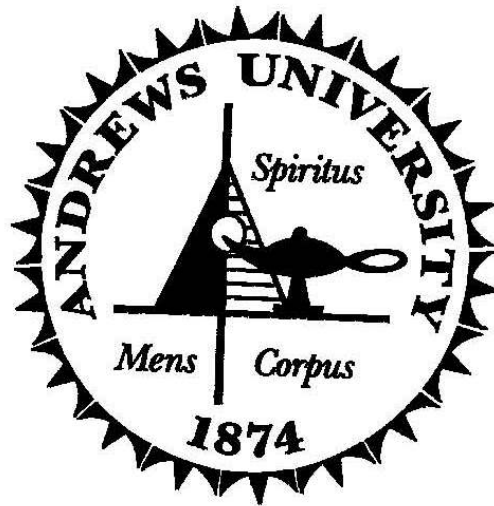


HANDBOOK

for

Masters Students



*School of Education
Andrews University
Berrien Springs, Michigan*

MASTER'S CANDIDATE HANDBOOK INTRODUCTION

This *Handbook* is published to help candidates and faculty in the planning and execution of the MA degree program at Andrews University School of Education. It does not supersede the *Andrews University Bulletin*.

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

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16th Edition

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SCHOOL OF EDUCATION

MASTER'S PROGRAM

Please Note:

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

COURSE WORK

1.1 Admissions 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 candidates on provisional status is normally 12 credits. Deficiencies must be removed and regular status must be granted by the time you complete 50% of the master's coursework. If you fail to meet prescribed specifications, you may be dropped from the program.

1.2 Minimum Admissions Requirements

To qualify for regular admission to the MA 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 Record 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 your department.
- 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 *School of Education Bulletin Admission of International Candidate*)
- 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 MA program.

1.3 Academic Advisement

During your first registration semester discuss with and receive counsel from your advisor about academic requirements and expectation, and a course plan for you which meets program requirements.

1.4 Master's Program Course Work

A. Course Numbering/Levels

- 400-499: Courses open to advanced undergraduate candidates and to graduate candidates if courses are listed in the *Graduate Programs Bulletin*
- 500-699: Courses for graduate candidates only
- 700-799 Courses for post-master's candidates only

B. Program Course Work Requirements

Plan your program carefully with your advisor. Programs vary between 30 and 48 credits of graduate work and require from one to three years of full-time study. Check the *School of Education Section in AU Bulletin* for department requirements. (See **Candidate Responsibility for Bulletin Requirements and Bulletin Applicability.**) Requirements include:

1. At least 50% of the total credits must be numbered 500 and above.
2. Must not contain more than 6 independent study credits and 6 workshop/tour credits and no more than a total of 9 credits combined.
3. No more than 20% of your program credits may be transferred.
4. EDFN500-Philosophical Foundations of Education and Psychology must be taken at Andrews University.
5. Some department programs require prerequisites (see *School of Education section in AU Bulletin.*)

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 MA 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).
3. The courses apply toward a comparable degree at that institution.
4. The courses meet similar requirements or electives within the Andrews program.
5. The transferring credits do not exceed one-fifth of the minimum credits required.
6. Such courses are recommended by your advisor and approved by the SED Graduate Programs Office within the first semester of your residence.
7. An official transcript listing those courses is on file in the Records Office.
8. A petition is submitted and approved before the courses 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 all 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 at Andrews University is at least 3.00.
3. The courses meet similar requirements or electives within the new MA program.
4. Transfer credits do not exceed one-fifth of the minimum credits required for the new program.
5. Such courses are recommended by your advisor and are approved by the SED Graduate Programs Office.
6. Include the grades earned in courses transferred from another MA program at Andrews University 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 MA degree meet the minimum 3.00 required for graduation).

C. Permission to Take Classes (PTC)

Only 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 SED Graduate Programs Office.

1.6 Transfer of Degree Program

A. From One Master's to Another Outside of the School of Education

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. Transferring into a degree program in the department of Educational and Counseling Psychology requires a complete application process.

B. From One Master's to Another within the School of Education

If you wish to transfer between departments, 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. Transferring into a degree program in the department of Educational and Counseling Psychology requires new recommendations.

1.7 Candidate 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 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. Master's-degree candidates maintain residence by enrolling for credit for a least one semester during each academic year (*AU Bulletin pg. 36.*) 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.

1.9 Time Limitations

You must complete the requirements for the MA degree normally within six calendar years from the beginning of the first semester of class work, 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 between six and ten years from your expected graduation date.

1.10 Inactive Status

To maintain active status in any of the MA programs, 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. Candidates pursuing a degree during summer sessions only must be enrolled every summer in order to maintain active status in the program.

The secretary of Graduate Programs will attempt to contact you to determine if you are actively pursuing your program of studies and are making progress.

After deactivation, you must request reinstatement by the Graduate Programs Office before you may continue in your MA program. Upon reactivation, you must meet the requirements of the *Bulletin* in force at that time. Students who will request reactivation will be charged appropriate reactivation fee.

1.11 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 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 minimum 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 will be allowed to enroll for a maximum of one semester before taking the exam.

If you are on provisional status, you may not register for thesis, 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 3.00 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 of 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 MA work at Andrews University drops below 3.00 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 3.00, normally within the next semester. The SED Graduate Programs Office must approve this plan.

When your cumulative grade-point average again reaches 3.00, the SED Graduate Programs Office will reinstate you to 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 thesis, independent study or workshop credits, advance to degree candidacy, or take the comprehensive examination.

E. Other Standards

1. The MA degree does not accept credit by examination.
2. You must successfully pass the comprehensive examination and formally defend a master's thesis, if the thesis option is selected.

1.12 Satisfactory Academic Progress

For full information concerning Satisfactory Academic Progress required for continued financial aid eligibility, read the *Andrews University Bulletin* (p. 53).

ADVANCEMENT TO DEGREE CANDIDACY

2.1 Procedure

Upon completion of 50 percent of your course work and no later than the semester before taking the comprehensive examination, you should apply for Advancement to Degree Candidacy. Forms are available from the secretary of Graduate Programs. These 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,
- D. Have maintained a cumulative grade-point average of 3.00 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 examination. 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 MA degree programs require the comprehensive examination.

The purpose of the comprehensive examination is to appraise your overall grasp of your chosen discipline and your expertise in your area of concentration as well your integration of knowledge over the field of study.

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

Each exam may include a variety of types of questions, including those requiring specific knowledge, application of knowledge, and defense of a position on specific issues.

Your department may provide verbal samples or a written handout of sample questions or review guidelines for the general professional education and major area.

When necessary, follow-up oral or written exams may be prescribed by the department.

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 you wish to take your comprehensive examination, or you will not be permitted to sit for this examination.** The examination takes five hours: 3 hours in the morning and 2 hours in the afternoon.

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 SED Graduate Programs Office for approval by the SED 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 part of the examination is evaluated as a whole and graded as "pass", "pass subject to satisfactory follow-up exam (oral or written)", or "not pass". In the case of "not pass" you can take the examination only once more, normally at the next regularly scheduled time. Failing to pass the second time may result in termination from the program.

The SED 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 (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>

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. (See the *General Information Bulletin* for graduation fees.)

4.3 Graduation Gown

Your graduation gown can be purchased at the Bookstore. This gown is made of light weight material with a black mortar board hat. The tassel and cords are yellow.

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 616-471-3287.

4.5 Lodging

Many of you may have friends visiting 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

Conferral of degrees occurs 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.

THESIS

5.1 Content and Purpose

Your thesis must:

- A. Prove your awareness of the proper literature and your competence to do independent research.
- B. Focus on a clearly defined, possible, scholarly, and legitimate problem.
- C. Present a logically organized and readable account of the investigation, its findings, conclusions, and implications.

5.2 Registration for Thesis Credits

If you choose to write a thesis, you should register for it in a semester prior to the semester in which you plan to graduate. You may register for 1-3 thesis credits per semester (with a maximum of 3 total credits for the thesis). A committee of at least two members, appointed before the initial registration for thesis credits, will guide you from the beginning of thesis preparation.

5.3 Thesis Committee

Your advisor will help you structure a Thesis Committee of at least two members, one of whom will serve as chair. A "Request for Thesis Committee" is used for this selection. Upon the completion of your thesis, a third person appointed by the chair of the department will read and approve your thesis before meeting with you and your committee for the final evaluation conference.

5.4 Working with the Committee

The chair of your committee or, in special cases, a committee member appointed by the committee, guides you in the research. All members of your committee are available for consultation and should be informed regularly about your progress.

It is vital that you work in the closest possible relationship with your committee as you write your thesis.

- A. First, submit a proposal. When approved, submit a copy of your title page with the committee members signatures and date of approval to the secretary of Graduate Programs.
- B. Complete a literature review.
- C. You must secure your chair's permission before sending out any questionnaires or instruments. Approval by the Human Subjects Research Board may be required.
- D. You should plan to submit your draft copy chapter-by-chapter to your chair.

Plan to pace your submissions to your chair. The chair of the thesis committee carries the primary responsibility for guiding the thesis and holds the prerogative of deciding when draft copy is or is not ready for examination by the other member(s) of the committee. While the preferred method of thesis development in the School of Education is chapter-by-chapter submission to the committee, the committee may prescribe another method. It is necessary to have committee satisfaction that the final draft copy of the thesis is ready for consideration in its entirety to clear the thesis for the evaluation conference.

5.5 Human Subjects Research

If you are conducting research involving human subjects as part of your degree program, you must submit a proposal of research to the Scholarly Research Office for approval by the Human Subjects Review Board.

5.6 Thesis Format

A brief visit with your chair at the onset of thesis preparation alerts you to possible pitfalls and problem areas. This is especially true of letters, instruments, and handouts that later become a part of the thesis. Assurance that you are on the right track with your thesis format, style, etc., is extremely important. This early check enables you to spot possible errors or weak areas--a procedure that saves time and money.

5.7 Thesis/Dissertation Secretary

The secretary is responsible for assuring conformity to the University's *Standards for Written Work*. A brief visit with the secretary as you begin writing your thesis will alert you to possible problems. This is especially true of letters, instruments, and handouts that later become part of the thesis.

5.8 Thesis Manuscript Preparation

Type and submit your thesis in standard form for binding as outlined in the University *Standards for Written Work* and either the APA or Turabian guide, as specified by your advisor.

If you desire the services of the Andrews University Lithotech Department, you should make arrangements with the director of that department before the time for copying. Allowance of three to five days is necessary for actual copies of the manuscript.

5.9 Final Thesis Manuscript Check

Before submitting your final copy of the thesis to your committee, you should double-check all parts to make certain that it is both complete and correct. The following guide will help you.

5.10 THESIS CHECKLIST

CHECK A brief explanation of each item follows:

- _____ 1. **Title of Abstract and Thesis match.**
The titles on these two documents should match perfectly, word for word.
- _____ 2. **Titles in Table of Contents match titles in text.**
The titles in both locations should match perfectly, word for word.
- _____ 3. **Pagination in Table of Contents matches pagination in text.**
Check pagination each time there is a change in the text.
- _____ 4. **Titles in List of Tables match titles in tables.**
The titles in both locations should match perfectly, word for word.
- _____ 5. **Pagination in List of Tables matches pagination in text.**
Check pagination each time there is a change in the text.
- _____ 6. **Tables appear immediately after first reference in text.**
Tables, whether included in the text or on separate pages, should appear as soon as possible after making reference to the table. This might be the very next line (in the middle of a paragraph) immediately following the paragraph or on the next page. A table should never appear before making the reference to it.
- _____ 7. **Titles in List of Figures match titles in figures.**
Titles in both locations should match perfectly, word for word.
- _____ 8. **Pagination in List of Figures matches pagination in text.**
Check pagination of figures each time there is a change in the text.
- _____ 9. **Formation of tables and figures are correct.**
Check the style guide you are using to make certain that formation of each table or figure is correct. Is the title properly placed? Is spacing correct? Are the lines correct?
- _____ 10. **Correct word division.**
Go down the right-hand edge of each page and note each divided word. If you are uncertain, check a dictionary to make certain that each division is correct.
- _____ 11. **Overall pagination.**
Check each page number to make certain that all pages are in order.
- _____ 12. **Hierarchy of headings.**
Each style has its own hierarchy of headings. While you may skip one or more levels of headings, you must be consistent throughout the text. You cannot use one hierarchy in one chapter and a different hierarchy in another.

- _____ 13. **Capitalization.**
- Whether you use the APA style (which reduces capitalization) or Turabian, you must be consistent throughout the text.
- _____ 14. **Bibliographic references in text.**
- ALL references used in the text must appear in the bibliography. (You may have additional references in the bibliography, however, which do not appear in the text.) All references should be cross-checked for:
- _____ A. **Consistency in spelling of authors' names**
- Make certain that all authors' names in the text agree with those in the bibliography.
- _____ B. **Consistency in use of dates**
- Make certain that any date used with a reference in the text is the same date used in the bibliography.
- _____ C. **Multiple references by same author and same year**
- If you have included more than one reference that was written within the same year by a given author, you must distinguish between each reference by using the letters "a", "b", "c", etc. (e.g. 1986a, 1986b, 1986c, etc.)
- _____ D. **Multiple authors identified correctly**
- Identify all authors in the first entry in the text. After that you may use et al. but you must use it consistently. You cannot mix entry styles.
- _____ 15. **Bibliography format.**
- _____ A. **Order of elements**
- Arrange each bibliographic entry to make certain that each element is in the proper sequence.
- _____ B. **Consistency in elements**
- Compare each bibliographic entry to make certain that each element is consistent, e.g. authors' names are arranged in same order, titles of journal articles and books are treated similarly, volume numbers and dates have same format, and publishers' names are consistent. (Do not use the publisher's full name in one entry and an abbreviated name in another entry.)
- _____ 16. **Figures and calculations are correct.**
- Go back and spot check your figures and calculations. If percentages do not total to 100%, explain why. If you find several errors, it is reasonable to expect that there are more. In that case, check all your figures.
- _____ 17. **Statistics are correct.**
- Obviously, if your statistics are not correct, you are going to have difficulty defending your findings. If you have any uncertainty about your statistics, seek help from qualified faculty or staff.

FINAL EVALUATION OF THESIS

6.1 Purpose

The thesis evaluation will test your ability orally to support the concepts and data of your thesis and give you opportunity to show your understanding of the thesis' larger context.

6.2 Scheduling

The chair will not schedule the final evaluation conference of the thesis until the committee (including the final reader) considers the thesis ready for evaluation.

The final evaluation conference must occur at least four weeks before you plan to graduate.

6.3 Final Evaluation of the Thesis

The committee chair will notify the dean of the evaluation conference outcome through the submission of the "Report of the Candidate's Thesis Committee". The grade for a thesis is "S" (satisfactory) or "U" (unsatisfactory).

6.4 Documentation to the Dissertation/Thesis Secretary

You must submit to the Dissertation/Thesis Secretary Office no later than noon on Wednesday, one and a half weeks prior to graduation, the following:

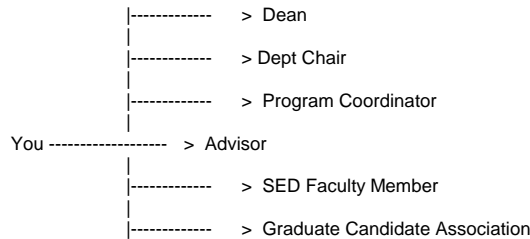
- A. Three final copies of the thesis with three copies of the abstract photocopied on bond paper.
- B. Three approval sheets signed by the committee members.
- C. Three additional copies of the 150-word thesis abstract for departmental use. (The abstract should contain a short statement of the problem, a brief exposition of methods or procedures, and a condensed summary of the findings.)
- D. A thesis completion form signed by the department chair/coordinator or dean.

CANDIDATE 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.

7.1 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 candidates.



7.2 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)

7.3 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

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.