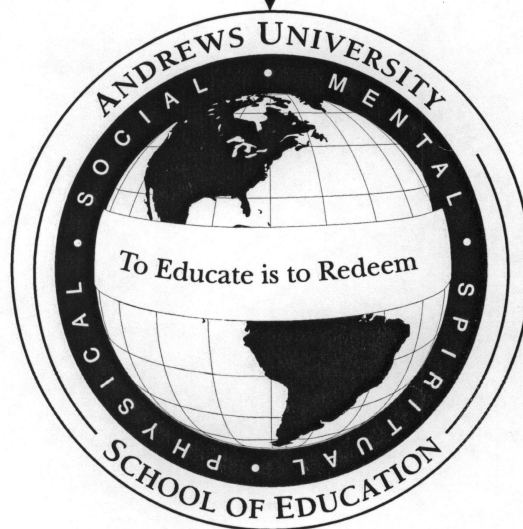


Handbook for Master's of Arts in Teaching Candidates

Master's of Arts in Teaching

SCHOOL OF EDUCATION
Andrews University
Berrien Springs,
Michigan 49104



**ANDREWS UNIVERSITY
SCHOOL OF EDUCATION**

CONCEPTUAL FRAMEWORK

Andrews University was founded as Battle Creek College in 1874. One of the founders, Ellen Gould White, presented a compelling vision for education:

True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and the whole period of existence possible to man. It is the harmonious development of the physical, mental, and spiritual powers. It prepares the student for the joy of service in this world and the higher joy of wider service in the world to come.

In the highest sense the work of education and the work of redemption are one.

Ellen G. White (1903), *Education*, Mountain View, CA: Pacific Press, 13, 30.

Andrews University School of Education embraces this vision as the organizing theme for its conceptual framework and the inspiration for its mission.

MISSION

The School of Education mission is to provide programs based on a redemptive Christian worldview to prepare professionals for global service.

To Educate Is to Redeem

ELEMENTS

Curriculum and instruction are expanded in six overarching Elements, which are embedded in academic programs fulfilling the mission in the lives of graduating students.

Element I: Worldview

This element addresses appreciation of the perspectives of others and development of a personal philosophy from which action and service arise. Graduates will be able to . . .

- IA Explain worldviews and trace their historical development
- IB Critique worldviews from a Christian perspective
- IC Integrate principles of a Christian worldview into their chosen fields of study

Element II: Human Growth and Change

This element addresses principles of growth, development, and learning and the use of these principles to effect positive change. Graduates will be able to . . .

- II A Describe human development
- II B Apply current theories of learning

Element III: Groups, Leadership, and Change

This element addresses principles of group behavior and the use of these principles to effect positive change for individuals and organizations. Graduates will be able to . . .

- III A Facilitate change in groups and organizations
- III B Relate effectively with various cultural, racial, and special interest groups
- III C Identify political and legal issues
- III D Manage human, financial, and material resources
- III E Demonstrate servant leadership

Element IV: Communication and Technology

This element addresses oral, written, intrapersonal, and interpersonal communication as the essence of human behavior and technology as it enables, supports, and enhances human interaction and learning. Graduates will be able to . . .

- IV A Communicate effectively in written, verbal, and non-verbal forms
- IV B Use electronic tools effectively for professional communication, teaching, and research

Element V: Research and Evaluation

This element addresses valuing and conducting disciplined inquiry for decision-making. Graduates will be able to . . .

- V A Read and evaluate research
- V B Conduct research
- V C Report research findings

Element VI: Personal and Professional Growth

This element addresses commitment to holistic personal and professional growth. Graduates will be able to . . .

- VI A Demonstrate continuing professional development
- VI B Demonstrate ethical behavior in all professional activities
- VI C Demonstrate balanced physical, mental, spiritual, and social development

INTRODUCTION

This *Handbook* has been published to assist in the planning and execution of the **MAT degree program** on the campus of Andrews University. It does not supersede the *Andrews University Bulletin*.

Questions not answered in this *Handbook* or the *Bulletin* may be referred to the chair of the Department of Teaching, Learning, and Curriculum on the Andrews University campus, the MAT Program director, or the Dean of the School of Education, Andrews University.

(All references in this Handbook to SED Graduate Programs Office refer to Dean of the School of Education located on the campus of Andrews University.)

(All references in this Handbook to Department Chair, Dean, University Ombudsman, Academic Policies and Curricula Committee, and Vice President for Academic Administration refer to Andrews University personnel.)

13th Edition

Autumn 2011

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Graduate Programs
School of Education
269-471-3109

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MASTER OF ARTS IN TEACHING (MAT) OVERVIEW

The faculty, staff and students of the Department of Teaching, Learning & Curriculum (TLC) are pleased that you are interested in connecting with our MAT program. As the professional world continues to demand higher levels of knowledge and advanced degrees, graduate study is a wise and sophisticated step towards your career goal. The TLC Department is pleased to offer a comprehensive instructional program that includes attention to research, personal student-professor interaction, excellent advising and an emphasis on the spiritual dimensions of education. Combined, these features enable the understanding, practical application, and competitive edge you need to assume a leadership role in the teaching profession.

Mission Statement

The primary aim of the Andrews University Teacher Preparation Programs is to prepare teachers who are competent, compassionate, and committed. Upon completion of the professional program, the pre-service teacher demonstrates knowledge and skill in the areas of content knowledge; worldview; human growth and change; groups, leaders, and change; communication and technology; research and evaluation; and personal and professional growth.

Who qualifies for the MAT degree?

Our Teacher Preparation Programs are designed to prepare graduate-level students for teacher certification. The MAT degree is a professional degree program designed to meet the needs of a wide range of individuals. Typically, MAT students include:

- 1) Individuals who have earned a Bachelor's degree and now seek teacher certification at the elementary or secondary level;
- 2) Individuals already holding teacher certification, but seek an additional certificate at another level;
- 3) Individuals holding elementary or secondary teacher certification, but want to broaden their professional training;
- 4) Individuals holding secondary teaching certifications who want to add a specific subject area endorsement; and
- 5) International students seeking the MAT may be excused from certain certification requirements by petition.

Why the Andrews University MAT?

In addition to relevant coursework and invaluable real-world work experience, our program also features:

On-line course formats – Some of our graduate level courses are offered on-line or through a web-enhanced format. This means that some courses can be completed entirely on-line, while others include web-enhancement components that allow you to complete part of your learning experience on-line. On-line course options allow our students to minimize time away from their careers, homes, and families by reducing the length of time required on campus. For detailed information, visit www.educ.andrews.edu.

An outstanding faculty – Our programs are built upon and supported by a foundation of a dedicated and specialized faculty. We have a reputation for academic excellence, and our students enjoy a high rate of professional and personal success all over the world.

Accreditation – Our Teacher Preparation Programs are accredited by both the National Council for the Accreditation of Teacher Education (NCATE) and the State of Michigan as well as approved by the North American Division Office of Education of the General Conference of Seventh-day Adventists.

Certification – The teacher preparation programs are designed to qualify students for teacher certification in the state of Michigan as well as in most other states through accreditation reciprocity granted by having NCATE accreditation.

A collective, Christian experience in diversity– Recognized as one of the nation's top ten campuses for cultural diversity (*U.S. World News & Report*, 2002), you connect with unique perspectives inside and outside of the classroom. Our small, conference-style classes and

emphasis on Christian principles foster a strong sense of community and support among peers and professors, fostering intellectual, professional, and spiritual growth.

PROGRAM INFORMATION

Master of Arts in Teaching (MAT)

The MAT program offers specialization in Elementary Education; Secondary Education; a specific Secondary Content Area, including biology, English (language arts), English as a Second Language (ESL), history, modern languages. In the first semester, students seeking certification must take prerequisite classes and must pass the Basic Skills portion of the Michigan Test for Teacher Certification to progress into the next phase of the program. Once admitted to the Teacher Preparation Program, students complete course requirements and at least one semester of student teaching. MAT students must have or qualify for a valid Seventh-day Adventist and/or State of Michigan teaching certificate before the degree can be granted, if applicable.

ADMISSIONS INFORMATION

For all students, the first step is to complete an Andrews University Graduate Application. Students admitted to the Graduate School and the School of Education, however, are not automatically admitted to a Teacher Preparation Program (MAT). Students must also complete the Graduate Record Exam (GRE) before admission to the program, or during the first semester of enrollment. Application to a Teacher Preparation Program is made directly to the TLC department during this first semester of coursework. Applicants should either hold an undergraduate degree with a major or minor in the teaching area or plan to complete a major or minor in the teaching area in combination with the MAT program, if applicable. During the first semester, students must also have completed at least 6 credits in basic education courses, and have passed the MTTC Basic Skills Test.

ADDITIONAL INFORMATION

Michigan Test for Teacher Certification (MTTC)

Michigan law (Public Acts 451, 282, and 289) mandates teacher testing as one aspect of Michigan's teacher certification requirements. The purpose of the MTTC test is to help ensure that individuals seeking certification have the basic skills and content knowledge to perform effectively in Michigan schools. For more information regarding this test, contact the TLC department.

Student Teaching

Placements are available in private or public schools in elementary and secondary settings. Student preferences are considered in the placement process, but are not guaranteed. The student teaching semester consists of at least 15 weeks of full-time observation, participation, and teaching under supervision. Students must submit an application for student teaching on or before November 29 of the school year before he or she wants to begin student teaching. Before acceptance is granted, students must meet the criteria as outlined by the TLC department. For more information regarding placement and application criteria, visit www.educ.andrews.edu or contact the TLC department.

The 'First Days of School' Experience

The First Days of School Experience is a concentrated, full-time laboratory program for pre-service teachers conducted prior to the beginning of the fall semester. The program focuses on the week preceding and following the first day of school. It includes practical application of classroom management theories, and emphasis is placed on the tasks teachers must perform in the weeks before school opens, organizing and conducting the crucial first day, and the tasks teachers encounter during the first weeks of school.

CURRICULUM INFORMATION

MASTER of ARTS in TEACHING (MAT): **Elementary Education**
 Secondary Education
 Secondary Content Area

The MAT program requires a minimum of 32 semester credits of coursework. Candidates seeking the degree with certification must hold or qualify for a Seventh-day Adventist or State of Michigan teaching certificate. If this requirement is not met before admission to the program, the student must earn teaching certification before the degree can be granted, if applicable. In these cases, the students should expect to complete more than 32 credits. Following is an outline of the MAT curriculum. (This outline is subject to adjustment.)

EDUCATIONAL FOUNDATIONS (3 credits)		
EDFN500	Philosophical Foundations of Education & Psychology	3
PROFESSIONAL EDUCATION CORE REQUIREMENTS (15 credits min.)		
EDTE476	Methods for Integrating Instructional Technology	2
EDCI565 EDTE408	Improving Instruction OR Principles of Teaching	3
EDPC514	Psychology of Learning	3
EDPC525	Psychology & Education of Exceptional Children	3
EDTE---	Methods (variable depending on elementary or secondary emphasis)	3
EDCI696	Project Implementation*	1-3
*EDCI547	Foundations of Curriculum Development (<i>strongly recommended</i>)	(3)**
SPECIALIZATION (by advisement)		
A minimum of 12 credits in the area of specialization must be 500-level or higher. Choose one of the following specialization areas: Elementary Education Secondary Education Content Area See Andrews University for specialization requirements.		
TOTAL CREDITS		32***

*A Field Project is required. The topic will be coordinated with the MAT coordinator or other professional education advisor.

**Currently this course is an elective.

***A minimum of 12 credits must be at the 500-level or higher. Students who enter the MAT program without teacher certification will need to complete more than the 32 credits in order to qualify for a teaching certificate.

SCHOOL OF EDUCATION
MAT PROGRAM GUIDELINES

Please Note:

Papers/forms are usually filed with the SED Secretary of Graduate Programs
School of Education, Bell Hall Room #164

COURSE WORK STEPS

1.1 Admissions Status

A. Regular:

If you meet all admission requirements of Andrews University, School of Education and the specific requirements of the Department of Teaching, Learning, and Curriculum you are eligible for regular status.

B. Provisional:

If you do not meet all the requirements for regular admission, but in the judgment of the Department of Teaching, Learning, and Curriculum or Dean/Director show the ability to undertake successfully the proposed program, you are eligible for provisional status. At the time of provisional admission, the department or Dean/Director specifies the nature of any deficiencies and the plan and deadline for their removal. The class load limit for students on provisional status is normally 12 credits. If you fail to meet prescribed specifications, you may be dropped from the program.

1.2 Minimal Admissions Requirements

To qualify for regular admission to the MAT program, you must submit official, final transcripts of all previous undergraduate and graduate work taken and meet all the general standards:

- A. A bachelor's degree from an accredited university or its equivalent.
- B. Evidence of ability to pursue advanced study in graduate-level work with a cumulative undergraduate grade-point average of at least 2.60 on a 4.00 system.
- C. Submission of recent General Records Examination (GRE) General Test scores taken within five years of application.
- D. Adequate undergraduate and/or graduate preparation in the proposed field of study and general education. Assessment of preparation is done by the Department of Teaching and Learning. (6 credits of education coursework on the undergraduate level.)
- E. Evidence of ability to handle master's-level work in the English language. If your first language is not English, you must submit scores on an English language achievement test. (See *AU Bulletin* Admission of International Student.)
- F. A minimum of two satisfactory recommendations showing strong potential for educational leadership and service.
- G. A written statement of purpose for graduate study in the MAT program.

1.3 Academic Advisement

During your first semester in the program discuss with and receive counsel from your education adviser about academic requirements and expectations. One of your goals in this first semester is to develop a course plan which meets program requirements. If you have a secondary content area emphasis, also meet with subject area adviser to approve subject area coursework.

1.4 MAT Program Coursework

A. Course Numbering/Levels

- 400-499: Courses open to advanced undergraduate students and to graduate students are listed in the *Andrews University Bulletin, School of Education* section. These courses are marked with a bullet.
- 500-699: Courses for graduate students only
- 700-799: Courses for post-master's students only

B. Program Course Work Requirements

Plan your program carefully with your adviser/program director. The MAT program consists of a minimum of 32 semester credits of graduate work and requires 12 months of full-time study beyond the bachelor's degree (three summers of 12 semester credits each summer). Students with little or no education background will find that certification requirements often extend the program an additional year or two. Requirements are as follows:

- a. At least 12 semester credits must be numbered 500 and above.
- b. All MAT students are required to complete the following professional education experiences:
 - 1. EDTE476 Methods for Integrating Instructional Technology
 - 2. EDCI565 Improving Instruction **OR** EDTE408 Principles of Teaching
 - 3. EDPC514 Psychology of Learning
 - 4. EDPC525 Psychology & Education of Exceptional Children
 - 5. EDTE**** Methods (variable depending on elementary or secondary emphasis)
 - 6. EDCI696 Project Implementation (*EDCI547 Foundations of Curriculum Development [strongly recommended]*)
- c. All Andrews campus MAT students are required to take the Andrews University School of Education foundations course, EDFN500 Philosophical Foundation of Education and Psychology.
- d. State and/or denominational certification is required before graduation (except for those taking the Higher Education emphasis).
- e. No more than 6 credits of independent study and 6 credits of workshop/tour and no more than a total of 9.
- f. No more than 20% of your program credits may be transferred.
- g. Some secondary subject areas require prerequisites. See *Andrews University Bulletin* for appropriate department.

C. Procedures for the Masters of Arts in Teaching Program

- 1. Apply for admission to the Andrews University School of Education
- 2. Have transcripts evaluated by the certification registrar
- 3. Develop a course plan in collaboration with your adviser
- 4. Take initial courses during your first semester

5. Take the Basic Skills section of the Michigan Test for Teacher Certification during your first semester (AU Main Campus Only)
6. Apply for Admission to the Teacher Preparation Program (AU Main Campus Only)
7. Continue course work
8. Take the Content Area section(s) of the Michigan Test for Teacher Certification (AU Main Campus Only)
9. Apply for Admission to Student Teaching Candidacy (AU Main Campus Only)
10. Complete course work, including EDCI Project Implementation
11. Apply for teaching certificate, if applicable (AU Main Campus Only)

1.5 Transfer of Credits

A. From Another Recognized Institution

You may transfer graduate courses that you have taken at another recognized institution and apply them toward the MAT degree at Andrews University by petition provided:

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is **at least a B** (3.00) (B- does not apply).
3. The courses apply toward a comparable degree at that institution.
4. The courses meet similar requirements or electives within the MAT program on your campus.
5. The transferring credits do not exceed one-fifth (6 credits) of the minimum credits required for the MAT degree program.
6. Such courses are identified and recommended by your adviser/program director and approved by the Graduate Programs Director of the School of Education within the first semester or second summer of the student's study.
7. An official transcript listing transfer courses is on file in the Records Office, Andrews University.
8. A petition is submitted and approved **before** the course is taken if the course is to be taken after admission to Andrews University.
9. The computation of the GPA does not include grades earned in transfer courses.

B. From a Previous Degree at Andrews University

You may transfer graduate courses taken at Andrews University as part of another completed graduate degree providing the following are satisfied:

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is **at least a B** (3.00) and the cumulative grade-point average on your campus is at least 3.00.
3. The courses meet similar requirements or electives within the MAT program.
4. Transfer credits do not exceed one-fifth (6 credits) of the minimum credits required for the MAT program.
5. Such courses are recommended by the adviser/program director and approved by the Graduate Programs Director/Dean, Andrews University.

6. Includes the grades earned in courses transferred from another master's program on your campus in the computation of the grade-point average. (Both the overall grade-point average and the grade-point average of the remaining courses taken for the MAT degree meet the minimum 3.00 required for graduation.)

C. Permission to Take Classes (PTC)

Only 12 credits taken on PTC status may apply toward the MAT degree, but not all classes taken on PTC status necessarily apply to your approved degree program. To transfer PTC courses into your program, you must submit a petition that is approved by your adviser, your department chair/coordinator, and the SED Graduate Programs Office (or program director/dean for off-campus students). (See appendix 3)

1.6 Transfer of Degree Program

A. From a Master's Outside of the School of Education to the MAT

If you wish to transfer from outside the School of Education, you must complete a "Transfer of School" form and attach a Statement of Purpose. Forms are submitted to the SED Graduate Programs Office for processing.

B. From a Master's Within the School of Education to the MAT

If you wish to transfer between departments or programs you must complete a "Transfer of Program" form and attach a Statement of Purpose. Forms are submitted to the SED Graduate Programs Office for processing.

1.7 Student Responsibility for Bulletin Requirements

You should become familiar with the regulations governing academic matters. The *School of Education Section in the AU Bulletin* covers general questions about academic policies that you are to observe. Although the policies of the *Bulletin* have the weight of faculty action, practice and precedent, occasionally special circumstances may suggest an exception. The petition process handles such circumstances through the SED Graduate Programs Office.

1.8 Time Limitations

You must complete the requirements for the MAT degree within six calendar years from the beginning of the first semester of coursework irrespective of admission classification. Transfer courses must also be taken within these time limits. However, outdated course work **taken at Andrews University** may be considered appropriate for updating if between six and ten years from your expected graduation date.

1.9 Inactive Status

Inactive Status results when you have not written or made a personal visit to your adviser/program director or the Dean of the School of Education at Andrews University for more than two years. The MAT Secretary will try to contact you to determine if you are actively pursuing your program of studies and are making progress.

After deactivation you must request the SED Graduate Programs Office for reinstatement before you may continue in your MAT program. Upon reactivation you must meet the requirements of the *Bulletin* in force at that time.

1.10 Standards of Scholarship

A. Schedule of Studies

You must fulfill satisfactorily the schedule of studies outlined in your "Advancement to Degree Candidacy" (see **Advancement to Degree Candidacy**, section 2.0) form as submitted and approved.

B. Provisional Status

If you have been accepted provisionally:

1. Due to low admission GPA standards, you must achieve a cumulative Andrews University grade-point average of 3.00 for the first 12 credits after acceptance in courses graded A-F to continue in the program.
2. Because of English language deficiencies, you must meet the minimal English language proficiency requirement by the time you have completed no more than 50 percent of your course work or suspend progress in your graduate program until the deficiency has been removed.
3. Because GRE scores were not submitted, you must submit scores before you are advanced to degree candidacy.

If you are on provisional status you may not register for independent study or workshop credits, advance to degree candidacy, or take student teaching.

C. Grade-Point Average

To remain in the program you must maintain a grade-point average of 3.00 overall and in your major or concentration. Only grades of B- or better count toward the major or concentration. Although C grades are permitted outside the major, an overall grade-point average 3.00 or better must be maintained.

No grade of D or F may count toward a degree. If you repeat a course, both grades affect the grade-point average. Accumulation of more than four grades below a B- (including U), normally terminates your enrollment.

D. Academic Probation

If the cumulative grade-point average in your MAT work drops below 3.00 in any given semester, you will be placed on academic probation. You and your adviser/program director must develop a plan to raise your grade-point average above 3.00, normally within the next semester. The Adviser/Program Director and SED Graduate Programs Office must approve this plan.

When your cumulative grade-point average again reaches 3.00, the Graduate Programs Office will reinstate you to regular standing. However, if you have not reached the minimum grade-point average within the time limits stated in the approved plan, you may be dropped from the program.

If you are on academic probation status you may not register for independent study or workshop credits, project credit except by permission from the Graduate Programs Office of the School of Education, Andrews University, be advanced to degree candidacy, or do student teaching.

E. Other Standards

The MAT degree does not accept credit by examination.

1.11 Satisfactory Academic Progress

For full information concerning Satisfactory Academic Progress required for continued financial aid eligibility, read the *Andrews University Bulletin*.

ADVANCEMENT TO DEGREE CANDIDACY

2.1 Procedure

Upon completion of 50% (16 credits) of your course work, you must apply for advancement to degree candidacy (or the summer **before** graduation if you attend in the summers only). Forms and instructions are available from the SED Graduate Programs Office (Bell Hall Room 164) or online at

<http://www.andrews.edu/sed/resources/mastersforms>

At the time you file an application for advancement to degree candidacy, you must have:

- A. Removed all deficiencies
- B. Achieved regular status
- C. Demonstrated English language proficiency (where required)
- D. Maintained a cumulative grade-point average of 3.00 or higher.

If you have completed 75% (24 credits) of your program you may not be allowed to register for further course work until the advancement to candidacy forms have been approved.

GRADUATION REQUIREMENTS

3.1 Application for Graduation

You must file your application for degree conferral/graduation with the Records Office (269-471-3375) according to the dates shown in the *Academic Calendar*. If you have missed the deadlines, your degree conferral/graduation must be deferred until the next regularly scheduled time. The application for graduation can be found under the following link:
<http://www.andrews.edu/grad/documents/graduation.pdf>

3.2 Completion of Program Requirements

- A. Complete **all** program requirements and have such verified by your adviser/program director and the Andrews University Graduate Dean and School of Education Dean.
- B. Remove all **I** and **DG** grades that apply to your degree at least two weeks before graduation.
- C. Receive financial clearance from the Student Finance Office of your campus (Andrews or extension) one week prior to commencement.

3.3 Graduation Gown

Your graduation gown can be purchased at the Bookstore or can be ordered online at:
<http://bookstore.andrews.edu/SiteText.aspx?id=1674>.

3.4 Announcement/Name Cards

You may purchase announcements and name cards through the Bookstore. Personalized and generic announcements are available. For more information call 269-471-3287.

3.5 Lodging

You may have friends to stay with for the occasion. If not, call 269-471-6602 or 269-471-3397 to reserve a room on campus. Make these arrangements as soon as possible as this will be a busy weekend.

3.6 Graduation Schedule

It is a full weekend. Rehearsal practice is Thursday evening. There are ceremonies Friday evening, Saturday morning and Sunday morning.

3.7 Conferral of Degree

Conferrals of degrees are awarded when you have successfully completed **all** degree requirements. There are two commencement services each year, scheduled for May and August. Degree conferral without the graduation ceremony is available in December.

3.8 Graduation in Absentia

You may graduate in absentia by indicating your request to the Records Office.

CANDIDATE COMPLAINT PROCEDURES

If you find yourself in conflict with the resolution of a complaint, or questioning a practice or decision that you believe unnecessarily impacts you adversely, you may seek to have your situation considered, improved or settled by following the steps in the order outlined below. The nature of the conflict will, in part, determine the procedure to follow. Fundamental to any procedure, however, is the basic commitment to Christian principles.

4.1 Candidate Complaint Procedure

If you feel that your academic rights have been violated, you should speak directly with the relevant professor. If you are dissatisfied with the professor's response, you may appeal to the department chairperson. Following a decision by the department chairperson, you (or the professor) may appeal to the appropriate academic dean, followed by an appeal to the Office of the Provost (based on *2010-2011 Student Handbook*).

4.2 Resolution of Grade Complaint

In keeping with the Andrews University Working Policy (2:437:6), if you dispute a grade received for a course (providing that you believe the grade was assigned as a result of **carelessness, arbitrariness, or capriciousness**), you should seek a resolution within one semester through the following steps:

1. You should seek a resolution in person with the instructor of the course.
2. If the dispute is not resolved, you may file a written grade complaint with the instructor's immediate supervisor, normally the department chair. The immediate supervisor must render a written report of his/her findings within a week.
3. If you do not receive a report or remain dissatisfied, you may file a written grade grievance with the Dean of the School of Education.
4. After reviewing all the facts about the case, the Dean may choose to issue a final decision in the case or appoint a Grade Review Committee of three Faculty members, who will investigate the matter and recommend a resolution to the Dean.
5. The Dean will then issue a final decision, taking into account the recommendations of the Grade Review Committee.

4.3 Resolution of All Other SED Complaints

Please use the following protocol in dealing with all other complaints:

1. If applicable, you may first consult with your instructor or advisor.
2. If your complaint remains unresolved, you may discuss it with the department chair.
3. If the issue is still unresolved, you may submit a written complaint to the SED Dean.
4. If the issue remains unresolved, you may discuss the matter with the Provost who will provide a written decision which will be considered final.

At any point in the complaint process you may consult with either of two University Ombudspersons whose role is to facilitate understanding, communication, and resolution of conflicts. They may help by identifying and explaining relevant university policies, procedures, and problem-solving channels. The Ombudspersons will also help you to explore options or help identify University programs and resources that might be of benefit. The Ombudspersons do not get involved in:

- Legal advice or legal representation
- Non-University related disagreements or problems
- Filing grievances or making formal complaints
- Representation of students in formal University procedures (See "Ombudspersons" in the current *Student Handbook*.)

QUESTIONS FREQUENTLY ASKED BY NEW MAT STUDENTS

1. How do I apply for admission into the MAT program?

You may obtain an application packet from the MAT program using one of the following options:

- a. Request application materials from Office of Graduate Admission by calling 800-253-2874 toll free or 269-471-6321.
- b. Download it from the web site: www.andrews.edu/grad/, fill it out and send to Office of Graduate Admission, Andrews University, 4150 Administration Dr., Berrien Springs, MI 49104-0620.
- c. Fill out the online application and submit the online application along with the non-refundable application fee.

These forms should be completed and returned to the Graduate Admissions office. (If you are an international student, be sure to obtain an international packet that includes immigration forms). The admissions office will be looking for:

- a. a completed application form
- b. an application fee (waived if you have previously applied and paid the application fee)
- c. official transcripts of all undergraduate **and** graduate work (must be sent directly to graduate admissions **from the school where study was completed**)
- d. a minimum of two recommendations
- e. a statement of purpose for graduate study
- f. GRE scores
- g. a copy of your teaching certificate (if you have one)

2. I have just been admitted to the MAT program at Andrews University. What should I do next?

Meet with your assigned MAT education adviser to prepare your course plan. If you have a cognate, also meet with your subject area adviser after obtaining a course plan check sheet from the MAT education adviser. You will also need to check with the AU certification registrar since teaching credentials are a required part of the MAT degree. (Extension campus students should check with their union office and/or the certification registrar on the Andrews campus.)

3. Does this program automatically qualify me for a state or SDA Teaching Certificate?

Not in all cases. Persons who want specific certification should work with the certification registrar. You may contact the certification registrar by calling (269) 471-3599

4. What is PTC? What classes can be taken with PTC status? How many hours may be taken PTC?

Permission to Take Classes (PTC) is a status allowing a student to take a few classes before being officially accepted into a degree program. Only 12 PTC credits may be applied toward a degree, but not all classes taken in the PTC status will necessarily be made part of your approved course plan. (See section on **Permission to Take Classes (PTC)**)

A graduate petition should be filed during the first semester after acceptance for PTC credits to apply to the degree program.

5. Is any former coursework I might have taken applicable to my degree?

Any graduate coursework taken at a recognized institution less than six calendar years prior to the expected graduation year may be considered for inclusion in your program. But inclusion is not automatic. Your adviser must be persuaded that it falls within the MAT degree program. Coursework taken 7-10 years prior to the time of graduation which is eligible to be transferred must be updated if approved for inclusion in your program. Your adviser/program director will assist you in this updating process with the specialty professors on the Andrews or extension campus. (See section on **Transfer Credits**)

6. What courses may be transferred from another master's degree at Andrews or from another university?

Up to 20% of the required credits in the MAT degree may be transferred. To request transfer of appropriate credits a petition must be filed with the Department Chair or Program Director and approved by the Dean of the School of Education. Only a grade of **B or above** can be considered for transfer. (See section on **Transfer Credits**)

7. How long do I have to complete the degree?

You have six years from the beginning of the first semester of MAT coursework, irrespective of admission classification, in which to complete the degree. All coursework (including PTC and transfer credits) must be completed within this six-year time frame.

8. What else should I do?

Carefully read the rest of this *Handbook* and the *School of Education Bulletin*. If you have any questions, consult with your adviser/program director. While we will do everything possible to assist you, it is **your responsibility** to meet all the requirements of your program.

9. Is there anything special that I, as an MAT student, should know?

Yes. You should pay particular attention to certification requirements. Certification is a required part of the MAT degree. The Andrews University Certification Registrar should be contacted for details (Phone: 269-471-3599; Office: Bell Hall 014-C).

10. Am I required to take the Michigan Tests for Teacher Certification (MTTC)?

MAT students who are currently certified to teach in the state of Michigan and who are seeking additional endorsement(s) **must pass** the subject area test(s) required for the additional endorsement(s) which they are seeking.

Persons who hold certification in state(s) other than Michigan and who are seeking Michigan certification must take and pass the Basic Skills test and subject area test(s) for the field(s) in which they are seeking certification.

MAT students seeking their first Michigan Teaching state certificate must take the Basic Skills test and the required subject area test(s) for their major and minor field(s) of study. These are the subjects in which MAT candidates should plan to student teach.

Booklets describing the MTTC are available at the Department of Teaching, Learning, and Curriculum (Bell Hall 014). For further information contact the MTTC Campus Coordinator (Phone: 269-471-3574; Office: Bell Hall 014-D).

11. Do I need to apply for admission to the Andrews Teacher Preparation Program?

All students seeking Michigan certification must apply for admission to the Teacher Preparation Program. This should be done as soon as possible in your MAT program. Contact your education advisor or the secretary for the department of Teaching, Learning, and Curriculum (269-471-3465).

12. Do I need to apply to do student teaching?

Any student seeking certification through the Berrien Springs campus must apply for student teaching candidacy by Jan 31 for the next academic year. Contact the Field Placement Coordinator or the Department of Teaching, Learning, and Curriculum secretary (269-471-3465).

13. What if I run into a problem with my adviser?

The School of Education at Andrews University has developed an "appeal" process which should help you resolve any difficulty which might arise between you and your adviser. Follow its protocol carefully. (See section on **Student Appeals Process**)

APPENDIX

MASTER DEGREE FORMS are available at the following link:

<http://www.andrews.edu/sed/resources/mastersforms>

Among these forms you will find the instructions on how to apply for the advancement to degree candidacy.