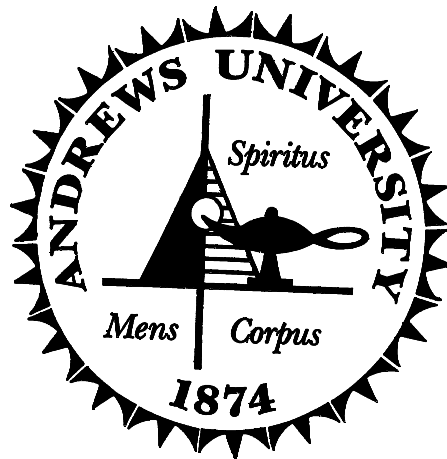


# ***HANDBOOK***

for

## **Educational Specialist Students**



*School of Education  
Andrews University  
Berrien Springs, Michigan*

# **SPECIALIST CANDIDATE HANDBOOK INTRODUCTION**

This *Handbook* has been published to help students and faculty in the planning and execution of the EdS program at Andrews University, School of Education. It does not supersede the *Andrews University Bulletin*.

Questions not answered in this *Handbook* or the *School of Education Bulletin* may be referred to the SED Graduate Programs Office.

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17<sup>th</sup> Edition

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# TABLE OF CONTENTS

## COURSE WORK

1.1	Focus of the Degree.....	1
1.2	Admission Status.....	1
	A. Regular.....	1
	B. Provisional.....	1
1.3	Minimum Admission Requirements.....	2
1.4	Academic Advisement.....	2
1.5	Specialist Program Course Work.....	2
	A. Course Numbering/Levels.....	2
	B. Program Course Work Requirements.....	2
1.6	Transfer of Credits.....	3
	A. Permission to Take Classes (PTC).....	3
1.7	Transfer of Degree Program.....	3
	A. From One Specialist Program to Another.....	3
	B. From Doctoral to Specialist Program.....	3
	C. Application to Doctoral Program from Specialist Program.....	3
1.8	Second EdS Degree Program.....	4
1.9	Student Responsibility for Bulletin Requirements.....	4
1.10	Bulletin Applicability.....	4
1.11	Time Limits.....	4
1.12	Inactive Status.....	4
1.13	Registration & Loan Deferment/Visa.....	4
1.14	Standards of Scholarship.....	5
	A. Schedule of Studies.....	5
	B. Provisional Status.....	5
	C. Grade-Point Average.....	5
	D. Academic Probation.....	5
	E. Other Standards.....	5
1.15	Satisfactory Academic Progress.....	6
1.16	Academic Enrichment Pass.....	6

## ADVANCEMENT TO DEGREE CANDIDACY

2.1	Procedure.....	7
2.2	Application.....	7
2.3	Approval.....	7

## COMPREHENSIVE EXAMINATION

3.1	Purpose.....	8
3.2	Application.....	8
3.3	Nature.....	8
3.4	Scheduling and Time Allowances.....	8
3.5	Grading and Reporting.....	8

## GRADUATION REQUIREMENTS

4.1	Application for Graduation.....	9
4.2	Completion of Program Requirements.....	9
4.3	Graduation Gown.....	9
4.4	Announcements/Name Cards.....	9
4.5	Lodging.....	9

4.6 Graduation Schedule..... 9  
4.7 Conferral of Degree..... 9  
4.8 Graduation in Absentia..... 9

**STUDENT APPEAL PROCESS**

5.1 Conflict with Policy in General ..... 10  
5.2 Conflict with Policy in Particular..... 10  
5.3 Conflict with a Faculty Member over Practice..... 11

**APPENDIX**

FORMS..... 12

**SCHOOL OF EDUCATION  
EDUCATIONAL SPECIALIST PROGRAM**

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**Please Note:**

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

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**COURSE WORK**

**1.1 Focus of the Degree**

- A. The EdS degree prepares personnel for leadership and specialized positions in education. It builds upon the master's degree in providing a focused program of study. In some cases the specialist program accommodates persons desiring career shifts and advancement in certification.
- B. The EdS requires a minimum of 64 semester graduate credits beyond the baccalaureate degree. At least 24 semester credits must be completed within the EdS program at Andrews University. The EdS students in School Psychology must complete a minimum of 69 semester credits beyond the baccalaureate degree. In the EdS program in School Psychology the internship and practicum will not count toward the required 24 semester credits of coursework to be completed at Andrews University. Specific departmental requirements determine the nature and sequence of course work prescribed as part of the program.
- C. The specialist program focuses more on practice and less on research than the doctorate. It does not require a dissertation or advanced research course work. If admission criteria to a doctoral program are met, credits earned in the specialist program may be applied toward doctoral study at the discretion of the department(s) evaluating credits for acceptance.
- D. If you now intend to pursue a doctoral degree, it is imperative that you communicate your intentions as soon as possible to your advisor. Many of the requirements connected with the doctoral degree may only be met after admission to the doctoral program. If you wait to apply to the doctoral program until after completing the EdS, it may take you longer to complete the doctorate than if you applied while still in the EdS program. Students intending to complete the doctorate are usually better off switching from the EdS to the EdD or PhD program as soon as possible and then receiving the EdS while being registered as a doctoral student.

**1.2 Admission Status**

**A. Regular**

If you meet all admission requirements of the School of Education and the specific requirements of the department in which you propose to study, 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 proper department show the ability to undertake successfully the proposed program, you are eligible for provisional status. At the time of provisional admission, the department 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.

### 1.3 Minimum Admission Requirements

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

- A. A master's degree from an accredited university or its equivalent.
- B. Evidence of ability to pursue advanced study in post-master's-level work with a cumulative graduate grade-point average of at least 3.20 on a 4.00 system.
- C. Submission of recent General Record Examination (GRE) General Test scores taken within five years of application.
- D. Adequate undergraduate and/or graduate preparation in the proposed field of graduate study and general education. Assessment of preparation is done by your department.
- E. Evidence of ability to handle specialist-level work in the English language. If your first language is not English, you must submit a satisfactory TOEFL score or successfully complete Intensive English Program on campus and pass the exit exam for English as a Second Language (See *AU Bulletin*, pg. 48, **English Proficiency Requirement**)
- F. A minimum of three satisfactory recommendations showing strong potential for educational leadership and service.
- G. A written statement of purpose for graduate study in the EdS program.

### 1.4 Academic Advisement

Your initial contact is with the department chair/coordinator. During your first registration semester you will need to select a permanent advisor. Your advisor's major task is to counsel you about academic requirements and expectations and to approve a course plan for you which meet these requirements.

### 1.5 Specialist Program Course Work

#### A. Course Numbering/Levels

400-499: Courses open to advanced undergraduate students and to graduate students if courses are listed in the *Graduate Programs Bulletin*

500-699: Courses for graduate students only

700-999: Courses for post-master's students only

#### B. Program Course Work Requirements

Plan your program carefully with your advisor. Programs require a minimum of 64 credits (at least 24 semester credits must be completed after admission to the EdS program at Andrews University) of appropriate, post-baccalaureate course work and take about one full year of study beyond the master's program. Check the *School of Education section of AU Bulletin* for department requirements. (See **General Requirements on pg. 275.**) Requirements include:

1. Two-thirds of the required minimum credits in course work numbered 500 and above, but none lower than 400.
2. Two educational foundation courses
  - a) EDFN500, Philosophical Foundation of Education and Psychology (must be taken at Andrews University)
  - b) Graduate courses in one of the following areas: Historical, Philosophical, Psychological, Sociological or Theological.

4. Successful completion of a written comprehensive examination as prescribed by your department. (See **Comprehensive Examination**.)
5. A minimum of two years of appropriate work experience in education before completing your program. Individual departments will determine the appropriateness of the experience.

## 1.6 Transfer of Credits

All graduate credits taken at Andrews University or another accredited university that are considered appropriate by your advisor and department chair/coordinator are transferable, but not all may count toward minimum course requirements. Permission to transfer credits is granted only by petition and upon receipt of an official transcript for the course(s) in question. The grade earned in each transfer course is at least a B (3.00).

Students wishing to take courses from another university after acceptance into a specialist program must petition for approval **before** taking the courses.

### A. Permission to Take Classes (PTC)

Only up to 8 credits taken on PTC status may apply toward a degree. To transfer PTC courses into your program, you must submit a petition that is approved by your advisor, your department chair/coordinator, and the Graduate Programs Office.

## 1.7 Transfer of Degree Program

### A. From One Specialist Program to Another

Acceptance into a specialist program in the School of Education does not include the option of automatic transfer to another specialist program later. If you are in one of the specialist programs you may transfer, but it will require department and committee action similar to a reapplication. You may need to submit new recommendations and Statement of Purpose. After approval of your application for transfer, your advisor will reevaluate your current program and adjust the new program requirements. Following that reevaluation, you may transfer those courses that are relevant to the new program.

### B. From Doctoral to Specialist Program

If after your acceptance into a doctoral program you wish to transfer to the specialist degree program in the same department, you must have approval by petition from the department chair/coordinator and the Graduate Programs Office. You must follow the current *Bulletin* and submit a new Statement of Purpose. You may need to submit new recommendations. After receiving the specialist degree, you may return to the doctoral program by either of the following two options:

1. By petition with all previous doctoral course plans, time limits, etc. in effect;
2. By application to the Graduate Educational Programs Committee with all new requirements.

### C. Application to Doctoral Program from Specialist Program

Admission to a doctoral program, after completing the specialist program, requires a complete application process. We urge you to apply as soon as possible and not wait until you have completed the specialist program. Admission to a doctoral degree requires the following information if you have received your specialist degree at Andrews University:

1. Application
2. Statement of Purpose
3. Professional History
4. Graduate Record Examination General Test scores taken within five years of application
5. New recommendations

If you wish to apply your EdS course work towards doctoral residency, you must do so by petition

preferably before you begin taking the EdS courses

### **1.8 Second EdS Degree Program**

If you have already completed an EdS degree, you may apply for acceptance into a new EdS program providing you meet the department requirements for admission and providing the proposed course of study is not within the same major field completed. The usual regulations and limits of transferring credits apply when taking a second specialist degree.

### **1.9 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 Graduate Programs Office.

### **1.10 Bulletin Applicability**

You may choose the requirements of any *Bulletin* in force after your official acceptance as long as you remain active in your program. Specialist degree students maintain residence by enrolling for credit for a least one semester during each academic year (*AU Bulletin p.276, with no mention of previous sentence, however.*) If a break of enrollment occurs or you are placed on inactive status, you must meet the requirements of a *Bulletin* in effect after enrollment resumes.

### **1.11 Time Limits**

You must complete the degree requirements within six calendar years from the beginning of the first semester of class work irrespective of admission classification.

### **1.12 Inactive Status**

To maintain active status in the specialist program before passing the comprehensive examination, you must be enrolled for classes two out of three terms (semester or summer) during the school year. Two terms (semester or summer) with no credits will cause the student to be placed on inactive status, unless the student has communicated valid reasons for the lack of progress in his/her program. Candidates must reapply to the department to be placed on active status. The secretary of Graduate Programs will attempt to contact you and your advisor to determine if you are actively pursuing your program of studies and are making progress.

After deactivation, you must request reactivation through the department before you may continue in your specialist program. Students who request reactivation will be charged appropriate reactivation fee (see the AU Bulletin). Upon reactivation, you must meet the requirements of the *Bulletin* in force at that time.

### **1.13 Registration & Loan Deferment/Visa**

Enrollment is necessary to get loan deferment. For students who still have classes to take for the degree, full time is one of the following two options:

1. register for 8 or more credits of course work and/or internship (EDPC810).
2.
  - a. register for 1 or more credits of internship.
  - b. do "full-time" work on the internship as defined by at least 24 hours per week or 720 hours per year.
  - c. verification by the internship supervisor that full-time work is being done (using a form provided by the Graduate Programs Office).

For students who have completed all required classes for the degree except internship, full time status must be maintained by one of the following:



1. register for 1 or more credits of internship, do "full-time" work on the internship as defined by a least 24 hours per week. This must be verified by the internship supervisor that full-time work is being done (using a form provided by the Graduate Programs Office).
2. register for comprehensive examination preparation (EDUC870/EDAL785).

#### **1.14 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**) form as submitted and approved.

##### **B. Provisional Status**

If you have provisional status:

1. Due to low admission GPA standards, you must achieve a cumulative Andrews University grade-point average of 3.20 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 or take the comprehensive examination.

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

##### **C. Grade-Point Average**

To remain in the program you must maintain a grade-point average of 3.20 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 of 3.20 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 three grades below a B- (including U), normally terminates your enrollment.

##### **D. Academic Probation**

If the cumulative grade-point average in your EdS course work at Andrews University drops below 3.20 in any given semester, you will be placed on academic probation. You and your advisor must develop a plan to raise your grade-point average above 3.20, normally within the next semester. The Graduate Programs Office must approve this plan.

When your cumulative grade-point average again reaches 3.20, the Graduate Programs Office will reinstate your regular status. 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, you may not register for independent study or workshop credits, advance to degree candidacy, or take the comprehensive examination.

##### **E. Other Standards**

1. The EdS degree does not accept credit by examination.

2. You must successfully pass the comprehensive examination.

### **1.15 Satisfactory Academic Progress**

For full information concerning Satisfactory Academic Progress required for continued financial aid eligibility, read the *AU Bulletin* (pg. # 53).

### **1.16 Academic Enrichment Pass**

The intent of the Academic Enrichment Pass is to allow you, to have exposure to academic enrichment that you would not otherwise receive.

If you are a full-time specialist student in the course-work phase, you may obtain an Academic Enrichment Pass and, with the approval of the instructor, visit a class informally without any notation by the Records Office.

- A. You must present an "Academic Enrichment Pass" card signed by your advisor and the Dean of the School of Education to the instructor of the class you wish to attend. (Discuss the pattern of attendance with the teacher.)
- B. The following courses are excluded:
  1. Courses in your planned specialist program;
  2. Courses that you may use for a doctoral program upon completion of your EdS;
  3. Prerequisite courses or those prescribed to clear deficiencies;
  4. Vocational, lab, skill, or performance courses that fall in the category of personal hobbies.

## **ADVANCEMENT TO DEGREE CANDIDACY**

### **2.1 Procedure**

Upon completion of 50 percent of your course work and no later than one month before taking the comprehensive examination, you should file the "Advancement for Degree Candidacy" form. The ATC forms must be:

- A. Completed by you,
- B. Signed by the Records Office showing you have applied for graduation,
- C. Approved by your advisor and department chair/coordinator, and
- D. Returned to the secretary of Graduate Programs.

If you have completed 75 percent of your program, you may not register for further course work until the approval of your "Advancement to Degree Candidacy".

### **2.2 Application**

At the time you file an "Advancement to Degree Candidacy" you should

- A. Have completed all deficiencies that may have existed,
- B. Have shown language proficiency where required,
- C. Be on regular status, and
- D. Have maintained a cumulative grade-point average of 3.20 or higher.

### **2.3 Approval**

Once your Advancement to Degree Candidacy has been checked and all signatures of approval have been obtained, you may take the comprehensive exam. Again, this should be done the semester before the comprehensive examination is taken. If you have made any changes in your coursework since your approved Advancement to Degree Candidacy you must submit the "Program Change Request" form. Only after you have made the necessary changes to the Advancement to Degree Candidacy and you have met the minimum program requirements you will be approved for graduation.

## COMPREHENSIVE EXAMINATION

### 3.1 Purpose

All EdS programs require the comprehensive examination.

The purpose of the comprehensive examination is to appraise your overall grasp of your chosen discipline and expertise in the area of concentration. The examinations will cover the field of study **irrespective of the courses taken.**

### 3.2 Application

You may not take the comprehensive examination until you have been officially advanced to degree candidacy. This must be submitted and approved no later than the semester before taking the comprehensive examination.

### 3.3 Nature

The examination consists of two parts, one general and one specialized. Each examination takes three hours but may take as long as four hours, if necessary. EdS candidates should refer to their specific departmental handbook for details concerning their examination.

The department faculty prepares the examination and provides you with exam objectives.

### 3.4 Scheduling and Time Allowances

The comprehensive examination is normally taken during the last semester of course work and as scheduled on specific dates each semester (see *Academic Calendar*). **You are required to submit your "Advancement to Degree Candidacy" and have it approved no later than one month before taking the comprehensive examination, or you will not be permitted to sit for this examination.**

You may petition to take the examination off campus with the following conditions:

- A. You must get the name, address and phone number of a proctor (school principal, fellow teacher, minister, etc). You must submit the name to the Graduate Programs Office for approval by the Graduate Programs Office and your department chair/coordinator.
- B. It must be taken at the same time it is offered on campus.
- C. Send a check to the School of Education, Graduate Programs Office for \$50.00, payable to Andrews University.

### 3.5 Grading and Reporting

Each comprehensive examination is evaluated as a whole and graded as "pass," "pass subject to satisfactory follow-up examination (oral or written)," or "no pass." You may take the examination(s) only once more, at the regularly scheduled time. Failing the second time may result in termination from the program.

The Graduate Programs Office will officially notify you of your performance on the comprehensive examination within three weeks.

## GRADUATION REQUIREMENTS

### 4.1 Application for Graduation

You must file your application for degree conferral/graduation with the Records Office 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.

### 4.2 Completion of Program Requirements

You must complete all program requirements (check with the secretary of Graduate Programs) and receive financial clearance from the Student Finance Office one week before commencement.

### 4.3 Graduation Gown

There are two options to choose from:

- A. The regular doctoral black one-tripper gown can be purchased at the Bookstore. This gown is made of a light weight material with a black mortar board hat. (Very similar to the master's gown.) The tassel and cords are yellow.
- B. Special order of a custom-made black gown for approximately \$350 can be made by calling the Records Office. This must be done three to four months before graduation to insure delivery by graduation.

NOTE: If you continue on to the doctoral degree and plan to purchase the custom made doctoral regalia, we recommend that you do not special order for the EdS. The custom-made doctoral regalia (made just for Andrews University) is \$973, and the gown is dark blue and gold with an 8-sided velvet hat.

### 4.4 Announcements/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.

### 4.5 Lodging

Many of you may have friends coming for the occasion. Should any of you need to arrange for guest lodging you might 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.

### 4.6 Graduation Schedule

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

### 4.7 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.

### 4.8 Graduation in Absentia

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

## STUDENT APPEAL PROCESS

If you find yourself in conflict with or questioning any practice, decision and/or policy that, in your mind, impacts upon you adversely, you may discuss the matter with responsible School of Education personnel in an attempt to have the situation considered, improved or settled. 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.

### 5.1 Conflict with Policy in General

When you question an established policy, you may discuss it with your advisor, department chair, Program Coordinator, Dean, and/or any faculty member; or you may direct the question to the Graduate Student Association for general discussion by other students.



### 5.2 Conflict with Policy in Particular

When you feel adversely affected by established policy, you should discuss it first with your advisor. This may result in petitioning to waive the policy in this particular case.

You ----> Advisor ----> Program Coordinator ----> Dept Chair----> Dean

If you cannot get your advisor to support your petition, you should discuss it next with the department chair. At this point, you may file a petition seeking a waiver, or the chair may intervene by bringing the matter to the Dean's Administrative Council.

You ----> Program Coordinator ----> Petition ----> Dept Chair----> Dean

**OR**

You ----> Dept Chair ----> DAC ----> Appropriate resource

If either of the above protocols does not bring satisfactory resolution to the problem, you may bring the matter to the Dean of the School of Education. If the Dean cannot settle the situation, you may refer the matter to the SED Graduate and Undergraduate Academic Policies and Curricula Committee.

You ----> Dean

**OR**

You ----> Dean ----> AP & CC

If the problem still does not have a resolution, you may discuss the matter with the University Ombudsman or the Vice President for Academic Affairs.

You ----> University Ombudsman

**OR**

You ----> Vice President for Academic Affairs (Final Appeal)

### 5.3 Conflict with a Faculty Member over Practice

If conflict arises between you and a faculty member, the ideal protocol from a Christian perspective is that you seek a resolution first with the faculty member in question.

You ----> Faculty Member

When you feel that the above procedure may, in itself, affect you adversely, you should contact your advisor who may then mediate on your behalf.

You ----> Advisor ----> Program Coordinator ----> Dept Chair----> Faculty Member

If you consider either of the above procedures counterproductive, you may bring your grievance directly to the Dean of the School of Education.

You ----> Dean ----> Faculty Member

In those rare instances when you consider all of the above procedures to be intimidating or fail to bring relief you may bring your problem to the University Ombudsman.

You ----> University Ombudsman ----> Appropriate Personnel

In those extreme instances when none of the above procedures bring satisfactory resolution to the problem, you then have the right to bring the matter to the President of the University.

You ----> President

The President's decision is final in this type of conflict.

## APPENDIX

**SPECIALIST DEGREE PROGRAM FORMS are available  
at the following link:**

**<http://www.andrews.edu/sed/resources/specialistforms.html>**

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