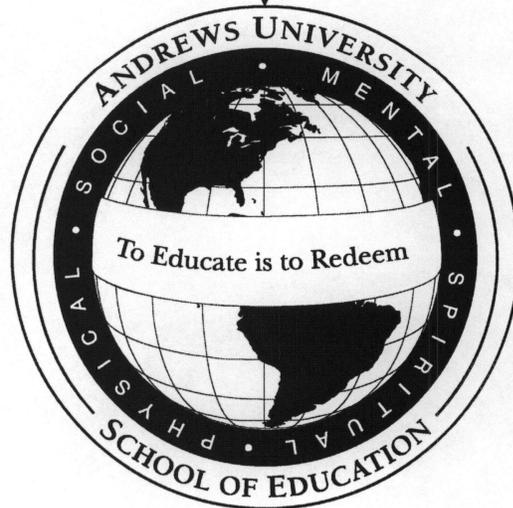


Handbook for Master's of Arts Candidates -

Master's

SCHOOL OF EDUCATION
Andrews University
Berrien Springs,
Michigan 49104



**ANDREWS UNIVERSITY
SCHOOL OF EDUCATION**

CONCEPTUAL FRAMEWORK

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

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

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

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

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

MISSION

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

To Educate Is to Redeem

ELEMENTS

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

Element I: Worldview

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

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

Element II: Human Growth and Change

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

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

Element III: Groups, Leadership, and Change

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

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

Element IV: Communication and Technology

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

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

Element V: Research and Evaluation

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

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

Element VI: Personal and Professional Growth

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

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

MASTERS CANDIDATE HANDBOOK INTRODUCTION

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

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

Fall 2019

22nd Edition

**Alayne Thorpe, Dean
Anna Piskozub, Graduate Services Officer**

**Graduate Programs
School of Education
269-471-3109
269-471-6374 FAX**

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SCHOOL OF EDUCATION

MASTER'S PROGRAM

Please Note:

Papers/forms are usually filed with the Coordinator of Graduate Programs
School of Education, Bell Hall Room 151

COURSE WORK

1.1 Admissions Status

A. Regular

If you meet all the general admission requirements as stated by Graduate Enrollment, the admission requirements of the School of Education and the specific requirements of the department in which you propose to study, you are eligible for regular status.

B. Provisional

If you do not meet all the requirements for regular admission, but in the judgment of the proper department show the ability to undertake successfully the proposed program, you are eligible for provisional status. At the time the provisional admission is granted, the department specifies the nature of any deficiencies as well as the plan and deadline for their removal. Deficiencies must be removed and regular status must be granted by the time you complete 50% of the master's coursework. ***If you fail to meet prescribed specifications, you may be dropped from the program.***

Please note that students enrolled on provisional status **may not** do any of the following:

- register for thesis or independent study
- request Advancement to degree candidacy
- take comprehensive exams

The class load limit for candidates on provisional status is normally 12 credits.

1.2 Minimum Admissions Requirements

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

- A. A 4-year bachelor's degree from an accredited university or its equivalent – OR – Student may also hold a previous Master's degree.
- B. Evidence of ability to pursue advanced study in graduate-level work with a cumulative undergraduate grade-point average of at least 2.60 on a 4.00 system – OR – a cumulative graduate GPA of at least 3.0 on at least 8 semester credits, in courses graded A-F
- C. Submission of recent General Record Examination (GRE) General Test scores taken within five years of application.
- D. Adequate undergraduate and/or graduate preparation in the proposed field of study and general education. Assessment of preparation is done by your department.
- E. Evidence of ability to handle master's-level work in the English language. If your first language is not English, you must submit scores on an English language achievement test. (See *AU 2019/2020 Bulletin, Required English Proficiency*)

- F. A minimum of two satisfactory recommendations showing strong potential for educational leadership and service.
- G. A written statement of purpose (at least 500 words) for graduate study in the MA program.

1.3 Academic Advisement

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

1.4 Master's Program Course Work

A. Course Numbering/Levels

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

B. Program Course Work Requirements

Plan your program carefully with your advisor. Programs vary between 30 and 60 credits of graduate work and require from one to three years of full-time study. Check the *School of Education Section in AU 2019/2020 Bulletin* for department requirements. (See [Graduate Programs](#))

Requirements include:

1. At least 50% of the total credits must be numbered 500 and above.
2. Must not contain more than 6 independent study credits and 6 workshop/tour credits and no more than a total of 9 credits combined.
3. No more than 20% of your program credits may be transferred into your program and Andrews University.
4. EDFN500-Philosophical Foundations for Professionals must be taken at Andrews University.
5. Some department programs require prerequisites (see *School of Education section in AU 2019/2020 Bulletin*.)

1.5 Transfer of Credits

A. From Another Recognized Institution

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

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is at least a B (3.00).
3. The courses apply toward a comparable degree at that institution.
4. The courses meet similar requirements or electives within the Andrews program.
5. The transferring credits do not exceed one-fifth (20%) of the minimum credits required.
6. Such courses are recommended by your advisor and approved by the SED Graduate Programs Office within the first semester of your residence.

7. An official transcript listing those courses is on file in the Records Office.
8. Courses to be taken at another university and transferred to Andrews after enrolling in an Andrews' graduate program must be approved by petition before being taken.
9. The computation of the GPA does not include grades earned in transfer courses.

B. From a Previous Degree at Andrews University

You may transfer graduate courses taken at Andrews University that are considered appropriate for the master degree program without a transfer credit petition with the condition that they are subject to the following stipulations:

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is at least a B (3.00), and the cumulative grade-point average at Andrews University is at least 3.00.
3. The courses meet similar requirements or electives within the new MA program.
4. Transfer credits do not exceed one-fifth (20%) of the minimum credits required for the new program.
5. Such courses are recommended by your advisor and are approved by the SED Graduate Programs Office.
6. Grades earned in courses transferred from another MA 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 MA degree meet the minimum 3.00 required for graduation).

C. Permission to Take Classes (PTC)

In certain instances, students may be allowed to take graduate courses before being accepted on Permission to Take Classes (PTC) status. Only 8 credits taken on PTC status may apply toward a degree. To transfer PTC courses into your program, you must submit a petition that is approved by your advisor, your department chair/coordinator, and the SED Graduate Programs Office.

1.6 Transfer of Degree Program

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

If you wish to transfer from outside the School of Education, you must contact the Graduate Enrollment Management Office. Transferring into a degree program in the department of Educational and Counseling Psychology requires a complete application process.

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

If you wish to transfer between departments, you must contact the Graduate Enrollment Office to request a "Change of Program" form. Transferring into a degree program in the department of Educational and Counseling Psychology requires new recommendations.

1.7 Candidate Responsibility for Bulletin Requirements

You should become familiar with the regulations governing academic matters. The *School of Education section in the AU 2019/2020 Bulletin* covers general questions about academic policies that you are to observe. Although the policies of the *Bulletin* have the weight of faculty action, practice and precedent, occasionally special circumstances may suggest an exception. The petition process handles such circumstances through the SED Graduate Programs Office.

1.8 Bulletin Applicability

You may choose the requirements of any *Bulletin* in force after your official acceptance as long as you remain active in your program. If a break of enrollment occurs or you are placed on inactive status, you must meet the requirements of a *Bulletin* in effect after enrollment resumes.

1.9 Time Limitations

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

1.10 Inactive Status

To maintain active status in any of the MA programs, you must be enrolled for classes two out of three terms (semester or summer) during the school year. Two terms (semester or summer) with no credits will cause the student to be placed on inactive status, unless the student has communicated valid reasons for the lack of progress in his/her program. Candidates must reapply to the department to be placed on active status. Candidates pursuing a degree during summer sessions only must be enrolled every summer in order to maintain active status in the program.

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

After deactivation, you must request reinstatement by the Graduate Programs Office before you may continue in your MA program. Upon reactivation, you must meet the requirements of the *Bulletin* in force at that time. Students who will request reactivation will be charged appropriate reactivation fee (See *AU 2019/2020 Reactivation Process and Inactive Status*).

1.11 Standards of Scholarship

A. Schedule of Studies

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

B. Provisional Status

If you have been accepted provisionally:

1. Due to low admission GPA, you must achieve a cumulative Andrews University grade-point average of 3.00 for the first 12 credits after acceptance in courses graded A-F to continue in the program.
2. Because of English language deficiencies, you must meet the minimum English language proficiency requirement by the time you have completed no more than 50 percent of your course work or suspend progress in your graduate program until the deficiency has been removed.
3. You may under special circumstances be allowed to enroll for a maximum of one semester but you must submit your GRE before it ends.

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

C. Grade-Point Average

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

No grade of D or F may count toward a degree. If you repeat a course, the old grade is excluded and the new grade is included. Accumulation of more than four grades below a B- (including U), normally terminates your enrollment.

D. Academic Probation

If the cumulative grade-point averages in your MA course work at Andrews University drops below 3.00 in any given semester, you will be placed on academic probation. You and your advisor must develop a plan to raise your grade-point average above 3.00, normally within the next semester. The SED Graduate Programs Office must approve this plan.

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

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

E. Other Standards

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

1.12 Satisfactory Academic Progress

For full information concerning Satisfactory Academic Progress required for continued financial aid eligibility, read the *Andrews University Bulletin* [Graduate Financial Assistance](#).

ADVANCEMENT TO DEGREE CANDIDACY

2.1 Procedure

Upon completion of 50 percent of your course work and no later than the semester before taking the comprehensive examination, you should apply for Advancement to Degree Candidacy. Forms are available from the coordinator of Graduate Programs. These forms must be:

- A. Completed by you,
- C. Approved by your advisor and department chair/coordinator, and
- D. Returned to the coordinator of Graduate Programs.
- B. Online application for graduation must be submitted,

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

2.2 Application

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

- A. Have completed all deficiencies that may have existed,
- B. Have shown language proficiency where required,
- C. Be on regular status,
- D. Have maintained a cumulative grade-point average of 3.00 or higher.

2.3 Approval

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

COMPREHENSIVE EXAMINATION

3.1 Purpose

All MA degree programs except for programs from the Leadership Department require the comprehensive examination.

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

3.2 Application

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

3.3 Nature

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

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

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

3.4 Scheduling and Time Allowances

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

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

- A. You must get the name, address and phone number of a proctor (school principal, fellow teacher, minister, etc). If you want to write your exam on the computer, you must arrange the exam at a professional testing center. You must submit the name of your proctor and institution to the SED Graduate Programs Office for approval by the SED Graduate Programs Office and your department chair/coordinator.
- B. It must be taken at the same time it is offered on campus.
- C. You will arrange the honorarium with your proctor or pay the fee to the professional testing center.

3.5 Grading and Reporting

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

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

GRADUATION REQUIREMENTS

4.1 Application for Graduation

It is your responsibility to submit a [Graduate Application for Graduation Form](#). This form must be submitted online. Graduation Applications in paper form will not be accepted. If you have any questions, contact Academic Records at (269-471-3375).

All students filing for December conferral must complete the Graduation/Marching application no later than the date specified in the academic calendar. All graduate students applying for graduation/marching in Spring or Summer must complete the Graduation/Marching application no later than the date specified in the Academic Calendar published in the AU 2019/2020 Bulletin.

If you have missed the deadlines, you must file a new application for degree conferral/graduation for the next regularly scheduled time.

4.2 Completion of Program Requirements

You must complete all program requirements (check with the coordinator of Graduate Programs) and receive financial clearance from the Student Finance Office one week before commencement. (See the *General Information Bulletin* for graduation fees.)

4.3 Graduation Gown

[Graduation regalia](#) are ordered online by degree, not major. Be sure you know your degree. If you have questions, please contact the Records Office. The MA students should choose a white hood and the MS a gold hood.

This gown is made of light weight material with a black mortar board hat. The tassel and cords are yellow.

4.4 Announcements/Name Cards

You may order announcements and name cards online at:
<http://andrews.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87236&catalogId=10001&langId=-1>

4.5 Lodging

Many of you may have friends visiting for the occasion. Should any of you need to arrange for guest lodging, you might call 269-471-6602 or 269-471-3397 to reserve a room on campus. Make these arrangements as soon as possible as this will be a busy weekend.

4.6 Graduation Schedule

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

4.7 Conferral of Degree

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

4.8 Graduation in Absentia

At the time of application for graduation/marching, students who choose not to march must indicate that they are graduating in absentia. Those who complete all degree requirements and choose to graduate in absentia forfeit their right to participate in a later graduation ceremony. You may graduate in absentia by indicating your request on application for graduation or by calling the Records Office (269-471-3375).

THESIS

5.1 Content and Purpose

Your thesis must:

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

5.2 Registration for Thesis Credits

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

5.3 Thesis Committee

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

5.4 Working with the Committee

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

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

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

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

5.5 Human Subjects Research

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

5.6 Thesis Format

The format of the thesis must conform to the guidelines found in the *Andrews University Standards for Written Work*. The master's thesis and doctoral dissertation must demonstrate the candidate's capacity for original and independent work, include a critical evaluation of previous research, and emphasize new conclusions.

5.7 Thesis/Dissertation Office

The Dissertation Office is responsible for assuring conformity to the University's *Standards for Written Work*. The Dissertation Office contact information is phone: 269-471-3276, e-mail: dissertationoffice@andrews.edu

5.8 Thesis Manuscript Preparation

Submit your thesis to the members of your thesis committee. Your thesis chair and committee member should review your thesis. Your thesis chair will communicate to you of any additional editorial changes.

5.9 Final Thesis Manuscript Check

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

5.10 THESIS CHECKLIST

CHECK A brief explanation of each item follows:

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

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

FINAL EVALUATION OF THESIS

6.1 Purpose

Candidates for the MA degree must formally defend a master's thesis. The thesis evaluation will test your ability orally to support the concepts and data of your thesis and give you opportunity to show your understanding of the thesis' larger context.

6.2 Scheduling

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

When, in the opinion of your full committee, the thesis has been completed satisfactorily and a final draft has been submitted, the committee, by official action, declares it as ready for the oral defense. Before a defense can take place, however, you must submit the committee-approved thesis to the Dissertation Office who checks it for conformity to the *Andrews University Standards for Written Work*. After it is approved, a date for the defense may be set in consultation with the thesis's chair. The defense of your thesis must occur at least four weeks before you plan to graduate.

6.3 Final Evaluation of the Thesis

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

6.4 Documentation to the Dissertation/Thesis Office

You must submit a complete corrected copy of the thesis to the School of Graduate Studies via the Dissertation Office no later than two weeks prior to graduation. After the Dissertation Office gives you approval to duplicate your thesis you must submit a digital PDF file of your thesis for inclusion in the James White Library catalog. You may arrange with the Dissertation Office for duplicating with Andrews University LithoTech, and your student's account will be billed. If you personally arrange for duplicating the required number of copies, follow the instructions below:

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

CANDIDATE COMPLAINT PROCEDURES

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

7.1 Candidate Complaint Procedure

If you feel that your academic rights have been violated, you should speak directly with the relevant professor. If you are dissatisfied with the professor's response, you may appeal to the department chairperson. Following a decision by the department chairperson, you (or the professor) may appeal to the appropriate academic dean, followed by an appeal to the Office of the Provost (based on *2016-2017 Student Handbook*).

7.2 Resolution of Grade Complaint

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

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

7.3 Resolution of All Other SED Complaints

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

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

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

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

APPENDIX

MASTER DEGREE FORMS are available at the following link:

http://www.andrews.edu/sed/resources/student/masters_forms.html

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

Masters Forms

Click on the following links to access downloadable forms that can be filled out online and either printed and faxed (269-471-6374) or e-mailed directly to your advisor for approval. All forms are in Portable Document Format (PDF). Need Adobe Reader? Follow the link below.



- [Application for New Advisor](#)
- [Graduate Petition](#)
- [Petition - Transfer Credits](#)
- [Instruction on How to File Advancement to Degree Candidacy](#)
- [Application for Advancement to Degree Candidacy](#)
- [Application for Comprehensive Examination](#)
- [Program Change Request](#)
- [Report of Student's Thesis Committee](#)
- [Change of School/Program Application](#)
- [Thesis Committee & Topic Approval](#)