

GRADUATE PROGRAMS MANUAL

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GRADUATE DEGREES¹

(Minimum Standards)

1:0 A. **POLICIES FOR ADMISSION AND ENROLLMENT** (except MDiv, MA in Pastoral Ministry, MA in Youth and Young Adult Ministry, and DMin)

Professional degrees in the Theological Seminary (Master of Arts in Pastoral Ministry, Master of Arts in Youth and Young Adult Ministry, Master of Divinity, and Doctor of Ministry) are not under the supervision of the School of Graduate Studies. See the Theological Seminary section of the Andrews University bulletin for academic standards for these degrees.

While affiliate and extension programs generally follow the regulations of on-campus programs, specific exceptions are found in individual agreements with each affiliated and extension site.

1:1 1. **Regular**

1:1.1 a. Students who meet all admission requirements of the graduate programs of Andrews University and the specific requirements of the departments in which study is proposed are admitted on **Regular** status.

1:1.2 b. To qualify for **Regular** admission to a graduate degree program, the student must meet *all* of the following general standards:

1:1.2.1 i. A four-year bachelor's degree and/or master's degree in an area appropriate to the major emphasis of the graduate program from an accredited American university or senior college; or its equivalent from a comparable institution outside of the United States of America.

1:1.2.2 ii. Evidence of ability to pursue advanced study in graduate level work.

a) Applicants for a master's degree program must satisfy one of the following:

i) A cumulative undergraduate grade-point average of at least 2.60 on the 4.00 system (For the MBA program, a formula score of at least 1,000 is required, computed by multiplying the undergraduate cumulative grade-point average by 200 and adding that total to a GMAT score of not less than 400.)

ii) A grade-point average of at least 2.75 in the last 50% of undergraduate course work.

iii) A minimum grade-point average of 3.00 on 8 credits of graduate work in courses graded A-F.

¹ Section 1 voted by the Graduate Council, May 2010.

- iv) Previously completed United States master's degree, or United States master's degree equivalency from an accredited or government recognized institution.
- b) Applicants for an EdS or doctoral program who have previously completed at least 16 graduate semester credits must have a graduate GPA at least equal to the GPA requirements for graduation from the program.
- c) Applicants for an EdS or doctoral program who have fewer than 16 graduate credits must have an undergraduate cumulative GPA of 3.00, or have a grade point average of 3.00 in a minimum of 16 graded, semester credits of program prerequisites.
- d) Admission standards for individual programs/departments may be higher.

1:1.2.3

- iii. Satisfactory scores, as determined by the program/department/school from the Graduate Record Examination (GRE) General Test taken less than five years prior to admission (The Graduate Management Admission Test [GMAT] is required for MBA; either the GMAT or the GRE for MSA in the School of Business; the GRE is required for the MSA in Community and International Development.)
 - a) GRE scores may be waived for master's degree applicants who have graduated with a previous United States master's degree, or United States master's degree equivalency from an accredited or government recognized institution.
 - b) The *Prueba de Admision a Estudios de Postgrado* (PAEP) test may be substituted for the GRE test as an entrance requirement for any doctoral cohort being taught in Spanish.
 - c) The GRE test is not required for those applying for the post-professional t-DPT and the DScPT programs.

1:1.2.4

- iv. Adequate undergraduate preparation in the proposed field of graduate study and general education, assessed by the respective colleges/schools and departments which designate certain prerequisites and achievement standards in the applicant's undergraduate preparation.

1:1.2.5

- v. Evidence of the applicant's ability to handle graduate level work in the language of instruction.
 - a) For programs on campus, or at United States sites, the language of instruction normally is English. Proficiency is evidenced by one of the following:
 - i) All education from at least the ninth grade through the twelfth grade or equivalent in a country where

- English is the spoken language and medium of instruction.
- ii) Four years in and graduation from an undergraduate program in a college or university in a country where English is the spoken language and medium of instruction.
- iii) Completion of a graduate program from a college or university in a country where English is the spoken language and medium of instruction.
- iv) A minimum score of 80 on the internet-based Test of English as a Foreign Language (TOEFL), a minimum score of 550 on the paper-based TOEFL, a minimum score of 80 on the Michigan English Language Assessment Battery (MELAB), or any higher minimum as set by the department.
- v) Successful completion of Advanced English and the ELI exit exam.
- b) For programs not in the United States, the language ability of the student is to be consistent with the local educational requirements and is to be determined by the local coordinator.

1:1.2.6

- vi. Official transcripts of credit from the registrar of each school where undergraduate and/or graduate courses were taken.
 - a) If the official transcript does not include the graduation date and degree received, a copy of the final diploma is required.
 - b) If English is not the medium of instruction, an official, literal English translation may also be required.
 - c) Applicants that come from the British, French, or German school systems must submit copies of their secondary certificates (e.g. O&A Levels or Baccalaureate secondary completion). Secondary certificates are not required for students completing a bachelor's degree in the United States.
 - d) Official transcripts for schools where courses were taken without receiving a degree must be submitted if both of the following conditions apply:
 - i) more than six semester (9 quarter) credits were taken at that school, and
 - ii) the courses are not included in the transcript from the school granting the degree.

1:1.2.7

- vii. A minimum of two satisfactory recommendations from professionals who know the applicant well, such as advisors, major professors, an administrative officer of the current employing organization, etc., submitted directly to Andrews University. Relatives of the applicant should not make

evaluations. Most programs require two recommendations, but students applying for doctoral, EdS, or any seminary program must submit three recommendations. Some departments/programs require evaluations from specific individuals and may require additional letters of recommendation.

- 1:1.2.8 viii. A statement of purpose, explaining why the applicant desires to pursue a graduate degree at Andrews University.
- 1:1.2.9 ix. Other application materials may be required for application to specific degree programs.
- 1:1.3 c. Exceptions to these minimum standards for **Regular** admission must be recommended and justified to the Dean of the School of Graduate Studies in writing by the department and the Dean/Graduate Program Coordinator. The Dean of the School of Graduate Studies must approve all such exceptions.

1:2 2. **Provisional**

- 1:2.1 a. Students who fail to meet one or more of the requirements for **Regular** admission but in the judgment of the department and Dean/Graduate Program Coordinator may have the ability to undertake successfully the proposed program may be admitted on **Provisional** status.
- 1:2.2 b. A student may be admitted to a graduate degree program on **Provisional** status provided that for each minimum standard of **Regular** admission that is not met, the student can fulfill the following relevant standards:
 - 1:2.2.1 i. Students whose last degree (bachelor's or master's, or equivalent) was not completed at an accredited institution may be accepted on **provisional** status upon the completion of *all* of the following requirements:
 - a) A four-year baccalaureate degree or master's degree or the equivalent from an institution not accredited or government recognized. (Institutions generally considered to be diploma/degree mills do not qualify).
 - b) Satisfactory scores, as determined by the program/department/school from the Graduate Record Examination (GRE) General Test.
 - c) Adequate General Education preparation, as determined by the Director of General Education. Any deficiencies are to be earned from an accredited institution prior to acceptance.
 - d) A departmental recommendation based upon adequate preparation in the subject area as evidenced by a

nationally standardized test where appropriate. Any deficiencies must be earned at the upper-division level from an accredited institution prior to acceptance.

Regular admission may be considered upon completion of a minimum of 9 credits of graduate work in the program with a GPA at least equal to the GPA requirements for graduation from the program.

1:2.2.2

- ii. Evidence of ability to pursue advanced study in graduate level work.
 - a) Master's students must meet one of the following standards:
 - i) A cumulative undergraduate grade-point average of at least 2.40 on the 4.00 system.
 - ii) A grade-point average of at least 2.50 in the last 50% of undergraduate course work.
 - iii) A grade-point average of at least 3.00 in the undergraduate prerequisites for the desired program.
 - b) EdS and doctoral students must have a cumulative graduate grade-point average of at least 3.00 (4.00 system) on a minimum of 16 credits.

Regular admission may be considered upon completion of a minimum of 9 credits of graduate work in the program with a GPA at least equal to the GPA requirements for graduation from the program.

1:2.2.3

- iii. Students are expected to take the GRE General Test or the GMAT prior to enrollment.
 - a) At their school's/department's/program's discretion, master's and EdS students may be allowed to enroll for a maximum of one semester before taking the GRE. They may not enroll for a second semester prior to meeting this requirement.
 - b) At their school's/department's/program's discretion, MBA students may be allowed to enroll for up to 9 MBA credits before taking the GMAT. They must satisfy the GMAT requirement before taking more than 9 MBA credits.
 - c) **Regular** admission may be considered upon receipt of official transcripts of test results in the Office of Graduate Admissions.

1:2.2.4

- iv. Deficiencies not exceeding 24 undergraduate credits (16 graduate credits).
 - a) Students who have more than the allowed deficiencies for minimal **Provisional** admission may be admitted to an

appropriate undergraduate program or may take the relevant undergraduate classes **PTC**--subject to the policies governing **PTC** enrollment--until that time they meet the requirements for **Provisional** admission.

- b) **Regular** admission may be considered upon completion of all deficiencies and all other requirements in a satisfactory manner as determined by the department and recommended to the Dean/Graduate Program Coordinator.

1:2.2.5

- v. Students whose first language is not English must demonstrate that they can read, speak, and understand English. A minimum score of 53 on the internet-based TOEFL, a minimum score of 475 on the paper-based TOEFL, or a minimum score of 70 on the MELAB is required.
 - a) Students from non-English-speaking countries without test scores may be admitted on **Provisional** status subject to the receipt of the appropriate test scores; however, they must submit the appropriate score or take the English Language Placement test before their first registration. If this score is below the minimum given above, the **Provisional** admission is deferred, and students are admitted to the English Language Institute until their progress permits them to take a graduate class along with their English language classes.
 - b) Students admitted on **Provisional** status because they have not met the minimum demonstration of English language ability for **Regular** admission are expected to enroll in appropriate English Language Institute classes until the minimum requirement is met.
 - c) **Regular** admission may be considered upon the demonstration of English ability as evidenced by one of the following:
 - i) A minimum score of 80 on the internet-based TOEFL, a minimum score of 550 on the paper-based TOEFL, a minimum score of 80 on the MELAB, or any higher minimum as set by the department.
 - ii) Graduation from a four-year undergraduate or a graduate program from a college or university where the total medium of instruction is English.

1:2.2.6

- vi. Students are expected to submit all necessary transcripts and/or diplomas prior to enrollment.
 - a) At their school's/department's/program's discretion, students may be allowed to enroll for a maximum of one semester on the basis of unofficial or partial transcripts, while official, final transcripts and/or copies of needed

diplomas are being processed. They may not enroll for a second semester prior to meeting this requirement.

- b) **Regular** admission may be considered upon receipt of official, final transcripts and/or copies of needed diplomas by the Office of Graduate Admissions.

1:2.3

- c. Exceptions to these minimum standards for **Provisional** admission must be recommended and justified to the Dean of the School of Graduate Studies in writing by the department and the Dean/Graduate Program Coordinator. The Dean of the School of Graduate Studies must approve all exceptions.

1:2.4

- d. At the time of the **Provisional** admission, the department and the Dean/Graduate Program Coordinator specify the nature of the deficiency/deficiencies and the plan and deadline for its/their removal. The deadline for meeting all the **Regular** status requirements is no later than the completion of 16 graduate credits in the program. Students failing to meet these specifications are disqualified from the program to which they were admitted on **provisional** status. Extension of this deadline must be recommended and justified to the Dean of the School of Graduate Studies in writing by the department and the Dean/Graduate Program Coordinator. The Dean of the School of Graduate Studies must approve all extensions of provisional status admission.

MASTER'S DEGREES²

2:0 B. POLICIES FOR ACADEMIC STANDARDS AND PROCEDURES (except MDiv, MA in Pastoral Ministry, and MA in Youth and Young Adult Ministry)

2:1 1. Academic Advisement

- 2:1.1** a. An adviser is assigned to each student prior to initial enrollment.
- 2:1.2** b. The adviser's major tasks are to outline the student's program, to counsel the student about academic requirements and expectations, and to approve the student's course schedule and changes in program on a semester-by-semester basis.
- 2:1.3** c. Prior to the beginning of the student's final semester in the master's program, the adviser works out a proposed program for the student's complete degree and files a copy of this program on an appropriate check sheet with the appropriate college/school, the School of Graduate Studies, and the Registrar's Office for follow-up monitoring.
- 2:1.4** d. Changes in adviser must be communicated by departments to the Dean/Graduate Program Coordinator and the Graduate Admissions Office.

2:2 2. Registration/Attendance

- 2:2.1** a. The normal full-time graduate course load is 8 to 12 credits per semester. Loads in excess of 12 credits per term require the approval of the adviser and the Dean/Graduate Program Director. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer.
- 2:2.2** b. Students who wish to audit a course must register for audit status and must pay the same tuition as for courses elected for academic credit. Changes in registration from audit to credit may be made until the last day of drop/add, and changes from credit to audit may be made until the last day to drop a class. No credit is allowed for audited courses. The record of courses taken for audit appears on a student's academic record (transcript). Students who fail to meet the obligations of the audit agreement as determined by the instructor are assigned an UA (unsatisfactory audit grade).
- 2:2.3** c. Students are responsible for meeting the attendance policies stated in the graduate course syllabi and outlines. Whenever the number of absences exceeds 10% of the total course appointments, the teacher

² Sections 2-4 are under revision by the Admissions and Academic Standards Committee of the Graduate Council. Current draft voted by the Graduate Council, May 2011.

may give a failing grade.

- 2:2.4** d. Active Status: Until advancement of candidacy, master's degree students are considered on active status in a graduate program if they enroll for credit for at least one semester during each academic year (May – April).

After advancement to candidacy, a master's degree student must maintain active status by being registered continuously for credit courses or non-credit continuation status. Continuation status is either general (Program Continuation, Comprehensive Exam Preparation) or for research (Project, Thesis, or Recital Continuation). Continuation status carries a fee.

- 2:2.5** e. Governing Bulletin: Normally students meet the requirement of the bulletin in force when they begin their graduate program. As long as they remain on active status, students may elect to meet the requirements of any bulletin in force during their graduate program. The graduate program begins at the first registration after the student has been admitted to the program. If a student discontinues active status, he or she must meet the requirements of a bulletin in force after active status is reestablished.

2:3 3. Degree Requirements

- 2:3.1** a. Although the master's degree requires a minimum of 30 credits, many programs require more.

- 2:3.2** b. The student's program must include at least one-half of the required minimum credits in course work numbered 500 and above, except where a course of study specifically outlined in the *Bulletin* makes provision for an adjustment to the required number of credits numbered 500 and above.

- 2:3.3** c. The student's program may not contain more than 6 credits of independent study or 6 credits of workshop/tour, with a maximum of 9 credits combined.

- 2:3.4** d. The student must submit evidence of competence in understanding and conducting investigation in his/her field of study. Depending on the particular degree program, a student may fulfill this requirement by one of the following:

- 2:3.4.1** i. A thesis

- 2:3.4.2** ii. Written reports of at least one research project

- 2:3.4.3** iii. Research methods course work.

- 2:3.5** e. After a student has been advanced to degree candidacy, he/she must successfully complete a summative evaluation experience, comprehensive examination(s), and/or defense of a master's thesis as prescribed by the student's major department, or an acceptable alternative for a particular program as approved by the Graduate Council. This is usually done within the last semester of a student's program.
- 2:3.6** f. In general, no foreign language is required; however, certain departments and areas of study may require the student to demonstrate competence in a foreign language.
- 2:3.6.1** i. The student's adviser or supervising committee informs the student regarding the language requirement.
- 2:3.6.2** ii. The department prescribes the appropriate method of demonstrating competence.
- 2:3.6.3** iii. The language requirement must be met before advancement to degree candidacy.
- 2:4** **4. Transfer Credit**
- 2:4.1** a. Graduate courses taken at another accredited or recognized institution less than six calendar years prior to the expected graduation year may be transferred from that institution and applied toward the master's degree at Andrews University provided:
- 2:4.1.1** i. The grade earned in each course accepted for transfer credit is at least B (3.00)
- 2:4.1.2** ii. The courses are applicable toward a comparable degree at that institution
- 2:4.1.3** iii. The courses meet similar requirements or electives within the master's program at Andrews University
- 2:4.1.4** iv. The Andrews University credits taken toward the master's degree constitute at least 80% of the requirements for the degree.
- 2:4.1.5** v. Grades earned from transfer credit are not included in the computation of the grade-point average. Transfer credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

- 2:4.1.6 vi. Transfer credits are identified on a transfer credit request form and approved by the Dean/Graduate Program Coordinator within the first semester of the student's residence.
- 2:4.1.7 vii. An official transcript listing those courses must be on file in the Registrar's Office.
- 2:4.2 b. Graduate courses taken at Andrews University as part of another graduate degree may be transferred provided all of the following are satisfied:
 - 2:4.2.1 i. The grade earned in each course is at least B (3.00) and the cumulative grade-point average at Andrews University is at least 3.00.
 - 2:4.2.2 ii. The courses meet similar requirements or electives within the new master's program.
 - 2:4.2.3 iii. A minimum of 80% of the requirements for the master's degree must be taken as Andrews University credits that are not applied towards any other Andrews University master's degree.
 - 2:4.2.4 iv. The grades earned in courses transferred from another master's program at Andrews University are included 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 master's degree meet the minimum required for graduation [3.00].)
 - 2:4.2.5 v. The credits to be transferred were taken fewer than six calendar years prior to the expected graduation year of the master's program.
- 2:4.3 c. Exceptions must be approved by the Dean of the School of Graduate Studies on a standard petition form upon the recommendation of the Dean/Graduate Program Coordinator. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council. Thereafter, they do not need individual approval or petitions.
- 2:5 5. Time Limits
- 2:5.1 a. No classes taken prior to six calendar years before the graduation year normally may be applied to the degree without appropriate updating. Even with updating, no course taken prior to 10 calendar years before the graduation year may be applied to the degree.

- 2:5.2** b. A petition for a one-year extension of time may be granted by the Dean of the School of Graduate Studies upon the recommendation of the student's adviser and the Dean/Graduate Program Coordinator.
- 2:5.3** c. If the semester in which the student originally expects to graduate is delayed past the time limit and an extension has not been given, the courses taken prior to the six-year limit no longer apply to the degree or have to be updated. The student may be required to take additional courses.
- 2:5.4** d. Grades from all graduate courses taken at Andrews University, including those more than six years old and those taken PTC, are used in computing the final grade-point average.
- 2:5.5** e. Exceptions must be approved by the Dean of the School of Graduate Studies on a standard petition form upon the recommendation of the Dean/Graduate Program Coordinator. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements.

2:6 6. Updating Procedures

- 2:6.1** a. Only courses taken at Andrews University within ten calendar years of the anticipated graduation date may be updated. Courses taken six or fewer years prior to graduation do not need to be updated.
- 2:6.2** b. Not all courses between six and ten years old may be updated. Each course must be approved by the department.
- 2:6.3** c. No work over ten calendar years old calculated from the graduation year may be updated.
- 2:6.4** d. Updating a course does not change the grade in the course used in computing the grade-point average.
- 2:6.5** e. No course work with a grade below a B (3.00) may be updated.
- 2:6.6** f. Outdated work done elsewhere cannot be updated at Andrews University.
- 2:6.7** g. Independent study, workshops, and directed readings cannot be updated.
- 2:6.8** h. The requirements for updating are specified by the department on a course-by-course basis.
- 2:6.9** i. The updating fee is 20% of regular graduate tuition.

- 2:6.10** j. The department/Graduate Program Coordinator notifies the School of Graduate Studies and the Registrar's Office on appropriate forms for all courses that are updated and to be applied to the student's degree program.
- 2:6.11** k. Exceptions must be approved by the Dean of the School of Graduate Studies on a standard petition form upon the recommendation of the Dean/Graduate Program Coordinator. Any such exceptions must be considered individually and justification provided that preserves the quality of the master's requirements.
- 2:7** **7. Course Numbering/Levels for Graduate Study**
- 2:7.1** a. 400-499: Undergraduate courses open to graduate students if the courses are listed as swing courses in the *Bulletin* (Individual departments/programs/schools determine whether graduate students in 400-499 courses must meet additional requirements and/or standards beyond undergraduate expectations. The total credit from such courses applicable to a given degree is restricted.)
- 2:7.2** b. 500-999: Courses that are for graduate students only. Master's degree students may take courses in the 500-699 range.
- 2:7.3** c. 700-999: Courses that are for post-master's students.
- 2:8** **8. Absolute Standards of Scholarship**
- 2:8.1** a. Candidates for graduate degrees must satisfactorily fulfill the schedule of studies outlined in the program selected. A minimum grade-point average of 3.00 (4.00 system) is required in those courses that apply to the degree.
- 2:8.2** b. No grade of D or F may count toward a degree. Some departments may require a higher satisfactory grade in certain courses.
- 2:8.3** c. If a student receives an unsatisfactory grade, the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA.
- 2:8.4** d. Credit by examination is not accepted toward a graduate degree.
- 2:8.5** e. Candidates for graduate degrees must successfully pass comprehensive examinations and/or formally defend a master's thesis or an alternative capstone experience appropriate to a particular program as approved by the Graduate Council.

2:9 9. Standards for Progression

- 2:9.1** a. The cumulative grade-point average must be at least 3.00 and includes all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the six-year limit, and courses taken PTC. Exceptions to this must be recommended by the Dean/Graduate Program Coordinator and approved by the Dean of the School of Graduate Studies.
- 2:9.2** b. Students whose cumulative grade-point average drops below 3.00 in any given semester are placed on academic probation. Such students must work with the adviser to develop a schedule of courses that ensures the student is able to raise his/her cumulative grade-point average above the required 3.00 in a timely manner, normally the following semester. The Dean/Graduate Program Coordinator must approve the plan. The matriculation of any student who does not meet this plan is terminated except by the recommendation of the Dean/Graduate Program Coordinator and approval by the Dean of the School of Graduate Studies.
- 2:9.3** c. Normally, students who accumulate more than 12 credits below B - (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and be approved by the appropriate Dean/Graduate Program Coordinator and the Dean of the School of Graduate Studies.
- 2:9.4** d. Students who have been accepted on provisional status to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum grade-point average. The matriculation of a student who does not meet this schedule is terminated except by the recommendation of the Dean/Graduate Program Coordinator and the Dean of the School of Graduate Studies.
- 2:9.4.1** i. English language deficiencies must be met by the time the student has completed 50% of his/her course work.
- 2:9.4.2** ii. Undergraduate deficiencies must be met by the time the student has completed 50% of his/her course work.
- 2:9.4.3** iii. A minimum grade-point average of 3.00 must be met by the time the student has completed 8 graduate credits.
- 2:9.5** e. Students on academic probation or provisional status may not
- 2:9.5.1** i. Register for thesis or independent study
- 2:9.5.2** ii. Register for project credit except by permission from the Dean/Graduate Program Coordinator

- 2:9.5.3** iii. Be advanced to degree candidacy or take comprehensive examinations.

2:10 10. Advancement to Degree Candidacy

- | | | |
|-----------------|-----|--|
| 2:10.1 | a. | Upon completion of 50% of his/her course work, a student applies for advancement to degree candidacy. Forms are available at the office of the Dean/Graduate Program Coordinator. The forms are to be completed by the student, approved by the adviser, the department chair, and the School of Graduate Studies, and returned to the office of the Dean/Graduate Program Coordinator. A copy of this form must be filed with the Registrar's Office. |
| 2:10.2 | b. | At the time a student files an application for advancement to degree candidacy, he/she must have |
| 2:10.2.1 | i. | Completed all curriculum and English language deficiencies that may have existed |
| 2:10.2.2 | ii. | Demonstrated foreign language proficiency where required. |
| 2:10.3 | c. | A student who has completed 75% of his/her graduate program is not allowed to register for further course work applicable to the degree until the advancement to degree candidacy forms have been filed with the Dean/Graduate Program Coordinator. |

2:11 11. Comprehensive Examinations

- 2:11.1**
 - a. The purpose of comprehensive examinations is to appraise the student's overall grasp of his/her chosen discipline and expertise in the area of concentration as well as an integration of knowledge over the field of study.
- 2:11.2**
 - b. The department publishes its own expectations, areas of coverage, areas of emphasis, and procedures for the administration of the comprehensive examinations. This copy is placed on file in the School of Graduate Studies and each graduate student in the department is given a copy at the beginning of his/her graduate study.
- 2:11.3**
 - c. The comprehensive examinations cover the field of study.
- 2:11.3.1**
 - i. The department determines what constitutes "the field of study."
- 2:11.3.2**
 - ii. Normally, the comprehensive examinations are developed and administered within a department; however, suitable nationally standardized examinations administered by an outside agency may be used.

- 2:11.3.3** iii. The content of the comprehensive examinations may be based upon course work and/or knowledge represented by a list of reading materials. However, comprehensive examinations are not to be simply a repeat of the final examinations for a set of selected courses for the individual student, but are to stress an integration of learning across the discipline.
- 2:11.4** d. Students must have been officially advanced to degree candidacy a minimum of one month prior to taking the comprehensive examinations.
- 2:11.5** e. Comprehensives are written and/or oral.
- 2:11.6** f. The process for comprehensive examinations developed and administered by a department normally includes a minimum of *three* faculty members. In exceptional cases approved by the Dean/Graduate Program Coordinator, two faculty examiners may administer and grade the examinations.
- 2:11.7** g. Each examination is evaluated and reported in its entirety on a "pass" or "no pass" basis to the School of Graduate Studies.
- 2:11.7.1** i. The comprehensive examinations may be divided into distinct portions at the discretion of the department.
- 2:11.7.2** ii. The department establishes its own standards of what constitutes a "pass" on each part of the comprehensive examinations.
- 2:11.7.3** iii. All parts of the comprehensive examinations must be passed before a "pass" for the complete comprehensive examination is recorded.
- 2:11.7.4** iv. A student who does not achieve a satisfactory level on a part or parts of a comprehensive examination may be allowed a "partial rewrite" of that part or parts at the discretion of the department.
- a) The department decides what the policies concerning any possible "partial rewrite" are, including whether a "partial rewrite" is even permitted.
- a) The department decides what the policies concerning any possible "partial rewrite" are, including whether a "partial rewrite" is even permitted.
- b) At least two thirds of a comprehensive examination must be passed before a "partial rewrite" on any part may be undertaken.
- c) The "partial rewrite" may be oral or written.
- d) Only one "partial rewrite" is permitted.
- 2:11.8** h. Students who receive a "no pass" have the opportunity to repeat an entire comprehensive examination only once at a time no earlier than

the next regularly scheduled comprehensive examination dates in the succeeding semester but with no less than a 10-week interval between the first and the second examination.

- 2:11.8.1** i. The *entire* comprehensive examination must be taken.
- 2:11.8.2** ii. The *entire* comprehensive examination must be passed at a satisfactory level with no possibility of any "partial rewrite."
- 2:11.9** i. A student is officially notified by the department chair/program director of his/her performance on the comprehensive examinations within three weeks.
- 2:11.10** j. A report is to be filed with the Dean/Graduate Program Coordinator and the Registrar's Office by the end of the semester. The Registrar's Office must receive this report **no later than noon on Friday, one week preceding graduation.**
- 2:12** **12. Project**
- 2:12.1** a. The project must reveal research skills appropriate to the discipline and demonstrate a student's ability to conduct research and write the findings in acceptable research format and style.
- 2:12.2** b. The student submits two copies of the project(s) completed in conformity to the expectations for written research in his/her discipline as determined by the department, one to the primary supervisor of the student research and the other to the department/program where it is kept on file.
- 2:12.3** c. The student registers for an appropriate course for each project. A master's project is comparable in magnitude to a course of 2 to 3 credits.
- 2:12.4** d. The department sets the minimum standards for a master's research project. A statement of these standards, expectations, and departmental policies governing the master's project is kept on file in the School of Graduate Studies.
- 2:12.5** e. Each area may require one or two projects.
- 2:13** **13. Project Supervision Committee**
- 2:13.1** a. A project is supervised by a minimum of two faculty members approved by the department chair/program director in consultation with the student. The appointed committee is communicated by form to the Dean/Graduate Program Coordinator.

- 2:13.2** b. One member of the project committee serves as the primary supervisor of research. The other member(s) provide(s) secondary advice and cooperate(s) in the final approval of the research project(s). Final project approval is communicated by means of a form signed by all committee members and sent to the Dean/Graduate Program Coordinator and the Registrar's Office-

2:14 14. Thesis

- 2:14.1** a. The thesis requires extensive in-depth research, demonstrating the candidate's capacity for original and independent work. The thesis includes a critical evaluation of previous research and emphasizes new conclusions.

- 2:14.2** b. When a student is required or elects to write a thesis, a thesis committee is appointed to provide appropriate guidance according to departmental policy.

- 2:14.3** c. All students pursuing a thesis must register for an appropriate master's thesis course. A master's thesis is comparable in magnitude to 6 to 9 credits of course work. A student

- 2:14.3.1** i. May initially register only after the thesis adviser has been appointed

- 2:14.3.2** ii. Must initially register for the credit no later than one semester prior to the anticipated graduation date

- 2:14.3.3** iii. May register for 2 to 6 thesis credits per semester

- 2:14.3.4** iv. May register for a maximum of 8 credits of thesis

- 2:14.4** d. The department sets the minimum standards for a master's thesis. A statement of these standards, expectations, and departmental policies governing the master's thesis is kept on file in the School of Graduate Studies.

- 2:14.5** e. The format of the thesis must conform to the guidelines found in the *Andrews University Standards for Written Work* as well as to the expected research writing requirements in the student's academic discipline as determined by the department.

- 2:14.6** f. Before the thesis may be submitted for defense, the following must take place, in order:

- 2:14.6.1** i. By official action, the committee declares the thesis to be ready for oral defense

- 2:14.6.2** ii. The candidate submits his/her committee-approved thesis to the thesis secretary who checks it for conformity to the *Andrews University Standards for Written Work*
- 2:14.6.3** iii. A date for the formal defense is set by the thesis committee in consultation with the department chair/program director.
- 2:14.7** g. The formal oral defense of a thesis must be completed **no later than four weeks before a candidate plans to graduate.**
- 2:14.7.1** i. If the defense of the thesis is successful, the thesis receives approval. A thesis is approved if there is not more than one negative vote. An abstention is recorded as a negative vote.
- 2:14.7.2** ii. The decision of a student's thesis committee is recorded and signed on the appropriate form and the department chair/program director submits it to the Dean/Graduate Program Coordinator and a copy to the Registrar's Office.
- 2:14.8** h. After any necessary corrections have been made, the thesis is taken to the thesis secretary for final approval. If approval is granted, the thesis process is now complete. Thesis completion and approval must be achieved **no later than 11:30 a.m. on Friday, one week before graduation.** The thesis secretary makes arrangements for duplication at LithoTech and notifies the Registrar's Office that the thesis is complete.
- 2:14.8.1** i. Three final copies of the thesis are to be photocopied on non-acid, 25% rag-content paper.
- 2:14.8.2** ii. Each thesis copy must include the approval sheet signed by the committee members and a copy of the abstract.
- a) The abstract is to contain a short statement of the problem, a brief exposition of methods and procedures, and a condensed summary of the findings of the study.
- b) The abstract is to contain no more than 150 words.
- 2:14.9** i. For students who wish to duplicate the thesis themselves:
- 2:14.9.1** i. The student must get a signed completion form from the thesis secretary.
- 2:14.9.2** ii. Three final copies, photocopied on non-acid, 25% rag-content paper (each copy including an approval sheet signed by thesis committee members and an abstract of no more than 150 words), and the completion form from the thesis secretary must be delivered to the Director's office of James White Library **no later than noon on Wednesday one a half weeks preceding**

graduation. After gaining the appropriate signature at the JWL, the form must be delivered to the Registrar's Office **no later than 11:30 a.m. on Friday, one week before graduation.**

- 2:14.10** j. The thesis may be handed in at any time during the year. Strict adherence to the deadlines noted above is essential or graduation is postponed.

2:15 15. Thesis Supervision Committee

- 2:15.1** a. A student's thesis committee consists of the thesis adviser and, normally, two other members appointed by the department chair/program director in consultation with the student and the thesis adviser. All forms specifying the thesis committee must be filed with the Dean/Graduate Program Coordinator and the Registrar's Office.

- 2:15.2** b. The student's adviser is the chair of the thesis committee and is the student's primary adviser during the research and writing of the thesis.

- 2:15.3** c. The thesis committee may guide the student in his/her research and writing of the thesis and must accept the thesis for defense and grant final approval of the thesis following a successful defense.

- 2:15.4** d. On rare occasions, a student's committee may be changed. Such changes must be approved by the Dean/Graduate Program Coordinator. All forms documenting these changes must be filed with the Registrar's Office.

2:16 16. Graduation Procedures

- 2:16.1** a. Application for degree conferral/graduation must be filed with the Registrar's Office according to the Academic Calendar. If a student misses these deadlines, degree conferral/graduation must be deferred until the next regularly scheduled time.

- 2:16.2** b. Degrees are conferred only at scheduled dates upon candidates who have successfully completed *all* degree requirements. The responsibility for meeting all program requirements rests with the student.

- 2:16.3** c. Normally, only students who have completed all requirements for degree conferral may participate in commencement ceremonies on campus. Exceptions to this policy to allow students to participate without completion may be made in the following cases:

- 2:16.3.1** i. Master students who lack only completion of an unregistered (or zero credit) practicum or internship or student teaching requirement which could be expected to be completed before

the next graduation event.

2:16.3.2

- ii. Master students who lack a maximum of 4 semester credits for completion and have met all other graduate degree requirements including passing of comprehensive exams by the official deadlines.

2:16.3.3

- iii. Master students who have completed all graduate degree requirements, except filing of a committee approved thesis or project by the official deadlines.

2:16.4

- d. The graduation program does not distinguish between those students who have completed all requirements and those who have not. However, for those who march without completion, diplomas will be issued and dated on the next official graduation or degree conferral date following completion of all degree requirements.

EDUCATIONAL SPECIALIST DEGREE

3.0 C. POLICIES FOR ACADEMIC STANDARDS AND PROCEDURES

3.1 1. Degree Requirements

- 3:1.1 a. Each EdS program is to include a master's degree or equivalent.
- 3:1.2 b. Each program is to include post-master's EdS course work planned by the department and the student's adviser.
 - 3:1.2.1 i. A minimum of 64 semester credits of post-baccalaureate course work is required.
 - 3:1.2.2 ii. At least two-thirds of the required EdS course work in the student's program must be in course work numbered 500 or above.
 - 3:1.2.3 iii. A minimum of 24 semester credits of the EdS course work must be taken in residence at Andrews University
 - 3:1.2.4 iv. The student's EdS course plan must not contain more than 6 credits of independent study and 6 credits of workshop/tour, or a combined total of 9 credits.
- 3:1.3 c. Major requirements for the completion of the EdS program are determined by individual departments offering the degree.
- 3:1.4 d. A cognate in an appropriate supportive area may be required.
- 3:1.5 e. Two educational foundations courses are required.
- 3:1.6 f. A minimum grade-point average of 3.00 is required on all course work included as part of the EdS program.
- 3:1.7 g. Written and/or oral comprehensive examinations are required of all EdS students, normally after all course work has been completed.

3:2 2. Registration/Attendance

- 3:2.1 a. The normal full-time graduate course load is 8 to 12 credits per semester. Loads in excess of 12 credits per semester require the approval of the adviser and the Dean/Graduate Program Director. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer.
- 3:2.2 b. Students who wish to enrich their graduate experience without earning

academic credits may audit courses. Such students must register for audit status and must pay the same tuition as for courses elected for academic credit. Changes in registration from audit to credit may be made until the last day of drop/add, and changes from credit to audit may be made until the last day to drop a class. The record of courses taken for audit appears on a student's academic record (transcript). Students who fail to meet the obligations of the audit agreement as determined by the instructor are assigned a UA (unsatisfactory audit grade).

3:2.3 c. Students are responsible for meeting the attendance policies stated in the graduate course syllabi and outlines. *Whenever the number of absences exceeds 10% of the total course appointments, the teacher may give a failing grade.*

3:2.4 d. A student may choose to meet the requirements of any *Bulletin* in force after acceptance into the EdS program as long as he/she maintains continuous enrollment for credit for at least one semester during each academic year. If a break in enrollment occurs, the student must meet the requirements of a bulletin in effect after enrollment resumes.

3:2.5 e. Active Status: Before advancement to candidacy, degree students are considered to be on active status in a program if they enroll for credit for at least one semester during each academic year (summer-spring terms).

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

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

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

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

The special needs of graduate students in extension and affiliation

programs will be addressed in the agreements and procedures established for each site and/or degree program.

3:3 3. Academic Advisement

3:3.1 a. A student's initial contact is with the department chair or program director. Normally, during the first semester of registration, a permanent adviser is selected.

3:3.2 b. The adviser's major tasks are to counsel with the student about academic requirements and expectations and to help develop a course plan which meets these requirements.

3:4 4. Time Limits/Transfer of Credit

3:4.1 a. A student must complete the requirements for an EdS degree within six calendar years from the beginning of the first semester of course work irrespective of admission classification.

3:4.2 b. All graduate credits taken at Andrews University or another recognized/accredited university that are considered appropriate by the student's adviser and the department chair are transferrable, but not all may be counted 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. Courses being transferred from another university to fulfill curriculum requirements after a student is accepted into an EdS program must be approved by petition prior to taking them.

Transfer work received from institutions generally considered to be diploma/degree mills ~~is~~ are not eligible to be transferred into a degree program.

3:5 5. Course Numbering/Levels

3:5.1 a. 400-499: Undergraduate courses open to graduate students if the courses are listed as swing courses in the *Bulletin* (Individual departments/programs/schools determine whether graduate students in 400-499 courses must meet additional requirements and/or standards beyond undergraduate expectations. The total credit from such courses applicable to a given degree is restricted.)

3:5.2 b. 500-999: Courses that are for graduate students only.

3:5.3 c. 700-999: Courses that are for post-master's students.

3:6 6. Absolute Standards of Scholarship

- 3:6.1** a. Candidates for EdS degrees must fulfill satisfactorily the schedule of studies outlined in the program selected. A minimum grade-point average of 3.00 (4.00 system) is required in all course work included as part of the EdS program.
- 3:6.2** b. No grade of D or F may count toward a degree., ~~but some~~ Some departments may require a higher satisfactory grade in certain courses.
- 3:6.3** c. If a student receives an unsatisfactory grade, then the course may be repeated *once*. The credits and quality points earned in the most recent course will be used to calculate the GPA.
- 3:6.4** d. Credit by examination is not accepted toward an EdS degree.
- 3:6.5** e. Candidates for EdS degrees must successfully pass comprehensive examinations.

3:7 7. Standards for Progression

- 3:7.1** a. The cumulative grade-point average must be at least 3.00 and includes all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the EdS-degree time limitation, and courses taken PTC. Exceptions to this must be recommended by the Dean/Graduate Program Director and approved by the Dean of the School of Graduate Studies.
- 3:7.2** b. Students whose cumulative grade-point average drops below 3.00 in any given semester are placed on academic probation. Such a student must work with the adviser to develop a schedule of courses that ensures the student is able to raise his/her grade-point average at or above the required 3.00 in a timely manner, normally the following semester. The Dean/Graduate Program Director must approve the plan. The matriculation of any student who does not meet the plan is terminated except by the recommendation of the Dean/Graduate Program Director and approval by the Dean of the School of Graduate Studies.
- 3:7.3** c. Normally, students who accumulate more than 12 credits below B- (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and be approved by the appropriate Dean/Graduate Program Coordinator ~~of the college/school~~ and the Dean of the School of Graduate Studies.
- 3:7.4** d. Students who have been accepted on provisional status to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum grade-point average. *The matriculation of a*

student who does not meet this schedule is terminated except by the recommendation of the Dean/Graduate Program Director and the Dean of the School of Graduate Studies.

- 3:7.4.1 i. English language deficiencies must be met by the time the student has completed ~~no more than~~ 25% of his/her required course work.
- 3:7.4.2 ii. Academic background course-work deficiencies are to be met by the time the student has started the required EdS course work.
- 3:7.4.3 iii. A minimum grade-point average of 3.00 must be met by the time the student has completed 8 credits of graded graduate course work.

~~3:7.4.4 iv. The matriculation of a student who does not meet this schedule is terminated except by the recommendation of the Dean/Graduate Program Director and approval by the Dean of the School of Graduate Studies.~~

3:7.5 e. Students on academic probation or provisional status may not

3:7.5.1 i. Register for project, independent study, or workshop credit

3:7.5.2 ii. Be advanced to degree candidacy or take comprehensive examinations.

3:8 8. Advancement to Degree Candidacy

3:8.1 a. The application for advancement to degree candidacy must be filed before registering for the last 16 credits of course work.

3:8.2 b. Advancement to degree candidacy is granted when the student has:

3:8.2.1 i. Regular status

3:8.2.2 ii. Maintained a cumulative grade-point average of 3.00 or higher

3:8.2.3 iii. Met the course requirements or shows a definite course plan for meeting the course requirements.

3:8.3 c. After a student has been advanced to degree candidacy, he/she may request to take the comprehensive examinations.

3:9 9. Comprehensive Examinations

3:9.1 a. Comprehensive examinations are required in all EdS programs.

- 3:9.2** b. The purpose of the comprehensive examinations is to appraise the student's overall grasp of his/her chosen discipline and expertise in the area of concentration. The examinations cover the field of study regardless of the courses taken.
- 3:9.3** c. Comprehensive examinations are written or written and oral.
- 3:9.4** d. Written comprehensives are to be a minimum of 6 hours with no more than 4 hours of writing per day.
- 3:9.5** e. EdS students cannot take the comprehensive examinations until they have been advanced to degree candidacy.
- 3:9.6** f. Normally, all required course work must be completed by the time the comprehensive examinations are taken.
- 3:9.7** g. Students make application to take the comprehensive examinations through the department and the Dean/Graduate Program Director who notifies the Dean of the School of Graduate Studies before the scheduled date of the examinations.
- 3:9.8** h. The comprehensive examinations must cover the field of study and include a minimum of three faculty examiners.
- 3:9.9** i. Each examination is evaluated and reported on a "pass" or "no pass" basis. All sections of the comprehensive examination must be passed in order for a "pass" to be recorded.
- 3:9.10** j. A student may attempt each area/section a maximum of two times.
- 3:9.11** k. If the student on the first attempt passes less than two-thirds of the comprehensive examinations, then he/she receives a "no-pass" and must sit the entire examination at a time no earlier than the next regularly scheduled comprehensive examination dates in the succeeding semester with no less than a 10-week interval between the first and the second examination. If the student successfully passes at least two-thirds but not the entire examination, then he/she may reattempt only those sections not passed.
- 3:9.12** l. The student must pass any areas/sections of comprehensives examinations the second time they are attempted. In particular, if the student is required to attempt the entire examination because he/she did not pass two-thirds, then *all* areas/sections must be passed on the second attempt including those passed on the first attempt for a "pass" to be recorded.
- 3:9.13** m. Failure to attempt a scheduled area/section counts as one attempt and a failure on that section.

- 3:9.14** n. A student is officially notified by the department chair/program director of his/her performance on the comprehensive examinations within four weeks of last area/section taken. A report is to be filed with the Graduate Program Director, and the Registrar's Office by the end of the semester.

3:10 10. Graduation Procedures

- 3:10.1** a. Application for degree conferral/graduation must be filed with the Registrar's Office according to the *Academic Calendar*. If a student misses these deadlines, degree conferral must be deferred until the next regularly scheduled time.

- 3:10.2** b. Degrees are conferred only at scheduled dates upon candidates who have successfully completed *all* degree requirements. The responsibility for meeting all program requirements rests with the student.

- 3:10.3** c. Normally, only students who have completed all requirements for degree conferral may participate in commencement ceremonies on campus. ~~The president of the university may grant exceptions to this policy, after consulting with the school dean, Dean of the School of Graduate Studies, registrar, and vice president for academic administration. The president shall provide the Registrar's Office with a written rationale for such participation for filing in the appropriate student folder(s).~~ Exceptions to this policy to allow students to participate without completion may be made in the following cases:

- 3:10.3.1** i. Graduate students who lack only completion of an unregistered (or zero credit) practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.

- 3:10.3.2** ii. Graduate students who lack a maximum of 4 semester credits for completion and have met all other graduate degree requirements including passing of comprehensive exams by the official deadlines.

- 3:10.3.3** iii. Graduate students who have completed all graduate degree requirements, except filing of a committee approved thesis or project by the official deadlines.

- 3:10.4** d. The graduation program does not distinguish between those students who have completed all requirements and those who have not. However, for those who march without completion, diplomas will be issued and dated on the next official graduation or degree conferral date following completion of all degree requirements.

DOCTORAL DEGREE

4:0 D. POLICIES FOR ACADEMIC STANDARDS AND PROCEDURES (except for DMin)

4:1 1. Degree Requirements

- 4:1.1** a. Each doctoral program is to include a master's degree or equivalent.
- 4:1.2** b. Each program is to include doctoral course work planned by the school and the student's adviser.
 - 4:1.2.1** i. A minimum of two years of doctoral study is required.
 - 4:1.2.2** ii. At least two-thirds of the required doctoral course work in the student's program must be courses graded with an A-F grading scheme.
 - 4:1.2.3** iii. A minimum of 32 credits of the doctoral course work must be taken in residence at Andrews University. A portion of an EdS that is completed elsewhere may apply to this minimum residence requirement as defined by the school.
- 4:1.3** c. The minimum number of dissertation credits required is 16.
- 4:1.4** d. All students must demonstrate specialized research skills adequate to the needs of the dissertation requirement.
- 4:1.5** e. Comprehensive examinations, written and/or oral, are required of all doctoral students, normally after all course work has been completed.
- 4:1.6** f. All doctoral students must submit evidence of competence in conducting research in their field of study by means of an approved dissertation.

4:2 2. Registration/Attendance

- 4:2.1** a. The normal full-time graduate course load is 8 to 12 credits per semester. Loads in excess of 12 credits per semester require the approval of the adviser and the Dean. Students may not take more than 16 credits during a regular semester or 16 credits during any combination of sessions offered during a single summer.
- 4:2.2** b. Students who wish to enrich their graduate experience without earning academic credits may audit courses. Such students must register for audit status and must pay the same tuition as for courses elected for academic credit. Changes in registration from audit to credit may be made until the last day of drop/add, and changes from credit to audit may be made until the last day to drop a class. The record of courses taken for audit appears on a student's academic record (transcript).

Students who fail to meet the obligations of the audit agreement as set forth by the instructor are assigned a UA (unsatisfactory audit grade).

- 4:2.3** c. Students are responsible for meeting the attendance policies stated in the graduate course syllabi and outlines. *Whenever the number of absences exceeds 10% of the total course appointments, the teacher may give a failing grade.*
- 4:2.4** d. All Ph.D. and Th.D. students must establish residency which is three semesters of full-time doctoral course work registered at Andrews University out of any four consecutive semesters.
- 4:2.5** e. A student may choose to meet the requirements of any *Bulletin* in force during the time of residence. If the student fails to register for a period of six consecutive semesters, prior to the completion of course work and comprehensives, he/she is inactivated from the program and must activate under the requirements of the *Bulletin* in effect after enrollment resumes.
- 4:2.6** f. Individual schools and programs set policies regarding transfer credits used for doctoral programs. Transfer work received from institutions generally considered to be diploma/degree mills *is are* not eligible to be transferred into a degree program.
- 4:2.7** g. **Active Status.** Before advancement to candidacy, degree students are considered to be on active status in a program if they enroll, for credit, for at least one semester during each academic year (summer-spring terms)

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

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

When not enrolled in the above, non-credit program continuation is used to maintain access to university services, e.g.: library services (including online database), ITS resources (including e-mail), faculty advising, and research supervision for graduate students taking their programs on the main campus (Berrien Springs). Program continuation carries a fee (see p. 61).

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

Exam Preparation, Project Preparation and Dissertation Continuation.

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

4:3 3. Academic Advisement

- 4:3.1** a. Each individual school/program establishes procedures for the appointment of advisers.
- 4:3.2** b. Prior to the first semester of registration, each doctoral student must be assigned an adviser. A permanent academic adviser is assigned prior to the end of the second semester.
- 4:3.3** c. The adviser's major tasks are to outline the student's program, to counsel the student about academic requirements and expectations, and to approve the student's course schedule and changes in program on a semester-by-semester basis.
- 4:3.4** d. Prior to the completion of one-third of the required course work in a doctoral program, the permanent adviser works out a proposed program for the student's complete doctoral degree. This proposed program is to be approved by the school and filed with the Registrar's Office.
- ~~**4:3.5** e. The department designates a substitute adviser from the graduate faculty in the department who is authorized to act and to sign in the place of the student's regular adviser when a student's academic adviser is unavailable and there is an immediate need. The department notifies school and the Registrar's Office of the designated substitute adviser.~~
- 4:3.65** fe. Changes in adviser must be communicated by departments to the Dean and the Graduate Admissions Registrar's Office.
- ~~**4:3.7** g. The normal requirements are those expected of all students. Exceptions, where permitted, must be requested by petition and approved by the Dean and, if required, by the Dean of the School of Graduate Studies. The original is filed in the student's folder in the Registrar's Office, and a copy is filed in the school.~~

4:4 4. Time Limits

- 4:4.1** a. All doctoral course work and the comprehensive examinations must be completed within six years from the initial registration after acceptance into the doctoral program. The student must complete the dissertation within a period of five years after passing the comprehensive examinations. However, all requirements must be met within a total of 10 years (seven years for Departments of Educational and Counseling Psychology, and Leadership and Educational Administration).
- 4:4.2** b. A petition for an extension of time may be granted by the Dean of the School of Graduate Studies upon the recommendation of the dean/doctoral program director, after action by the appropriate school/college committee. Ordinarily, a student may be granted a maximum of two one-year extensions. Failure to successfully complete the degree after the extension will result in dismissal from the University.
- 4:4.3** c. The following will be considered when reviewing a request for a one-year extension:
- 4:4.3.1** i. The student's documenting the extenuating circumstances that merit a time extension.
- 4:4.3.2** ii. Continuous enrollment in dissertation credits or zero-credit dissertation continuation.
- 4:4.3.3** iii. A petition signed by the adviser and/or Graduate Program Director, and the school dean, explicitly describing the amount of work left to be done for the degree and the month and year the student plans to defend the dissertation; a copy of the student's updated course of study, with projected graduation date, documenting which courses will fall outside the time limit based on the projected graduation date; a letter demonstrating how the student has remained current in the specified content area (i.e., publications, seminars, conferences, independent readings, professional development courses, tutorials, coursework from other institutions, college level teaching assignments, additional job responsibilities, etc.).
- 4:4.3.4** iv. Any additional documentation or support for the student's request.

- 4:5 5. Continuity**
- 4:5.1** a. During the time of the entire doctoral program, the student is expected to make progress and to keep in contact with the department.
- 4:5.2** b. If one year passes without progress and without approval of the student's adviser, the student is inactivated from the doctoral program and must apply to be reactivated and adhere to the *Bulletin* in effect when the reactivation is approved.
- 4:5.2.1** i. The reactivation decision involves the appropriate doctoral committees of the school.
- 4:5.2.2** ii. Course work taken previously may apply by petition, subject to the normal time limits and grade-point average standards.
- 4:5.2.3** iii. The cumulative grade-point average from all courses taken, including any that may not apply to the new program, is used to compute the grade-point average requirements for satisfactory progress and completion of the degree.
- 4:6 6. Course Numbering/Levels**
- 4:6.1** a. 400-499: Undergraduate courses open to graduate students if the courses are listed as swing courses in the *Bulletin* (Individual departments/programs/schools determine whether graduate students in 400-499 courses must meet additional requirements and/or standards beyond undergraduate expectations. The total credit from such courses applicable to a given degree is restricted.)
- 4:6.2** b. 500-999: Courses that are for graduate students only.
- 4:6.3** c. 700-999: Courses that are for post-master's students.
- 4:7 7. Absolute Standards of Scholarship**
- 4:7.1** a. Candidates for doctoral degrees must fulfill satisfactorily the schedule of studies outlined in the program selected. A minimum grade-point average of 3.00 (4.00 system) is required in those courses that apply to the degree.
- 4:7.2** b. No grade of D or F may count toward a degree but some departments may require a higher satisfactory grade in certain courses.
- 4:7.3** c. If a student receives an unsatisfactory grade, the course may be repeated *once*. The credits and quality points earned in the most recent course will be used to calculate the GPA.

- 4:7.4** d. Credit by examination is not accepted toward a doctoral degree.
- 4:7.5** e. Candidates for doctoral degrees must successfully pass comprehensive examinations and complete and formally defend a dissertation.
- 4:8** **8. Standards for Progression**
- 4:8.1** a. The cumulative grade-point average must be at least 3.00, and includes all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the doctoral-degree time limitation, and courses taken PTC. Exceptions to this must be recommended by the Dean and approved by the Dean of the School of Graduate Studies.
- 4:8.2** b. Students whose cumulative grade-point average drops below 3.00 in any given semester are placed on academic probation. Such a student must work with the adviser to develop a schedule of courses that ensures the student is able to raise his/her grade-point average above the required 3.00 in a timely manner, normally the following semester. The Dean must approve the plan. The matriculation of any student who does not meet this plan is terminated except by the recommendation of the Dean and approval by the Dean of the School of Graduate Studies.
- 4:8.3** c. Normally students who accumulate more than 12 credits below B- (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and be approved by the appropriate dean/graduate program coordinator of the college/school and the Dean of Graduate Studies.
- 4:8.4** d. Students who have been accepted on provisional status to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum grade-point average. The matriculation of a student who does not meet this schedule is terminated except by the recommendation of the Dean and approval by the Dean of the School of Graduate Studies.
- 4:8.4.1** i. English language deficiencies must be met by the time the student has completed no more than 25% of his/her required course work.
- 4:8.4.2** ii. Academic background course-work deficiencies are to be met by the time the student has started the required doctoral course work.
- 4:8.4.3** iii. A minimum grade-point average of 3.00 must be met by the time the student has completed 8 graduate credits.
- 4:8.5** e. Students on academic probation or provisional status may not

- 4:8.5.1 i. Register for dissertation, independent study, or workshop credit
- 4:8.5.2 ii. Be advanced to degree candidacy or take comprehensive examinations.

4:9 9. Advancement to Degree Candidacy

- 4:9.1 a. The application for degree candidacy must be filed at least one month prior to the scheduled date of the comprehensive examination.
- 4:9.2 b. Approval for degree candidacy is granted when the student has:
 - 4:9.2.1 i. Regular status
 - 4:9.2.2 ii. Passed all comprehensive examinations
 - 4:9.2.3 iii. Met the course requirements or shows a definite course plan for meeting the course requirements.
- 4:9.3 c. A copy of the approval of doctoral candidacy must be filed with the Registrar's Office.

4:10 10. Comprehensive Examinations

- 4:10.1 a. Comprehensive examinations are required in all doctoral programs.
- 4:10.2 b. The purpose of the comprehensive examinations is to appraise the student's overall grasp of his/her chosen discipline and expertise in the area(s) of concentration. The examinations cover the field(s) of study regardless of the courses taken.
- 4:10.3 c. Comprehensive examinations are written or written and oral.
- 4:10.4 d. Written comprehensive examinations are to be a minimum of 16 hours with no more than 8 hours of writing per day.
- 4:10.5 e. Doctoral students cannot be advanced to degree candidacy until after successfully passing the comprehensive examinations.
- 4:10.6 f. Normally, all required course work must be completed by the time the comprehensive examinations are taken.
- 4:10.7 g. Students make application to take the comprehensive examinations through the department and the Dean which notify the Dean of the School of Graduate Studies before the scheduled date of the examinations.

- 4:10.8** h. The comprehensive examinations must cover the field of study and include a minimum of three faculty examiners.
- 4:10.9** i. Each examination is evaluated and reported on a "pass" or "no pass" basis. All sections of the comprehensive examination must be passed in order for a "pass" to be recorded.
- 4:10.10** j. A student may attempt each area/section a maximum of two times.
- 4:10.11** k. If the student on the first attempt passes less than two-thirds of the comprehensive examinations, then he/she receives a "no pass" and must sit the entire examination at a time no earlier than the next regularly scheduled comprehensive examination dates in the succeeding semester with no less than a 10-week interval between the first and the second examination. If the student successfully passes at least two-thirds but not the entire examination, then he/she may reattempt only those sections not passed.
- 4:10.12** l. The student must pass any areas/sections of comprehensive examinations the second time they are attempted. In particular, if the student is required to attempt the entire examination because he/she did not pass two-thirds, then *all* areas/sections must be passed on the second attempt including those passed on the first attempt for a "pass" to be recorded.
- 4:10.13** m. Failure to attempt a scheduled area/section counts as one attempt and a failure on that section.
- 4:10.14** n. The department/program/area publishes its own standards, policies, and procedures for the administration of the comprehensive examinations. This copy is placed on file in the School of Graduate Studies and each graduate student in the department is given a copy at the beginning of his/her graduate study.
- 4:10.15** o. A student is officially notified by the department chair/program director of his/her performance on the comprehensive examinations within four weeks of last area/section taken. A report is to be filed with the Dean and the Registrar's Office by the end of the semester.
- 4:11** **11. Dissertation**
- 4:11.1** a. A dissertation must
- 4:11.1.1.** i. Demonstrate the candidate's competence to do independent research
- 4:11.1.2** ii. Reveal the candidate's familiarity and proficiency in handling the literature and research tools pertinent to the dissertation's subject matter

- 4:11.1.3 iii. Present a logically organized and readable account of the investigation, its findings, conclusions, and implications
- 4:11.1.4 iv. Focus on a problem that is clearly defined, operationally approachable, and of substantial importance to the profession
- 4:11.1.5 v. Employ acceptable research techniques that are well planned and executed.
- 4:11.2 b. Sixteen (16) credits of dissertation are required.
- 4:11.3 c. Students who have already registered for the 16 credits of dissertation research must register for Dissertation Continuation (0 credits). A student is allowed to register for Dissertation Continuation
- 4:11.3.1 i. Only *after* he or she has registered for the required dissertation research
- 4:11.3.2 ii. Within five years from completing the comprehensive examination or within ten years from the beginning of the doctoral program, whichever comes first.
- 4:11.4 d. The following steps, to be completed in order, are normally a part of the dissertation process for every doctoral student:
 - 4:11.4.1 i. Selection of a topic in consultation with advisers
 - 4:11.4.2 ii. Selection of a dissertation committee
 - 4:11.4.3 iii. Topic approval by dissertation committee
 - 4:11.4.4 iv. Writing of the proposal and proposal approval
 - 4:11.4.5 v. Completion of the dissertation
 - 4:11.4.6 vi. Approval of dissertation by dissertation secretary
 - 4:11.4.7 vii. Dissertation defense and approval of dissertation
 - 4:11.4.8 viii. Final submission of dissertation.

4:12 12. **Dissertation Committee**

- 4:12.1 a. The dissertation committee shall consist of a minimum of three members including the chair. Two of the three members, including the chair, shall be selected from among the current Andrews graduate faculty at the appropriate category with at least one member being from

the school in which the student is enrolled. The third member may be from the Andrews graduate faculty at the appropriate category or a person outside the University whose record of scholarship is equivalent to that required of a member of the Andrews graduate faculty at the appropriate category. Additional persons maybe added either from the Andrews graduate faculty or from outside the University where specialized expertise is needed with the approval of the School of Graduate Studies.

- 4:12.2 b. The topic, the chair of the dissertation committee, and other members of the committee are chosen by the student in consultation with the student's academic adviser and/or advisory committee, and the department chair/program director. The chair of the dissertation committee carries the primary responsibility for directing the research and overseeing the writing of the dissertation.
- 4:12.3 c. The committee is approved by the school. A copy of the approval form is filed with the Registrar's Office.
- 4:12.4 d. The functions of the dissertation committee are
 - 4:12.4.1 i. Assisting in the preparation of the proposal and the development of the dissertation
 - 4:12.4.2 ii. Examining the candidate in the oral defense of the dissertation.
- 4:12.5 e. The proposal is to conform to the accepted form and format of the student's discipline and school and is approved by committee vote with acceptance indicated on the appropriate form signed by committee members, the department chair/program director, and the Dean with a copy to the Registrar's Office.

4:13 13. **Dissertation Defense**

- 4:13.1 a. The last permissible defense date is **four weeks before the anticipated degree conferral date.**
- 4:13.2 b. The dissertation committee must meet and give final approval for defense. This final approval requires the student to present a complete dissertation with little or no revision left prior to defense.
- 4:13.3 c. The dissertation is sent to an external examiner who serves as a member of the examining committee. The external examiner is a person with an earned doctorate who has expertise germane to the field of study. The selection of the external examiner is made by the Dean in consultation with the Doctoral Program Director and the chair of the dissertation committee. It is possible that the external examiner may be a resource person whom the candidate has consulted during the

progression of research; however, all preliminary contacts and final negotiations regarding the external examiner reside in the Dean's office.

- 4:13.4** d. If, in consultation with the external examiner, the dissertation committee deems the dissertation ready for defense, the committee confirms a final date for the defense no later than four weeks before the proposed defense date. The Doctoral Program Director communicates the confirmed defense date to the School of Graduate Studies and the Registrar's Office.
- 4:13.5** e. The dissertation defense is a public defense. Announcements of the defense are made to the University community. Any faculty member of the University may attend the defense upon prior notification to the Doctoral Program Director. Other persons may request permission to attend from the Doctoral Program Director.
- 4:13.6** f. The defense is administered by the Dean, or an appointee. The defense administrator is responsible for controlling the format and decorum of the defense, for chairing the executive session, and for preparing the report of the outcome of the defense.
- 4:13.7** g. The examining committee for the defense is composed of the dissertation committee and the external examiner. In exceptional circumstances when one member of the dissertation committee is unable to attend the defense, a suitable replacement selected from the appropriate graduate faculty may substitute for the missing member on the examining committee.
- 4:13.8** h. The Dean of the School of Graduate Studies designates an observer to represent the graduate faculty at the defense. This observer is not a member of the examining committee.

4:14 14. Procedures for Defense

- 4:14.1** a. The candidate, the defense administrator, all members of the examining committee, and the School of Graduate Studies observer are to convene at the place of the oral defense before the stated time to allow for appropriate announcements and introductions, the seating of guests, and orientation by the chair. At the scheduled time the door is closed, after which no additional guests to the defense are admitted nor are any permitted to leave. Absolutely no audible reaction to the examination is permitted nor any discussion allowed among the guests.
- 4:14.2** b. Normally two hours are available for the oral defense excluding the executive session. Committee members are expected to bring written questions that have resulted from their review and reading.
- 4:14.3** c. The doctoral program director chairs the defense itself. After a student's

introductory statement regarding the dissertation, each of the members of the committee and the external examiner participate in the oral examination.

- 4:14.4** d. It is general practice at the defense to grant special privilege to the external examiner, allowing him/her to use a larger portion of the examination for inquiry.
- 4:14.5** e. At the end of the round of questions from the examining committee, the Dean and the School of Graduate Studies observer may ask some questions at the invitation of the defense administrator.
- 4:14.6** f. At the conclusion of this part of the defense, the guests are requested to leave and an optional additional round of questions and discussion may occur with the candidate, the defense administrator, the examining committee, and the School of Graduate Studies observer present.
- 4:14.7** g. At the conclusion of the defense, the candidate, along with the guests if still present, is requested to leave and the committee goes into executive session. This session is chaired by the Dean or an appointee. The Dean and the School of Graduate Studies observer are non-voting participants.

4:15 15. Acceptance or Rejection

- 4:15.1** a. The committee can vote to
 - 4:15.1.1** i. Accept the dissertation as defended
 - 4:15.1.2** ii. Accept the dissertation with minor revisions, which normally consists of editorial and/or cosmetic changes (This follow-through is usually handled by the chair of the dissertation committee without further reference to the examining committee.)
 - 4:15.1.3** iii. Accept the dissertation with major revisions, which usually involves substantive changes and clearance by individual committee members prior to final approval
 - 4:15.1.4** iv. Reject the dissertation as defended (More than one rejection vote results in a rejection of the dissertation.)
- 4:15.2** b. The Dean fills out the form for the report of the defense of the dissertation, reporting the action of the defense committee, and files it for the student and sends a copy to the Registrar's Office.

- 4:16** **16. Manuscript Preparation and Final Submission of Dissertation**
- 4:16.1** a. The dissertation and abstract must be typed and submitted in standard form for binding as outlined in the *Andrews University Standards for Written Work* and approved by the candidate's committee, the dissertation secretary, and the Doctoral Program Director, in that order.
- 4:16.1.1** i. It is the responsibility of the doctoral candidate to confer with the dissertation secretary regarding dissertation requirements at various times during the writing of the dissertation. It is especially critical at this final stage to make sure everything is in conformity with the regulations of the school and the University.
- 4:16.1.2** ii. When all requirements for the dissertation have been completed, each member of the committee, including the external examiner, signs the approval sheet of the dissertation signifying formal acceptance.
- 4:16.2** b. Following the oral defense and the completion of all prescribed changes in the dissertation, the student presents the original, including the abstract and the signed approval page, to the dissertation secretary for approval **at least two weeks prior to the conferral of the degree**. If approval is granted, the dissertation process is now complete. Should the dissertation secretary request any further corrections, they must be made. The dissertation secretary's completion form must be submitted **no later than 11:30 a.m. on Friday, one week before graduation**. (The dissertation secretary makes arrangements for duplication at LithoTech and notifies the Registrar's Office that the dissertation is complete.)
- 4:16.2.1** i. Four final copies of the dissertation are to be photocopied on non-acid, 25% rag-content paper.
- 4:16.2.2** ii. Each dissertation copy must include the approval sheet signed by the committee members and a copy of the abstract which contains:
- a) A short statement of the problem, a brief exposition of methods and procedures, and a condensed summary of the findings of the study.
- 4:16.3** c. For students who wish to duplicate the dissertation themselves; four copies must be submitted to the dissertation secretary 10 days before graduation.
- 4:16.3.1** i. Four final copies should be photocopied on a non-acid, 25% rag-content paper (each copy including an approval sheet signed by the dissertation committee members and an abstract.
- a) These four copies are bound by the University at the

- student's expense.
- b) Two copies are placed in the James White Library; two copies are returned to the school in which the degree is completed.

- 4:16.3.2 ii. Even when a student completes his/her own copies, all work must be approved and turned in to the Registrar's Office no later than 10 days before graduation.

4:17 17. Graduation Procedures

- 4:17.1 a. Application for degree conferral/graduation must be filed with the Registrar's Office according to the *Academic Calendar*. If a student misses these deadlines, degree conferral must be deferred until the next regularly scheduled time.

- 4:17.2 b. Degrees are conferred only at scheduled dates upon candidates who have successfully completed all degree requirements. The responsibility for meeting all program requirements rests with the student.

GRADUATE CERTIFICATE

(Program Standards)

5:0 A. DESCRIPTION AND ADMISSIONS

5:1 1. Definition

- 5:1.1** a. A graduate certificate program is a focused group of Andrews University courses in a field of specialization.
- 5:1.2** b. As opposed to merely a collection of credits, a graduate certificate program has a coherent base of knowledge.

5:2 2. Program Parameters

- 5:2.1** a. Graduate certificate programs are a minimum of 12 semester credit hours.
- 5:2.2** b. A graduate certificate program is composed of existing courses in the graduate curriculum.
- 5:2.3** c. Graduate certificate programs may either be post-baccalaureate or post-master's degree.
- 5:2.4** d. Certificate programs may result from collaboration with other colleges or universities using cross-listed courses.

5:3 3. Admissions

- 5:3.1** a. Graduate admissions processes will be utilized for certificate programs, except as specified below. Minimum standards for admission to graduate programs will be upheld. Successful completion of the certificate program does not guarantee subsequent admission to any graduate degree program.
- 5:3.1.1** i. Students may be admitted on a provisional basis based on unofficial transcripts pending receipt of official transcripts.
- 5:3.1.2** ii. A student must attain regular acceptance status before continuing beyond 50% of the graduate certificate program.
- 5:3.2** b. Entrance examination may or may not be required for a certificate program.
- 5:3.3** c. The regular "dual enrollment" provision policies apply to graduate certificates.
- 5:3.4** d. Up to 50% of credits may be taken on a PTC basis. However, regular admission status must be attained before further course work is begun.

6:0 B. POLICIES FOR ACADEMIC STANDARDS AND PROCEDURES

6:1 1. Time Limits

6:1.1 a. Each program proposal will specify a time limit for completion of the certificate program.

6:1.2 b. This period will not exceed five (5) years from first enrollment.

6.2 2. Tuition

6:2.1 a. Regular graduate tuition will be charged for all courses leading to a graduate certificate.

6:2.2 b. Any reductions in tuition for special groups will be arranged through individual schools in consultation with financial and academic administration.

6:3 3. Faculty

6:3.1 a. Faculty members teaching courses leading to graduate certificates will be either regular Andrews University graduate faculty members, adjunct faculty members or contract faculty.

6:3.2 b. Any instructors used on a contract basis will be approved using Andrews University process.

6:4 4. Transfer Credits

6:4.1 a. No credits from other institutions will transfer into a certificate program.

6:4.2 b. All credits in an Andrews University graduate certificate program are eligible for transfer into a graduate degree program subject to approval by the program faculty and the school dean if taken within the established time limits for the degree.

6:5 5. Transcripts and Exit Requirements

6:5.1 a. A student's transcript will not only reflect the successful completion of graduate credits, but the successful completion of the graduate certificate program.

6:5.2 b. All course requirements and exit requirements from graduate courses leading to a graduate certificate will be the same as those for students enrolled in the same course for a graduate degree program.

6:5.3 c. The minimum program grade point average for graduate certificate

programs is the same as for graduate degree programs.

6:6 6. Graduation

- 6:6.1** a. Graduate certificates should not be confused with professional certification. A graduate certificate acknowledges the successful completion of a prescribed Andrews University program.
- 6:6.2** b. Individuals who have a completed Graduate Certificate may participate in graduation ceremonies. They must apply to graduate by the appropriate deadlines.

OTHER TYPES OF ENROLLMENT

7:0 A. PTC (PERMISSION TO TAKE CLASSES)

7:1 1. Definition

- 7:1.1 a. PTC is a temporary enrollment designation, not an admission category.
- 7:1.2 b. Students must have completed a four-year baccalaureate degree from an accredited American university or senior college or the equivalent.

7:2 2. PTC Status

- 7:2.1 a. **PTC** status is especially designed to facilitate the enrollment of qualified students in special classes including workshops and guest students from other universities.
- 7:2.2 b. **PTC** status is for
 - 7:2.2.1 i. Applicants who have no intention of earning a graduate degree from Andrews University
 - 7:2.2.2 ii. Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students
 - 7:2.2.3 iii. Students who have applied for admission to a graduate program but for some reason the application has not yet been completely processed (These students may register **PTC** for one semester.)

7:3 3. PTC Admission

- 7:3.1 a. **PTC** admission must be requested at registration for each semester that the student wishes to enroll in a class under this basis.
- 7:3.2 b. Normally, transcripts are not required for **PTC** admission but may, on occasion for specific reasons, be required.
- 7:3.3 c. Admission on the **PTC** basis does not guarantee or imply the future admission to a degree program.
- 7:3.4 d. Classes taken on a **PTC** basis generally do not count toward a graduate degree. However, a maximum of 8 semester credits may apply by petition after the student has applied for and been accepted into a graduate-degree program. The petition is to be filed within the first semester that the student is enrolled in the graduate program. Petitions are evaluated on individual merit and are not automatically approved. A copy of the petition must be filed with the Registrar's Office.

8:0 B. DUAL ENROLLMENT

8:1 1. Undergraduate Dual Enrollment

8:1.1 a. Undergraduate dual enrollment is available to Andrews undergraduate students nearly finished with an undergraduate degree who wish to begin work on a graduate program.

8:1.2 b. The student must satisfy *all* of the following requirements:

8:1.2.1 i. Be an undergraduate student at Andrews University.

8:1.2.2 ii. Be within 12 credits of finishing an undergraduate degree.

8:1.2.3 iii. Have applied for admission into a graduate program and have clearly met all other **Regular** admission standards for a graduate program.

8:1.2.4 iv. Normally take no more than 12 credits combined graduate and undergraduate each semester.

8:1.3 c. The graduate credits taken are limited in that

8:1.3.1 i. Credits may not be used to satisfy undergraduate requirements.

8:1.3.2 ii. No more than 24 credits of graduate course work may be reserved and applied to a subsequent graduate degree at Andrews University.

8:1.3.3 iii. Permission to take graduate courses does not guarantee or imply future admission to a degree program.

8:2 2. Graduate/Undergraduate Dual Enrollment

8:2.1 a. Graduate/Undergraduate Dual Enrollment is available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree.

8:2.2 b. The student must satisfy *all* of the following requirements:

8:2.2.1 i. Have completed a four-year baccalaureate degree from an accredited American university or senior college or the equivalent.

8:2.2.2 ii. Be accepted on **Regular** or **Provisional** status into a graduate program at Andrews University.

8:2.2.3 iii. Normally take no more than 16 credits combined graduate and undergraduate each semester.

8:2.3 c. The undergraduate credits taken are limited in that

8:2.3.1 i. The credits earned toward the additional baccalaureate degree may not be also used to count towards the total necessary for completion of the graduate program.

8:2.3.2 ii. The grade-point average on the undergraduate credits does not count toward the graduate grade-point average.

8:3 3. Graduate/Graduate Dual Enrollment

8:3.1 a. Graduate/Graduate Dual Enrollment is available to graduate students who want to pursue two graduate degrees concurrently.

8:3.2 b. The student must satisfy *all* of the following requirements:

8:3.2.1 i. Have completed a four-year baccalaureate degree from an accredited American university or senior college or the equivalent.

8:3.2.2 ii. Be accepted on a **Regular** or **Provisional** basis into the two graduate programs in which enrollment is desired

8:3.2.3 iii. Submit a planned program for completion of the two graduate programs to advisers from both programs for their approval.

- a) The advisers must meet with and counsel the student regarding the planned program prior to approval. Until such approval, the student is admitted to the **Dual Enrollment** status on a **Provisional** basis only.
- b) When the planned program is approved, the advisers communicate such approval to the appropriate school deans/graduate program coordinators and to the Dean of the School of Graduate Studies, who clears the student for **Regular** admission into the two programs.
- c) Advisers from both programs continue to approve course work on a semester basis as the student continues on **Dual Enrollment**. Changes and exceptions related to the planned program must be approved through regular channels, including both schools, if more than one school is involved in the proposed graduate programs.

8:3.3 c. The credits taken are limited in that

8:3.3.1 i. The student must satisfy the grade-point average requirements

and program expectations of both programs

- 8:3.3.2** ii. The usual regulations and limits with respect to transfer credit apply when taking two degrees concurrently.
- a) Students taking two masters' degrees concurrently may not use more than 20% of the credits from one degree program to apply to the other degree program, unless appropriate approvals are obtained for an exception.
 - b) Students enrolled for two graduate degrees at different levels--for example, the EdS and the Ph.D.--must meet the minimum requirements for total credits taken from Andrews University for each degree.
 - c) The same provisions for normal course loads at the graduate level apply as for all graduate programs.
- 8:3.4** d. If the two degrees are at the same level for example, two masters' degrees, the two courses of study cannot be within the same major field.

8:4 4. Second Graduate Degree Program

- 8:4.1** a. Students who have completed one graduate degree may apply to be accepted into another graduate-degree program at the same level provided they meet the departmental requirements for admission to such a degree program and provided the proposed course of study is not within the same major field or is not a similar degree previously completed.
- 8:4.2** b. The usual regulations and limits with respect to transfer credit apply when taking a second graduate degree.

9:0 A. GRADING SYSTEM

9:1 1. Determination of Grade

- 9:1.1** a. Authority to determine a course grade rests with the teacher.
- 9:1.1.1** i. The following letter grades are recorded at the close of each semester:
- | | | | | | |
|----|----|------|----|----|------|
| a) | A | 4.00 | f) | C+ | 2.33 |
| b) | A- | 3.67 | g) | C | 2.00 |
| c) | B+ | 3.33 | h) | C- | 1.67 |
| d) | B | 3.00 | i) | D | 1.00 |
| e) | B- | 2.67 | j) | F | 0.00 |
- 9:1.1.2** ii. Other grade symbols which may be used are as follows:
- a) AU: Given for an audited course if the student has met the obligations of the audit agreement

- b) UA: Given for an audited course if the student has not met the obligations of the audit requirement
- c) W: Given when a student withdraws early in the semester, within the date limitations indicated by the *Academic Calendar*. (The designation of W is also given in cases where a student who has previously registered for thesis or project credit and obtained a Deferred Grade subsequently decides not to complete the work for the thesis or project and instead selects another option for completing the degree. In some circumstances the institution initiates the withdrawal.
- d) S/U - Satisfactory/Unsatisfactory. The grading pattern for the lecture and lecture/laboratory courses is A - F. Certain designated courses, such as independent/individual study/readings, independent research, research projects, workshops, seminars, field clinical experiences, and practica may be graded with either an S/U or A - F pattern as the college/school decides. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period except for independent study courses, as in next paragraph. An S means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter U signifies unsatisfactory performance. Credit is earned only if an S is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

By definition, independent/individual study/reading/research courses imply potentially a different set of purposes, goals, objectives, activities and outcomes for each student. They are not intended to serve as a substitute for a required class or for cancelled classes, and they must have an evaluation plan. All students taking one of these courses with the same acronym, course number and section number under the same instructor are typically listed on the same grade sheet, and therefore mixing grading patterns for these courses in a given term is permitted.

- e) DG: Given for deferred grades (Courses for which a deferred grade may be assigned are those that normally require more than one semester for completion of all the

requirements. Such courses are normally limited to those involving projects, field work, tours, clinical experiences, theses, and dissertations. The Registrar's Office records a DG for only those courses that have been previously recommended by a department and approved by the graduate programs committee of the school.)

- f) DN: Given when a student fails to complete a DG (A teacher may designate a time limit for a given course or for a specific situation for the DG to be changed to a grade. A teacher may change the DG to a DN, signifying that the course has not been completed and no longer can be completed due to an elapsed time limit.
- g) I: Given for incomplete work. (An Incomplete indicates that a student's work is incomplete because of illness or other unavoidable circumstances and not because of negligence or inferior performance. An "I" may be recorded upon mutual agreement between the teacher and the student by completing an Incomplete Contract signed by both the teacher and the student. The Incomplete must be completed no later than the end of the following semester or the end of the autumn semester in the case of an incomplete in the previous spring semester. An "I" that has not been removed by the time designated on the contract automatically turns into the grade agreed upon in the contract unless the Dean/Graduate Program Coordinator, upon written request prior to the contract expiration date, grants an extension.)

9:1.2

- b. Change of grades, except for a DG or I, may be made only under extenuating circumstances, generally due to a calculation error on the part of the teacher. Within 90 days following the end of the semester, a written request outlining the reasons and signed by the teacher must be approved by the Dean/Graduate Program Coordinator.

APPENDIX A

GUIDELINES FOR NEW GRADUATE PROGRAMS

Directions. The Graduate Council recommends that the originators of proposals for new graduate programs follow these guidelines. The guidelines ask proposal originators to provide thorough information on all aspects of the proposed program and to address issues raised during the review process of new programs. The guidelines contain information on proposal preparation, the approvals needed to initiate a new graduate program, and time lines for the approval process.

In preparing the proposal, the writer should follow the guidelines' numbered sections in sequence, so that the proposal presents all relevant information in the order suggested. If some subsections do not apply to a specific proposal, the writer should state this. Or, the writer may wish to combine two or more subsections into one paragraph; in that case, the numbering of the paragraph should indicate that subsections have been combined (e.g., 2.3.1 - 2.3.3).

In all instances, if the proposal includes practices that deviate widely from traditional conventions of graduate education, the proposal should provide a clear rationale. Typically, proposals are twelve to fifteen pages long; special materials may be placed in appendices.

I. PROPOSAL SECTIONS

Introduction: Identify the Program

- Name of the program
- Title of the major
- Title of the degree
- Unit that will offer the program
- School/college in which the program will be housed
- A brief abstract or executive summary of the proposal

1.0 Program Rationale

This section should address the reasons for offering the proposed program.

1.1 Need.

- 1.1.1 Discuss the need for the program, using documentation from appropriate national, state, local, professional, and disciplinary resources.
- 1.1.2 Explain how the program will meet the need described above.
- 1.1.3 If the proposed program will compete on a national or regional level for students, the proposal should address the issue of need at the appropriate level.
- 1.1.4 Include evidence of current and future needs in the region (or state) as well as national and international needs for graduates of the program.
- 1.1.5 Discuss indicators of student demand for the program, including appropriate marketing research.

- 1.1.6 Describe how the program will further the University's mission and initiatives in the Strategic Plan, as well as the more specific plans of the unit(s) involved.
- 1.2 Projected Enrollment. Indicate the projected enrollment in the program, the probable source of students, and the projected number of graduates of the program for the next three to five years.
- 1.3 Similarity to Other Programs.
 - 1.3.1 Describe similar programs offered in the state, especially in southwest Michigan, and at other SDA institutions, and how the proposed program relates to these. Include several samples of catalog descriptions of similar programs.
 - 1.3.2 Describe any overlaps with other programs at Andrews University and justify any duplication of programs. If overlap exists with another unit, that unit should be invited to prepare a commentary on the proposal for the new program. Describe any cooperative relationships, if appropriate.
 - 1.3.3 Describe the uniqueness or distinctiveness of the program.
- 1.4 Advisory Resources. Discuss the sources and extent of advice and consultation that have been used in formulating the new program (e.g., industry, professional, or business advisory groups).

2.0 Program Description and Objectives

The Graduate School provides minimum criteria for admission, acceptable academic standing and progress toward the degree, and graduation. Many programs, however, have standards which exceed these basic minimums, and, in some cases, standards are imposed by national accreditation organizations. This section of the proposal should describe the exact criteria the new program will use. If the Graduate School requirements will be used, that policy should be clearly stated.

- 2.1 Objectives. Discuss the overall objectives and goals of the program.
- 2.2 Admission Requirements.
 - 2.2.1 State the Grade Point Average required for Regular admission to the program. Indicate whether Provisional admission is possible and the acceptable Grade Point range.

Graduate School minimum GPA admission requirements are:
For doctoral programs, 3.0 upper division GPA;
For master's and graduate certificate programs, 2.60 for Regular admission and 2.20-2.60 for Provisional admission.
 - 2.2.2 Identify any required background experience or credentials, such as course work in specific disciplines; any required degree, certificate, or licensing; any professional or field

experience required.

- 2.2.3 Describe any other specific admission requirements, such as letters of recommendation, statement of objectives, personal interview, or special exams (such as the GRE or GMAT).

Graduate School minimums for admission include:

- 2 letters of recommendation,
- Statement of objectives,
- Submission of a GRE or GMAT score for master's programs,
- Submission of a minimum GRE of 850 for a doctoral program.

- 2.2.4 For Graduate Certificates, indicate whether students may be admitted while concurrently enrolled in a graduate degree program or not. Indicate whether a separate departmental admission application is required (in addition to the Graduate Admission Application).

2.3 Graduation Requirements.

- 2.3.1 *Number of Credits.* Indicate the total number of credits required for the degree as well as their distribution among core / required courses, concentrations / tracks, cognates / minors, and any special requirements such as research, field work, internship, etc. (The specific courses for the program are to be listed in Section 2.4.1.) For master's programs, indicate whether thesis / project options will be available and describe the requirements for each.

Graduate School minimum credit requirements are:

- 2 years of full-time study (or equivalent) beyond a master's degree for doctoral programs;
- 30 credits for master's programs;
- 12 credits for Graduate Certificate programs.

- 2.3.2 *Grade Point Average.* Describe the standard of performance expected, and any limitations on C grades that the program will impose.

A minimum grade point average of 3.00 is required by the Graduate School for graduation. A grade of C represents unacceptable work at the graduate level; however, Graduate School policy permits a limited number of C grades to be used to meet graduation requirements, provided these are offset by sufficient A grades to maintain the required 3.00 average.

- 2.3.3 *Progress toward Degree.* Explain whether full-time and/or part-time enrollment is expected of students. For Graduate Certificates, indicate whether the completion of a master's degree or a specific number of credits toward the master's degree is required before the Certificate is awarded. State the time limitation for earning the degree.

Graduate School time limitations for earning a graduate degree are:

- Ten years for the doctorate;
- Six years for the master's;
- Three years for the Graduate Certificate.

Note: No transfer of credit is permitted into Graduate Certificate programs and only nine credits earned toward a Graduate Certificate may be applied toward a graduate degree program.

2.4 Curriculum.

- 2.4.1 Describe the curriculum, identifying major and minor options, concentrations or tracks, and any other specific requirements, such as research, field work, internship, etc.; include discussion of any experimental or unique components. Indicate that the number of advanced courses (those open only to graduate students) is adequate to the level of the program.

Graduate School minimums for advanced courses are:

For master's degrees, 75% of the course work the program must be 500- level or higher.

For doctoral programs, 100% of the course work must be 500-level or higher.

- 2.4.2 List the required or core courses, cognates and electives for the program, indicating the course number and title, the number of credits, the frequency of the course offerings and a brief description of each course.
- 2.4.3 On the list of courses, differentiate between existing courses and new courses to be developed. Submit New Course Proposal forms along with the proposal.
- 2.4.4 Provide a typical plan of work for students in the program. Differences in concentrations, thesis or project requirements, or full-time/part-time study may have serious impact on the plan of work; include separate plans of work where such differences occur.
- 2.4.5 If any required courses will be provided by another department, indicate arrangements made to accommodate your students.
- 2.4.6 For doctoral programs, describe the process for administering oral and written Qualifying Exams and their content areas.
- 2.4.7 Interdisciplinary programs should include a capstone seminar or course that integrates the materials from the various disciplines; the proposal should make clear the interdisciplinary nature of the program and how the interdisciplinary perspective will be achieved.

2.5 Monitoring and Advising of Students.

- 2.5.1 Discuss the advisory system to be implemented for counseling the students in their progress toward degrees.
- 2.5.2 For programs granting a research degree, describe the process by which students will be encouraged to identify appropriate research advisers and indicate the point in the program at which the adviser and committee should be identified. Describe also the expected frequency of meetings between the student and the research adviser and full advisory committee.

2.5.3 Describe the system of monitoring the students' progress toward their degrees and of their length of time to degree, and for identifying the need for special retention efforts.

2.6 Program Implementation. Describe the implementation, scheduling and recruitment plans for the program.

2.7 Bulletin Copy. Prepare the program description for the Graduate Bulletin; insert it into an appendix.

3.0 Program Standards

3.1 Quality of Existing Graduate Programs. Provide details regarding the quality of existing graduate programs offered within the department or unit. This may include data from studies of national rankings, data from most recent Academic Program Reviews, accreditation data, and/or other similar measures of quality.

3.2 Comparative Admission Standards. The proposal should clearly state how the admission standards of the proposed program will compare with similar programs at other universities.

3.3 Accreditation. If the program is in an area in which professional or specialized accreditation is available, indicate the basic achievements necessary to meet such requirements. If there are plans to seek such accreditation, indicate the timetable and the resource commitments needed to achieve accreditation.

3.4 Program Evaluation. Andrews University expects a process of Program Review. Explain plans to evaluate the new program at the end of the first year and third year. By what standards will this new program review itself?

4.0 Program Administration

4.1 Administrative Structure. Describe the administrative structure for oversight of the program, i.e., whether by the department as a whole, or by a special advisory committee, or by a director.

4.2 Specific Responsibilities. Describe the structure responsible for recruitment, admissions, student advising and progress, curriculum development, and program evaluation, i.e., whether there will be separate committees / individuals responsible for each area or committees/individuals with several responsibilities.

4.3 Selection Process. Describe the selection process for the above committees / individuals and any special qualifications required. For interdisciplinary programs describe mechanisms to assure representation of all participating units.

5.0 Program Resources

This is one of the most important sections of the proposal. The Graduate Council will approve only those programs that have a secure intellectual and financial base. All claims regarding financial

resources and faculty allocations must be supported by appropriate documentation.

- 5.1 Faculty Resources. List all faculty, regular and adjunct, participating in the new program. Indicate their current teaching and advising loads. Describe plans to fit new program responsibilities within these loads.
- 5.2 Faculty Qualifications. Assess the ability of the unit to conduct the program, and describe the number and qualifications of the faculty, as well as access to resources outside the unit. Describe the qualifications of the faculty in sufficient detail to allow Graduate Council to evaluate their ability to sustain the program. If commitments for new faculty have been approved by the Vice President for Academic Administration those should be described in the proposal, along with an assessment of the availability of individuals to fill them.
Minimum number of faculty needed:
For a master's program, two full-time equivalent (FTE) graduate status faculty;
For a doctoral program, three full-time equivalent (FTE) graduate status faculty.

Note: While graduate faculty may teach undergraduate courses as part of their load, the total number of FTE graduate faculty must be in addition to the undergraduate loading.
- 5.3 Graduate Faculty. Provide a list of faculty and administrators associated with the program and clearly indicate the Graduate Faculty status of each individual. Attach a current curriculum vita of each faculty member associated with the program.
- 5.4 Physical Facilities. Describe the physical facilities and equipment available to support the new program. Particular attention should be given to facilities for graduate student research or professional training. If new educational equipment or training aids will be required, identify the source(s) of funding and provide letters of commitment to provide the required funding.
- 5.5 Library Support. Describe the library support that is available to meet the needs of the new program, indicating what new acquisitions will be required. Attach as an appendix a completed library evaluation following the guidelines found in the "Evaluation of Needed Library Support for New Academic Programs" available from the James White Library.
- 5.6 Interdisciplinary Programs. In the case of interdisciplinary programs, each department that will provide instruction should be asked to furnish a letter of support, which details the availability of resources it will contribute, as described in the proposal (faculty, course scheduling, student enrollment, etc.), and assures that its courses used in the program will continue to be available.

6.0 Program Costs

The resources described in Section 6 will require a variety of costs including time, money, and effort. In this section, those costs should be described as completely as possible. Although the Graduate Council does not make budgetary decisions, the Council requires an understanding of how the costs of this program will be met.

- 6.1 Expenditures. Project the estimated expenditures of the next two-three years for the proposed

program in terms of faculty and staff FTE.'s, library costs, supplies, and equipment for both classroom and research activity. If faculty and staff who are currently performing duties in one program will also be responsible for the new program, then discuss their ability to adequately support the new program.

- 6.2 Revenue. Identify sources of revenue to support the program. Describe any special grants which may be sought to support the new program and the impact of these expenditures on any existing programs.
- 6.3 Student Financial Aid. If financial aid to students is necessary to maintain enrollment in the program, indicate how this issue will be addressed.

II. Approval Process for New Graduate Programs

A proposal for a new graduate program requires several levels of review and approval.

Department and School/College Approval

1. Approval of the departmental faculty, the school/college faculty governing body, and the dean should be indicated via a memo or approval page with signatures of the department chair, chair of the faculty governing body, and dean.
2. The proposal should be submitted to the Dean of the Graduate School.

Graduate Council Approval

1. The Chair of the Graduate Council Program Development Subcommittee reviews the proposal for adherence to the Guidelines for New Graduate Programs and may request additional documentation from the proposal originators before submitting it to the committee for evaluation.
2. The Graduate Council Program Development Subcommittee assigns a primary reviewer for the proposal, and the Committee reviews the proposal. The Committee transmits its concerns in writing to the proposal originators and requests a written response.
3. Graduate Council Program Development Subcommittee meets with the program representatives to discuss the response and any further concerns that may arise. When the Committee is satisfied that all concerns have been addressed, the proposal is scheduled for Graduate Council consideration and a summary of the proposal is distributed to all Council members.
4. At the Council, the originators of the proposal make an oral presentation and answer questions that may arise. At the subsequent meeting, the Council votes on approval of the proposal, and, if approved, forwards the proposal to the Office of the Provost / Vice President for Academic Administration.

Academic Administration and Board of Trustees Approval

1. The Provost / Vice President for Academic Administration reviews the proposal and may request additional clarification.

2. The Board of Trustees reviews the proposal and makes the final evaluation and authorization.
3. Once the program has been approved, it may be publicized. Admission, program, and course codes will be established for the program.

III. Time lines for the Approval Process

Generally, a minimum of twelve months is required for the approval of new programs.

- The Graduate Council meets monthly during the academic year. The Program Development Subcommittee meets at the call of the chair. The review by the Subcommittee requires at least one meeting, and may require more, depending on the complexity of issues to be resolved. The Graduate Council's review generally takes two meetings.
- Programs to be initiated in a Fall Term should receive Council approval during the preceding Fall and should reach the Office of the Provost / Vice President for Academic Administration by the preceding December.
- The Board of Trustees considers new program proposals at its regular meetings, and such proposals should receive Board approval at least six months prior to the proposed start up date of the program.