs except the professional physical therapy and seminary degrees. Copies of the manual are available for student use in all departments and schools with graduate programs.

Handbooks for Graduate Students. The *Handbook for Educational Specialist Students* and the *Handbook for Doctoral Students* may be obtained from the School of Education; the *Doctor of Physical Therapy Student Handbook* and *t-DPT/DScPT Student Handbook* may be obtained from the Department of Physical Therapy; the *Doctoral Student Handbook* may be obtained from the Seventh-day Adventist Theological Seminary. Some master's-degree programs also have handbooks. These handbooks give detailed information about admission requirements, advanced-degree course and research requirements, and comprehensive examinations.

The doctoral handbooks also provide information about approval of the dissertation proposal, dissertation preparation, oral defense of the dissertation, and the general schedule of deadlines for doctoral students as they approach the final stages of their programs in preparation for graduation.

Standards for Written Work. *Andrews University Standards for Written Work* gives detailed instructions about formatting term papers, theses and dissertations according to standards approved for use at Andrews University. This manual may be purchased at the University Book Store and is also available on the School of Graduate Studies & Research website at www.andrews.edu/grad.

ACADEMIC INFORMATION

Academic Credit and Course Loads

The course load is expressed in semester credits. A semester credit represents a class with one 50-minute class period or equivalent each week for one semester. Thus, a 3-credit class ordinarily meets three periods (150 minutes) each week and requires additional appropriate time for class preparation.

Course Loads. The normal full-time graduate course load is 8-12 credits each semester (9-16 credits for MDiv students). Loads in excess of a full load must be approved by the advisor and the appropriate dean/graduate program coordinator before completing registration. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer. Students engaged in part-time employment must talk with their advisors and adjust their course loads accordingly.

Credits for Workshops and Independent Study. Normally, master's-degree students may accumulate up to 6 appropriate workshop/tour credits and up to 6 independent study credits toward a degree with a maximum of 9 credits combined. If workshops are taken during the semester breaks, the credits are counted as part of the class load for either the semester before the break or the semester following the break. Specialist or doctoral students in the School of Education or the SDA Theological Seminary should read the section in this bulletin that applies or the appropriate specialist or doctoral handbook for information about limits on workshops or independent study.

Residency Requirements

All PhD and ThD students must establish doctoral residency by enrolling in full-time doctoral course work at Andrews University three out of any four consecutive semesters. EdD students establish residency by enrolling full-time for any three out of nine consecutive semesters.

Students enrolled in the professional ministerial or religious education programs of the Theological Seminary or in the School of Education leadership program should read the appropriate

section of this bulletin concerning residency requirements and time limitations.

Active Status. Before advancement to candidacy, master's degree students are considered to be on active status in a program if they enroll, for credit, for at least one semester during each academic year (summer-spring terms).

After advancement to candidacy a master's degree student must maintain active status by being registered continuously for credit courses or non-credit continuation status. Non-credit continuation status includes research or program continuation.

Non-credit research continuation includes project/thesis continuation, recital continuations, and/or comprehensive exam preparation.

When not enrolled in the above, non-credit program continuation is used to maintain access to University services, e.g.: library services (including online database), ITS resources (including e-mail), faculty advising, and research supervision for graduate students taking their programs on the main campus (Berrien Springs). Program continuation carries a fee (see p. 58).

Specialist and doctoral students who have completed their coursework and have registered for all their dissertation credit must maintain active status. Active status may be achieved by registering for non-credit continuation courses such as Program Continuation, Comprehensive Exam Preparation, Project Preparation and Dissertation Continuation.

The special needs of graduate students in extension and affiliation programs will be addressed in the agreements and procedures established for each site and/or degree program.

Governing Bulletin

Normally, students meet the requirements of the bulletin in force when they begin their graduate program. As long as they remain on active status, students may elect to meet the requirements of any bulletin in force during their graduate program. The graduate program begins at the beginning of the term in which the student first registers for classes after he/she has been admitted.

When active status is broken, the student must follow the bulletin in force when active status is reestablished.

Time Limits on Graduate Degrees

Time Limits on Graduate Certificate Programs. Each program will specify a time limit for completion of the certificate. However, this may not exceed five (5) years from the first registration.

Time Limits on the Master's Degree. Normally, a student must complete the requirements for a master's degree within six calendar years from the beginning of the first semester of class work regardless of admission classification.

- No course taken earlier than six calendar years before a student's graduation year may normally be applied to the degree without appropriate updating.
- A petition for a one-year extension of time may be granted by the dean of the School of Graduate Studies & Research upon the recommendation of the student's advisor and the dean/graduate program coordinator of the school/college.
- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be required to take additional courses.
- Grades from all graduate courses taken at Andrews University, including those more than six years old, and those taken on a PTC basis, are used in computing the final GPA.
- School of Education students should read "Time Limits," p. 290.

Time Limits on the Specialist Degree. A student must complete the requirements for a specialist degree within six calendar years from the beginning of the first semester of class work regardless of admission classification.

Time Limits on Doctoral Degrees. Whereas the doctoral degree is the highest academic degree possible and therefore requires stellar academic preparation and integrity; and whereas the program faculty are the gatekeepers of academic integrity, this policy on Time Limits on Doctoral Degrees provides program faculty with a framework for ensuring academic integrity.

All doctoral course work and the comprehensive examinations must be completed within six years from the initial registration after acceptance into the doctoral program. The student must compelte the dissertation within a period of five years after passing the comprehensive examinations. Further, all requirements must be met within a total of ten years (seven years for the Department of Educational & Counseling Psychology and the Department of Leadership). A petition for an extension of time may be granted by the School of Graduate Studies & Research upon the recommendation of the dean, and after action by the appropriate school/college committee.

Ordinarily, a student may be granted a maximum of two one-year extensions. Failure to successfully complete the degree by the end of the extensions granted shall result in dismissal from the University. The following will be considered when reviewing a request for a one-year extension:

- The student's documenting the extenuating circumstances that merit a time extension,
- Continuous enrollment in dissertation credits or zero-credit dissertation continuation,
- A petition with the appropriate signatures explicitly describing the amount of work left to be done for the degree and the month and year the student plans to defend the dissertation. The documents in support of the petition shall include:
  i. a copy of the student's updated course of study, with projected graduation date, documenting which courses will fall outside the time limit based on the porjected graduation date;
  ii. a letter demonstrating how the student has remained current in the specified content area (i.e., publications, seminars, conferences, independent readings, professional development courses, tutorials, coursework from other institutions, college level teaching assignments, additional job responsibilities, etc.);
  iii. any additional documentation or support for the student's request.

Inactive Status. Throughout the doctoral program, the student is expected to make progress and to keep in contact with the department. If one year passes without progress and without approval from the student's advisor, the student is put on inactive status and must apply to be reactivated. Students in the Department of Educational & Counseling Psychology and the Department of Leadership should read "Time Limits," p. 293.

Students must comply with the Bulletin in effect when the reactivation is approved. Course work taken previously may apply by petition, subject to the normal time limits and GPA standards. The cumulative GPA from all courses taken, including any that

may not apply to the new program, is used to compute the GPA requirements for satisfactory progress and completion of the degree.

Updating Courses

Updating Master's Degree Courses. Students working towards a master's degree may update some outdated course work. However, graduate classes in the School of Business Administration and computer courses in the College of Technology may not be updated. Those courses that may be updated are subject to the following policies:

- No more than 25% of the total program credits from courses 6–10 years old may be updated. No work over 10 calendar years old, calculated from the graduation year, may be updated.
- Not all courses between 6 and 10 years old may be updated. Each course must be approved by the department.
- No course work with a grade below a B (3.00) may be updated.
- Outdated work done elsewhere cannot be updated at Andrews University.
- Independent study, workshops, and directed readings cannot be updated.
- The requirements for updating are specified by the department on a course-by-course basis.
- Written evidence of the updating must be approved by the department chair and the appropriate dean or graduate program coordinator.
- Updating a course does not change the grade in the course used in computing the GPA.
- The updating fee is 20% of regular graduate tuition.

Academic Standards

Students enrolled in graduate programs governed by the School of Graduate Studies & Research should note the following standards of scholarship. Students enrolled in Physical Therapy, the Theological Seminary professional ministerial programs or in the School of Education EdS, EdD, and PhD programs should read the requirements for their specific programs in the appropriate sections of this bulletin.

Minimum Standards of Scholarship. Candidates for graduate degrees must satisfactorily fulfill the course of study for the degree program they select subject to these standards:

- A minimum GPA of 3.00 (4.00 system) is required in those courses that apply to the degree.
- No course with a grade of D or F (or U) may count toward a graduate degree. Some departments may require a higher satisfactory grade in certain courses.
- If a student receives an unsatisfactory grade as defined above, the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA.
- Credit by examination is not accepted toward a graduate degree.
- Candidates for a master's degree must pass comprehensive examinations and/or formally defend a master's thesis or an acceptable alternative for a particular program as approved by the Graduate Council. Candidates for specialist and doctoral degrees must pass comprehensive examinations. Doctoral degree candidates must complete and formally defend a dissertation. Clinical doctoral degrees must complete a capstone project.

Standards for Progression. In addition to the following standards, master's, specialist, and doctoral students should consult the appropriate section of this bulletin and their respective handbook.

- The cumulative GPA must be at least 3.00 calculated using all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the time limits for degrees, and courses taken PTC. Exceptions to this standard must be recommended by the dean/graduate program coordinator and approved by the dean of the School of Graduate Studies & Research.
- A student whose cumulative GPA drops below 3.00 in any given semester is placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner—normally, the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. A student who does not meet such a plan may not continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- Normally, students who accumulate more than 12 semester credits below B- (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies & Research.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
  1. English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work for a master's or specialist degree or 25% of his/her course work for a doctoral degree.
  2. Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work. Doctoral students should take care of background deficiencies before starting on required doctoral course work.
  3. A minimum GPA equal to the GPA requirements for graduation from the program must be met by the time the student has completed 9 graduate credits.
  4. A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- Students on academic probation or provisional status may not
  1. Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
  2. Register for project credit except by permission from the dean/graduate program coordinator of the college/school
  3. Advance to degree candidacy or take comprehensive examinations.

Awarding Degrees for Graduate Programs

General Minimum Requirements for a Master's Degree (MA, MAT, MBA, MMus, MS, MSA, MSCLS, MSW)

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must satisfactorily fulfill a schedule of studies approved by the student's advisor and the graduate program coordinator or dean of the appropriate school.
  1. The number of credits to be completed depends on the minimum requirements for the degree.
  2. The student's schedule of studies must include at least one-half of the required minimum credits in course work numbered 500 and above. Exceptions are made where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.
- The student must submit evidence of competence in conducting investigation in his/her field of study. A student may fulfill his requirement by one of the following, depending on the particular degree program:
  1. A thesis
  2. Written reports of one or two research projects
  3. Research methods or other appropriate course work.
- Where required, and only after a student has been advanced to degree candidacy, he/she must successfully complete general written and/or oral comprehensive examination(s) as prescribed by the student's major department. Usually this is done within the last semester of a student's program.
- In general, no foreign language is required. In cases where an individual student's program requires a reading knowledge of a foreign language, the student must demonstrate competence in the language, normally by examination, before receiving advancement-to-degree candidacy. The department prescribes the appropriate method of demonstrating competence. A student's advisor or supervising committee informs the student regarding the foreign language required for his/her course of study.

General Minimum Requirements for the Educational Specialist Degree (EdS)
Consult "Educational Specialist Degree," pp. 291–292, of this bulletin and the School of Education *Handbook for Educational Specialist Students* for information on degree procedures.

General Minimum Requirements for the Clinical Doctorate Degrees (DPT, t-DPT, DScPT)
Consult Physical Therapy section of this bulletin and the *Physical Therapy Student Handbook* for information on degree requirements.

General Minimum Requirements for Doctoral Degrees (EdD, PhD, ThD)
Doctoral programs include a master's degree or equivalent as a prerequisite. The Leadership and Counseling Psychology programs in the School of Education allow selected students to be admitted with a bachelor's degree.

- Each program shall include post-master's doctoral course work approved by the school and the student's advisor.
  1. A minimum of two years of doctoral study is required.
  2. At least two-thirds of the required doctoral course work must be in courses graded with an A–F grading scheme.
  3. A minimum of 32 credits of the doctoral course work must be taken in residence at Andrews University. A portion of an EdS that is completed elsewhere may apply to this minimum residence requirement as defined by the school.
  4. The minimum number of dissertation credits required is 16.
- Written and/or oral comprehensive examinations are required of all doctoral students, normally after all course work has been completed.
- The doctoral student must demonstrate competence in conducting research in his/her field of study by completing an approved dissertation.

General Minimum Requirements for Theological Seminary Professional Ministerial Degrees. The requirements for ministerial degrees may be found in the Theological Seminary section of this bulletin.

Transfer Credits

Transferring Credits from Another Institution into the Graduate Certificate Program. Credits from other institutions will not transfer into a graduate certificate program.

Transferring Master's Degree Credits from Another Graduate School. Graduate credits taken at another accredited/recognized institution less than six calendar years before the expected graduation year may be transferred and applied toward a master's degree at Andrews University subject to the following conditions:

- The grade earned in each course accepted for transfer is at least a B (3.00).
- The courses can be applied toward a comparable degree at the institution where the credit was earned.
- The courses meet similar requirements or electives within the master's program at Andrews University.
- The Andrews University credits taken toward the master's degree constitute at least 80% of the requirements for the degree.
- Grades earned in transfer courses are not included in the computation of the GPA.
- Courses to be taken at another university and transferred to Andrews after a student is enrolled in an Andrews' graduate program must be approved by petition before being taken.
- Such transfer courses are identified and approved by the dean/graduate program coordinator within the first semester of the student's residence.
- An official transcript listing transfer credits is on file in the Office of Academic Records. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

Seminary professional degree programs have transfer limitations unique to each program. See the appropriate section of this bulletin for details.

Transferring Credit from an Andrews Graduate Certificate Program to Another Program. All credits in an Andrews University graduate certificate program are eligible for transfer into a graduate degree program subject to approval by the program faculty and the school dean if taken within the established time limits for the degree.

Transferring Master's Degree Credits from Another Andrews Program. Graduate courses taken at Andrews University as part of another completed graduate degree may be transferred subject to the following conditions:

- The grade earned in each course is at least a B (3.00) and the overall GPA at Andrews University is at least 3.00.
- The courses meet similar requirements or electives within the new master's program.
- The credits to be transferred do not exceed 20% of the minimum credits required for the new master's program.
- The grades earned in courses transferred from another master's program at Andrews University are included in the computation of the GPA. Both the overall GPA and the GPA of the remaining courses taken for the master's degree must meet the minimum required (3.00) for graduation.

- The credits to be transferred were taken fewer than six calendar years before the expected graduation year of the master's program.

Seminary professional ministerial degree programs have special transfer limitations. See the appropriate section of this bulletin for details.

Transferring Specialist Degree Credits. Read the "Educational Specialist" section of this bulletin, pp. 291–292, or the School of Education Handbook for Educational Specialist Students.

Transferring Doctoral Degree Credits. Post-master's transfer credit, if appropriate to the student's program, may be accepted if (1) the credits were completed within the time limitations indicated in the appropriate section of this bulletin and (2) the transfer complies with the provisions in the School of Education and the Seminary Handbooks for doctoral students. A petition for transfer of credit is considered only after an official transcript for the course is received. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

Exceptions. Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies & Research on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions will be considered individually in the light of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions.

Student Supervisory Committees

Master's Degree Committees. A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis advisor and normally two other members. **Exception:** For an interdisciplinary master's degree, a committee is appointed before initial registration. All other master's-degree student committees are appointed after some course work has been completed and before registration for thesis credits. Only rarely may a student's committee be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief advisor. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

Doctoral Degree Committees. The dissertation committee shall consist of a minimum of three members, including the chair. Two of the three members, including the chair, shall be selected from among the current full time Andrews graduate faculty at the appropriate category with at least one member being from the school in which the student is enrolled. The third member may be from the Andrews graduate faculty at the appropriate category or a person outside the University whose record of scholarship is equivalent to that required of a member of the Andrews graduate faculty at the appropriate category. Additional persons may be added either from the Andrews graduate faculty or from outside the University where specialized expertise is needed with the approval of the School of Graduate Studies & Research.

Comprehensive Examinations

Most master's- and all specialist- and doctoral-degree candidates are required to take prescribed written and/or oral comprehensive examinations as required by the department.

Master's-degree students are not permitted to sit for these examinations until they have been officially advanced to degree candidacy. EdS and doctoral students normally sit for comprehensive examinations after all course work is completed and after applying for degree candidacy. Candidacy is not granted to doctoral students until the comprehensive examinations have been passed.

See the appropriate sections of this bulletin and the *School of Education Handbook for Doctoral Students*, the *School of Education Handbook for Educational Specialist Students*; the *Doctor of Physical Therapy Student Handbook*, *t-DPT/DScPT Student Handbook*; or the *Graduate Programs Manual* for details about examinations for master's, specialist, or doctoral students.

Advancement To Degree Candidacy

Master's Degree. Upon completion of 50% of course work, a student must apply for advancement to degree candidacy. Forms are available at the office of the appropriate dean or graduate program coordinator. The forms should be completed by the student, approved by the advisor and the department chair, and returned to the office of the dean or graduate program coordinator.

- At the time a student files an application for advancement to degree candidacy, he/she must have
  1. Received regular admission status
  2. Applied for graduation
  3. Completed all curriculum and English-language deficiencies that may have existed
  4. Demonstrated foreign-language proficiency where required.
- A student who has completed 75% of his/her program is not allowed to register for further course work until the advancement to degree candidacy forms have been filed with the appropriate dean or graduate program coordinator.
- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

Educational Specialist Degree. Read "Educational Specialist" section of this bulletin, pp. 291–292, and the School of Education *Handbook for Educational Specialist Students* for information on degree procedures.

Doctoral Degree. The Application for Admission to Doctoral Candidacy form must be filed at least one month prior to the scheduled date of the comprehensive examination.

Approval for degree candidacy is granted when the student has

- Received regular admission status

- Completed all curriculum and English-language deficiencies that may have existed
- Demonstrated research tool proficiency, including foreign language when required
- Passed all comprehensive examinations
- Completed all other degree requirements except the dissertation.

Projects, Theses and Dissertations

Projects. The student who elects to complete a research project or projects as part of fulfilling the research requirement for the master's degree or clinical doctorate reports it/them in conformity to the *Andrews University Standards for Written Work*. One copy of each report is submitted to the instructor under whose supervision it was prepared. It becomes the property of the department. Completed and signed approval forms for the project(s) must be filed in the Office of Academic Records no later than noon on Friday, one week before graduation, unless an earlier time is specified by the department. Some departments require approval of the project(s) before writing the comprehensive examinations. If students need time for project preparation beyond the semester(s) when regular project credits are accumulated, they may register for project continuation. Project continuation is a non-credit enrollment status that requires a small fee for each semester of registration.

Master's Thesis. To fulfill the thesis option for the master's degree, a student is required to write a thesis and successfully defend it in an oral examination at an officially designated time and place.

Doctoral Dissertation. For doctoral programs requiring a dissertation, the student is required to write and successfully defend a dissertation in an oral examination at an officially designated time and place.

Registration for Thesis Credits—Committee Guidance. When a master's student is required or elects to write a thesis, he/she should register for it initially no later than one semester before the anticipated graduation date. The student may register for 2–6 thesis credits per semester with a maximum of 9 total credits for the thesis. The student is guided from the beginning of thesis preparation by a committee, normally consisting of two to three members, appointed before registering for thesis credits. The committee chair serves as thesis advisor.

Dissertation Credits—Committee Guidance. Doctoral students are required to register for a minimum of 16 dissertation credits. Students in the School of Education should consult p. 292 of this bulletin and the *Handbook for Doctoral Students* for information regarding dissertation credits. Students in the Seminary should read p. 374 of this bulletin. The doctoral committee is appointed following the guidelines of the appropriate section of this bulletin and the appropriate handbook for doctoral students.

Standards for Writing—Dissertation Secretary. The dissertation secretary is Bonnie Proctor, phone: 269-471-3276, e-mail: proctorb@andrews.edu. The master's thesis and doctoral dissertation must demonstrate the candidate's capacity for original and independent work, include a critical evaluation of previous research, and emphasize new conclusions. The format of the thesis/dissertation also must conform to the guidelines found in the *Andrews University Standards for Written Work*.

When, in the opinion of the student and his/her full committee, the thesis/dissertation has been completed satisfactorily and a final draft has been submitted, the committee, by official action, declares it to be ready for the oral defense. Before a defense can take place, however, the candidate must submit the committee-approved thesis/dissertation to the dissertation secretary who checks it for conformity to the *Andrews University Standards for Written Work*. After it is approved, a date for the defense may be set in consultation with the chair of the department or the program director.

Defense of Thesis/Dissertation. The oral defense must be completed no later than four weeks before a candidate plans to graduate. A thesis/dissertation is approved if no more than one negative vote is given. An abstention is recorded as a negative vote. The department chair or program director is responsible for notifying the appropriate dean or graduate program coordinator of the outcome of the defense.

The decision of a student's examining committee is recorded and signed on the appropriate form and submitted to the appropriate dean or graduate program coordinator. A copy is sent to the Office of Academic Records.

A committee chair usually assists a student by way of a check sheet to ensure the prescribed deadlines are met. The thesis/dissertation may be handed in at any time during the year, but the deadlines listed here determine the date of graduation.

After the defense. After the defense

- The student makes all corrections.
- As soon as possible, but no later than two weeks before graduation, the student submits a complete corrected copy of the thesis/dissertation to the School of Graduate Studies & Research via the dissertation secretary for approval to duplicate. At that time any changes made after the defense should be pointed out.
- After the dissertation secretary gives approval to duplicate, the student has two options:
  Option 1. The dissertation secretary arranges for duplicating with Andrews University LithoTech, and the student's account is billed for duplicating the copies that stay with the University. The School of Education requires four copies (two for the Library and two for its own use). The Seminary requires five copies (two for the Library and three for its own use). These copies do include one copy for the student's dissertation chair. Master's students are billed for only three copies: two for the Library and one for the School involved.
  Option 2. The student personally arranges for duplicating the required number of copies of the thesis or dissertation. These are delivered to the dissertation secretary.
- Doctoral students must submit a digital PDF file of their dissertation to (1) ProQuest/UMI and (2) the dissertation secretary (for inclusion in the James White Library catalog). Contact the dissertation secretary for assistance and forms.
- Master's students must submit a digital PDF file of their thesis to the dissertation secretary for inclusion in the James White Library catalog. Contact the dissertation secretary for assistance and forms.
- At this point, the dissertation secretary submits the Notification of Thesis/Dissertation Completion form to the Office of Academic Records, and the thesis/dissertation process is complete.
- Strict adherence to the deadline of 10 days before graduation is essential or graduation is postponed.

Ordering Extra Copies. Students wanting to purchase additional bound copies identical to those kept at Andrews University must fill out mailing labels and customs declaration forms (when applicable). These are available from the dissertation secretary. Students are billed for photocopying and binding.

Grades for Thesis/Dissertation. The grade for a thesis/dissertation is S or U. A deferred grade (DG) is given while a thesis/dissertation is still being written or corrected.

CENTER FOR DISTANCE LEARNING & INSTRUCTIONAL TECHNOLOGY

James White Library, Room 304
269-471-3960
dlit@andrews.edu
www.andrews.edu/dlit

Marsha Beal, *Director*

Distance Education

Full distance education programs as well as individual courses are offered at Andrews University within many different schools throughout the university. Individual courses are offered through a growing variety of delivery methods: traditional correspondence, video correspondence, videoconferencing, and Internet-based. Distance education courses are offered by:

- Andrews University/Griggs University partnership, p. 54 (undergraduate)
- College of Arts & Sciences (Nursing), p. 193 (graduate)
- School of Education, p. 294 (graduate)
- Seventh-day Adventist Theological Seminary, p. 347 (graduate)

As a charter member of the Adventist Digital Education Consortium (ADEC), Andrews University is working to expand access to Adventist Christian education to people who are not able to physically attend campus courses.

Andrews University/Griggs University Partnership
James White Library, Room 304
269-471-3960
dlit@andrews.edu
www.andrews.edu/dlit

Andrews University and Griggs University started the AU/GU Distance Education Program in 1997 for the purpose of helping to meet students' academic needs both on- and off-campus.

GU 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 may take individual courses on a PTC (Permission to Take Classes) basis or enroll in a degree program using these courses. Students receive an Andrews University diploma when they graduate from these distance-education programs.

See p. 18 for other Andrews University off-campus programs.

Admission

Students seeking an undergraduate degree through distance education must meet all regular requirements for undergraduate admission to Andrews University. See p. 31.

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. Non-sealed or opened envelopes cannot be accepted as official. Mail the required items to:

Office of Undergraduate Admissions
Andrews University
4150 Administration Dr
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. 36).

Registration

To register for an Andrews University/Griggs University 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 (269-471-