

Andrews  University

SEVENTH-DAY ADVENTIST THEOLOGICAL SEMINARY

# **Master of Arts (Religion)**

2019/2020 Program Handbook

Off Campus Extensions

## INTRODUCTION

The purpose of this handbook is to inform students and faculty regarding the policies of the MA (Religion) Interdisciplinary Track, off campus programs of the Seventh-day Adventist Theological Seminary at Andrews University. It does not supersede the *Andrews University Bulletin*. Questions not answered in the *Handbook* or the *2019/2020 Andrews Bulletin* may be referred to the office of the MA (Religion) program. An electronic version of the bulletin can be found at <https://bulletin.andrews.edu/>

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## Welcome

Welcome to the MA (Religion) Interdisciplinary off campus program!

## Seminary's Mission Statement

We serve the Seventh-day Adventist Church by preparing effective leaders to proclaim the everlasting gospel and make disciples of all people in anticipation of Christ's soon return.

## Seminary's Vision Statement

The Seventh-day Adventist Theological Seminary prepares spiritual leaders to impact the world for Christ. We are a culturally diverse learning and worshipping community that nurtures excellence, provides theological leadership, and shares our ministry and resources around the world.

## Program Outcomes:

- Conduct effective research for teaching and ministry.
- Practice biblically grounded approach to scholarly inquiry.
- Articulate theology and research in terms of Seventh-day Adventist beliefs and practice.
- Demonstrate understanding of biblical studies, theology, and religious history within the Seventh-day Adventist Church.

## Program Description

Felix Cortez-Valles, Director

The MA (Religion) Interdisciplinary Track offered online and at the international sites, provides a knowledge of various theological disciplines in order to prepare students to act as secondary teachers and church workers in a variety of areas. The program requires a thesis/project or comprehensive exam and may reflect context-sensitive needs in its curriculum.

## Program Mission Statement

The Master of Arts (Religion) prepares effective leaders for further study in a specialized discipline or to serve as multi-disciplinary teachers and church workers.

## Program Vision Statement

Master of Arts (Religion) graduates proclaim the gospel and make disciples by valuing and articulating biblical, theological, historical, and missiological knowledge in terms of Seventh-day Adventist history, beliefs, and practice.

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## MA Religion Interdisciplinary Track Offered On International Sites

The MA (Religion) Interdisciplinary program offered at international sites and online, provides a survey knowledge of various theological disciplines in order to prepare students to act as secondary teachers and church workers in a variety of areas. The program requires a thesis/project and may reflect context-sensitive needs in its curriculum.

### International MA (Religion) Site Locations:

**Hong Kong Site:** Language of instruction – English

Hong Kong Adventist College

1111 Clear Water Bay Road, Sai Kung, New Territories, Hong Kong

**Poland Site:** Language of instruction – Polish

Polish Senior College of Theology & Humanities

U1. Jana Pawla II39, 05-807 Podkowa Lesna, Poland

**Romanian Site:** Language of instruction - English

Institutul Teologic Adventist

Șos. Decebal, nr. 11-13, Comuna Cernica, 077035, Județul Ilfov, România

**Zaoksky Russian Site:** Language of instruction - Russian

Zaoksky Adventist University

Tula, Russia

**Taiwan:** Language of instruction is Cantonese

Taiwan Adventist College (TAC)

39 Chung Wen Lang Yu Chih, Nantou County, Taiwan 55542, Republic of China

**Ukrainian Site:** Language of instruction – Russian

Ukrainian Adventist Center of Higher Education

14 Instytutska, 08292 Bucha, Kyiv Region, Ukraine

## Admission Requirements

Admission to the MA (Religion) Interdisciplinary Track is based on the [General Admission Requirements \(https://www.andrews.edu/grad/admissions/\)](https://www.andrews.edu/grad/admissions/) for all graduate students and the general [Seminary admission requirements](#). Applicants must hold a baccalaureate degree or its equivalent, normally with a major in religion or theology with a minimum undergraduate GPA of 3.00 or above.

## Application Deadlines

Prospective students must submit their applications by the dates listed below.

Fall (August - December): July 15

Spring (January - May): November 15

Summer (May - August): March 15

International Prospective Students are advised to complete and submit all the application requirements at least 3 months before the deadlines listed above to allow enough time for processing the immigration documents.

### Transcripts

Your application will be processed based on Unofficial Transcripts and you will be able to upload a copy of your Unofficial Transcripts directly in your Graduate application. If the admission decision is to accept you into the program Official Final Transcripts will be required. You may also be required to submit a copy of your diploma if your transcripts do not include the date when your degree was conferred.

Domestic and International Prospective students who graduated from an educational institution outside the U.S. are recommended to have transcript evaluations done through one of our approved credential evaluation agencies: WES or ECE.

The Office of Graduate Enrollment Management reserves the right to request additional documents at its own discretion.

### Recommendations

Ask someone who knows you professionally or academically such as advisors, major professors, and employers—excluding relatives. If your program requires specific recommendations, the application will specify that for you. You will need to enter the names and email addresses in your Graduate application. More instructions can be found on the program page - [https://www.andrews.edu/grad/programs/sem/religion\\_ma.html](https://www.andrews.edu/grad/programs/sem/religion_ma.html)

### Resume or Curriculum Vitae

Provide employment information—describing employment, research or special projects.

### Statement of Purpose

Write a 500-word essay explaining your objectives in seeking a graduate degree at Andrews University. Include a description of your personal, professional, and academic goals; your philosophical perspective; and what you hope to accomplish professionally in ten years following the completion of your degree. Note that some programs have unique guidelines of what needs to be included in the essay. More instructions will be provided in your Graduate online application or can be found on the program page.

**English Requirements.** The applicant must meet the English proficiency requirements of the School of Graduate Studies and Research, if the program will be completed online or if the language of instruction is in English.

English is the language of instruction at Andrews University. International and Domestic prospective students who graduated from an educational institution where English was not the language of instruction will be required to submit English proficiency test scores.

The table below provides a breakdown of the University's minimum English proficiency tests scores to be considered for regular admission.

ENGLISH PROFICIENCY TEST	MINIMUM SCORES REQUIRED
Internet-based TOEFL (iBT)	80

<b>Paper-based TOEFL (ITP)</b>	<b>550</b>
<b>IELTS (Academic)</b>	<b>6.5</b>
<b>PTE (Academic)</b>	<b>54</b>

English Proficiency tests must be taken within 2 years prior to admission.

MA Communication, MA English, DPT Physical Therapy, and Seminary programs require higher English test scores.

**Prerequisites.** Applicants must provide a transcript showing that they have taken the following courses at the undergraduate level with a GPA of 3.00 or better (on a 4.00 system). Prerequisites do not count as part of the 38 credits required for the MA (Religion) degree.

<b>Course Prerequisites</b>	
Church History	2
New Testament Studies	2
Old Testament Studies	2
Theological Studies	2
Adventist Studies	2
Ellen G. White Writings	2
<hr/>	
<b>Total prerequisite credits</b>	<b>12</b>

## Degree Requirements

### Interdisciplinary Track Program Requirements:

- 38 semester credits with a cumulative GPA of 3.00 or above.
- Core classes (24 credits):
  - CHIS 574 – History of SDA Theology, (2 credits)
  - GSEM 520 - Methods in Biblical & Theological Research (2 credits)
  - GSEM 530 - Doctrine of the Sanctuary (2 credits)
  - CHIS 624 - Issues in Ellen G. White Studies (2 credits)
  - NTST 536 - Studies in the Gospels (2 credits)
  - NTST 539 - Studies in Revelation (2 credits)
  - OTST 546 – Studies in Daniel (English) (2 credits)
  - OTST 566 - Studies in the Pentateuch (English) (2 credits)

One of the following:

- OTST 556 - Studies in Prophets (English) (2 credits)
- ANEA 510 – Archeology and the Bible (2 credits)

One of the following:

- NTST 535 - Studies in the Pauline Writings (2 credits) OR
- NTST537 – Studies in Acts and General Epistles (2 credits) OR
- NTST 538 - Studies in Hebrews (2 credits)

One of the following:

- THST 615 - Doctrine of the Church OR
- THST 616 - Doctrine of God (2 credits)

One of the following:

- THST 618 - The Works of Christ OR

- THST 540 - Doctrine of Salvation (2 credits)
- Area of interest (8-14 credits) is selected by the extension site in consultation with the Program Director.
- GSEM 697 - Thesis for MA Degree/GSEM 695 - Research Project (6 credits) or GSEM 680 Master Comprehensive Exam, (0 Credits); as agreed upon with each extension site.

### Area of Concentration:

Students must select their area of concentration within the first semester of starting courses. Concentration options unique to the MA Religion Interdisciplinary Track are listed below:

- Off-Campus Extensions: concentration chosen by local extension
- Online: Christian Leadership or Mediterranean Studies

**Online/Distance courses** may be taken with the Program Director's approval. Tuition and fees for online courses will be charged in accordance to the program the student is accepted into.

**Independent Study.** Independent study credits are not accepted as part of the MA (Religion) degree offered at international sites.

**Research Requirements.** An MA thesis/project (6 credits) or comprehensive exams (0 credits) are to be completed and defended. A student who has chosen to do a thesis/project and has registered for GSEM697 Master Thesis or GSEM695 Research Project but has not finished the thesis/project, must register for GSEM 688 Master's Degree Continuation (0 Credits) until the thesis/project has been approved.

### Doctoral Preparation

Students taking the MA (Religion) Interdisciplinary program are not immediately prepared for acceptance into Andrews' doctoral degrees. Students completing the more general MA Religion at international sites will need to do additional coursework in an area of specialization and meet Greek/Hebrew and modern language requirements before they can be accepted into Andrews' doctoral degree programs.

### General Academic Information

Students are expected to know the rules that govern academic matters. This bulletin presents answers to general questions regarding academic policies. Students with special problems and circumstances should consult the dean or program coordinator of the school that interests them. Responsibility for meeting degree requirements rests upon the student. Each student is expected to be aware of all relevant requirements published in the bulletin under which he/she plans to graduate. The bulletin in force when one first registers is the binding document between the student and the university. However, a student may request permission to meet the requirements of another bulletin in force during his/her years at the university. The student's freedom to choose the bulletin under which he/she will graduate is limited. Undergraduates should see the section "[Student's Governing Bulletin](#)". Graduate students should see "[Residency Requirements](#) and [Time Limits](#)".

### Attendance at the University

The admission of candidates, their remaining as students, their status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the university. It

reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

School deans reserve the right to review their students' grades periodically. Together with the faculty, they may also recommend that students performing unsatisfactorily should discontinue their degree programs.

The disciplinary authority of the university president is absolute. The vice presidents, deans, and other officers are responsible for specific cases and in restricted areas.

### Changes in Bulletin Requirements

The provisions of this bulletin are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement at any time within the student's term of residence. All regulations adopted and published by the Board of Trustees or the faculty after publication of this bulletin have the same force as those published here.

### Academic Policies

Acceptance into the MA Religion program is confirmed by the receipt of an Acceptance Letter. Your acceptance letter will include:

- The status of your application (Regular or Provisional)
- The deadline (where applicable) for clearing Provisional
- Semester for starting your program
- The name of your advisor

Your acceptance status determines whether you can register for classes or need to provide an additional item before being cleared to register.

### Admission Enrollment Categories

Students are admitted and enrolled under one of the following categories:

**Regular Status:** Students are admitted on a regular basis when they meet the:

- General admission requirements
- Minimum academic standards for graduate programs at Andrews University
- Specific admission requirements of the departments/programs in which they plan to enroll.

**Provisional Status:** Students who fail to meet one or more of the requirements for regular admission may be admitted on provisional status. This can be done if the appropriate dean, department chair, or graduate program coordinator believes the student has the ability to be successful in the desired program.

At the time the provisional admission is granted, the student's deficiency is noted. A plan and a deadline to remove the deficiency is made clear. Deficiencies must be met and the regular status must be granted by the time the student completes 50% of the total requirements for graduate certificate and master's programs or 16 credits for EdS and doctoral programs. Students who fail to meet these requirements are dropped from the program in which they had provisional admission. Students enrolled on provisional status may not:

- register for thesis or independent study
- request advancement to degree candidacy
- take comprehensive examinations.

**Guest Student:** Is for students holding a U.S. bachelor's degree from an institution accredited by a validated accreditation body or its equivalent outside the U.S. The Guest Student status is especially designed to allow the enrollment of qualified students in special classes including workshops and guest students from other universities. Guest Student is a temporary enrollment designation, not an admission category.

#### **Guest Student Status is for:**

- Applicants who have no intention of earning a graduate degree from Andrews University.
- Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students.
- Students who have applied for admission to a graduate program but, for some reason, the application has not yet been completely processed. In such cases, Guest Student status is available for one semester only. See current bulletin for additional policies and restrictions that apply to the Guest Status category.

#### **Guidelines**

- Enrollment on Guest Student status does not guarantee or imply future admission to a degree program.
- Normally, transcripts are not required for Guest Student enrollment.
- Guest Student enrollment must be requested each semester that the student wishes to enroll in a course.
- Courses taken on Guest Student status generally do not count toward a graduate degree. However, after the student has been accepted into a graduate program: up to 8 credits, 15 credits in some Theological Seminary programs, and up to 50% of the graduate certificate programs may be applied by petition.
- Petition requests should be filed during the first semester the student is enrolled in the graduate program. Petitions are evaluated on an individual basis and they are not automatically approved.
- Students registered on Guest Student status cannot have dual enrollment. If the student applies simultaneously for a graduate program, the department and school will notify the student in writing of their admission decision.

**Time Limits on the Master's Degree.** Normally, a student must complete the requirements for a master's degree within six calendar years from the beginning of the first semester of class work regardless of admission classification. Transfer courses and courses taken at Andrews University must also be taken within these time limits.

- No course taken earlier than six calendar years before a student's graduation year may normally be applied to the degree without appropriate updating.
- A petition for a one-year extension of time may be granted by the dean of the School of Graduate Studies & Research upon the recommendation of the student's advisor and the dean/graduate program coordinator of the school/college.
- If the semester in which the student originally expects to graduate is delayed past the time limit and no extension is granted, the courses taken prior to the six-year limit no longer apply to the degree or qualify to be updated. The student may be required to take additional courses.
- Grades from all graduate courses taken at Andrews University, including those more than six years old, and those taken on a PTC basis, are used in computing the final GPA.

### Updating Master's Degree Courses.

Students working towards a master's degree may update some outdated course work. However, graduate classes in the School of Business Administration and computer courses in the College of Technology may not be updated. Those courses that may be updated are subject to the following policies:

- No more than 25% of the total program credits from courses 6–10 years old may be updated. No work over 10 calendar years old, calculated from the graduation year, may be updated.
- Not all courses between 6 and 10 years old may be updated. Each course must be approved by the department.
- No course work with a grade below a B (3.00) may be updated.
- Outdated work done elsewhere cannot be updated at Andrews University.
- Independent study, workshops, and directed readings cannot be updated.
- The requirements for updating are specified by the department on a course-by-course basis.
- Written evidence of the updating must be approved by the department chair and the appropriate dean or graduate program coordinator.
- Updating a course does not change the grade in the course used in computing the GPA.
- The updating fee is 20% of regular graduate tuition.

### Academic Standards:

Students enrolled in graduate programs governed by the School of Graduate Studies & Research should note the following standards of scholarship. Students enrolled in Physical Therapy, the Theological Seminary professional ministerial programs or in the School of Education EdS, EdD, and PhD programs should read the requirements for their specific programs in the appropriate sections of this bulletin.

**Minimum Standards of Scholarship.** Candidates for graduate degrees must satisfactorily fulfill the course of study for the degree program they select subject to these standards:

- A minimum GPA of 3.00 (4.00 system) is required in those courses that apply to the degree.
- No course with a grade of D or F (or U) may count toward a graduate degree. Some departments may require a higher satisfactory grade in certain courses.
- If a student receives an unsatisfactory grade as defined above, the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA.
- Credit by examination is not accepted toward a graduate degree.
- Candidates for a master's degree must pass comprehensive examinations and/or formally defend a master's thesis or an acceptable alternative for a particular program as approved by the Graduate Council. Candidates for specialist and doctoral degrees must pass comprehensive examinations.

**Standards for Progression.** In addition to the following standards, master's, specialist, and doctoral students should consult the appropriate section of this bulletin and their respective handbook.

- The cumulative GPA must be at least 3.00 calculated using all graduate work taken at Andrews University including courses taken for other degrees, courses taken prior to the time limits for degrees, and courses taken PTC. Exceptions to this standard must be recommended by the dean/graduate program coordinator and approved by the dean of the School of Graduate Studies & Research.

- A student whose cumulative GPA drops below 3.00 in any given semester is placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner—normally, the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. A student who does not meet such a plan may not continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- Normally, students who accumulate more than 12 semester 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 & Research.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
  - English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work for a master's or specialist degree or 25% of his/her course work for a doctoral degree.
  - A minimum GPA equal to the GPA requirements for graduation from the program must be met by the time the student has completed 9 graduate credits. Must be 3.0 for MA Religion.
  - A student who does not meet this schedule is not allowed to continue except by the recommendation of the dean/ graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- Students on academic probation or provisional status may not:
  - Register for thesis, dissertation, or independent study (or workshop credit for doctoral students)
  - Register for project credit except by permission from the dean/graduate program coordinator of the college/school
  - Advance to degree candidacy or take comprehensive examinations.

**Transferring Master's Degree Credits from Another Graduate School.** Graduate credits taken at another accredited/recognized institution less than six calendar years before the expected graduation year may be transferred and applied toward a master's degree at Andrews University subject to the following conditions:

- The grade earned in each course accepted for transfer is at least a B (3.00).
- The courses can be applied toward a comparable degree at the institution where the credit was earned.
- The courses meet similar requirements or electives within the master's program at Andrews University.
- The Andrews University credits taken toward the master's degree constitute at least 80% of the requirements for the degree.
- Grades earned in transfer courses are not included in the computation of the GPA. Courses to be taken at another university and transferred to Andrews after a student is enrolled in an Andrews' graduate program must be approved by petition before being taken.
- Such transfer courses are identified and approved by the dean/ graduate program coordinator within the first semester of the student's residence.



- An official transcript listing transfer credits is on file in the Office of Academic Records. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

Seminary professional degree programs have transfer limitations unique to each program. See the appropriate section of this bulletin for details.

**Transferring Credit from an Andrews Graduate Certificate Program to Another Program.**

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.

**Transferring Master's Degree Credits from Another Andrews Program.** Graduate courses taken at Andrews University as part of another graduate degree may be transferred subject to the following conditions:

- The grade earned in each course is at least a B (3.00) and the overall GPA at Andrews University is at least 3.00.
- The courses meet similar requirements or electives within the new master's program.
- 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.
- The grades earned in courses transferred from another master's program at Andrews University are included in the computation of the GPA. Both the overall GPA and the GPA of the remaining courses taken for the master's degree must meet the minimum required (3.00) for graduation.
- The credits to be transferred were taken fewer than six calendar years before the expected graduation year of the master's program.

Seminary professional ministerial degree programs have special transfer limitations. See the appropriate section of this bulletin for details.

**Exceptions.** Exceptions to course-transfer regulations must be approved by the dean of the School of Graduate Studies & Research on a standard petition form upon the recommendation of the dean/graduate program coordinator of the college/school. Any such exceptions will be considered individually in the light of the master's requirements. Exceptions for whole programs must be voted by the Graduate Council but thereafter do not need individual approval on petitions

## Residency Requirements

Students enrolled in the professional ministerial or religious education programs of the [Theological Seminary](#) or in the [School of Education](#) leadership program should read the appropriate section of this bulletin concerning residency requirements and time limitations.

**Active Status.** Before advancement to candidacy, master's 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 master's 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/thesis 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 [Continuation Fee](#) in Financial Information).

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.

Master of Religion students must register for 8 credits of coursework in order to be considered full-time.

## Academic Credit and Course Loads

The course load is expressed in semester credits. A semester credit represents a class with one 50-minute class period or equivalent each week for one semester. Thus, a 3-credit class ordinarily meets three periods (150 minutes) each week and requires additional appropriate time for class preparation.

**Course Loads.** The normal full-time graduate course load is 8–12 credits each semester (9–16 credits for MDiv students). Loads in excess of a full load must be approved by the advisor and the appropriate dean/graduate program coordinator before completing registration. 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. Students engaged in part-time employment must talk with their advisors and adjust their course loads accordingly.

**Credits for Workshops and Independent Study.** Normally, master's-degree students may accumulate up to 6 appropriate workshop/tour credits and up to 6 independent study credits toward a degree with a maximum of 9 credits combined. If workshops are taken during the semester breaks, the credits are counted as part of the class load for either the semester before the break or the semester following the break. Specialist or doctoral students in the School of Education or the SDA Theological Seminary should read the section in this bulletin that applies or the appropriate specialist or doctoral handbook for information about limits on workshops or independent study.

**\*\*Independent Study is not allowed for the MA (Religion) Interdisciplinary International sites without permission from the Andrews Program Director.**

## Governing Bulletin

Normally, students meet the requirements 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 beginning of the term in which the student first registers for classes after he/she has been admitted.

When active status is broken, the student must follow the bulletin in force when active status is reestablished.

## Registration

Students should plan to register during the days assigned to registration on the official academic calendar. Registration is not official until all parts of the registration process have been completed, including financial arrangements.

The MA Religion Advisor assigned to you will notify you of the dates you will be allowed to begin registration. Advising with the Advisor before registration will be required.

Once courses are selected between you and your advisor, your registration pin will either be “released” which means you will not need a registration pin to register, or your advisor will give you the six-digit number needed to allow you to register online.

Course Schedules can be found online at <https://vault.andrews.edu/schedule/> Copies of the schedule will also be posted on the MA Religion bulletin board.

**Matriculation of First-year Students.** Documentation of readiness to matriculate is required before admitted students will be allowed to register: official high school transcript or GED certificate, ACT or SAT scores, and for international students, minimum TOEFL scores.

**Late Registration.** Students who fail to register during the regular registration period must pay a late-registration fee. Students may not register after the last official day to enter classes.

**Changes in Registration.** A course may be dropped or added by means of a Change of Registration form or via the web during the drop/add period. This Drop/Add form is obtained from the Office of Academic Records. After completing the form, the student must get all needed signatures and return the form to the Office of Academic Records. The official academic calendar lists the deadline each semester for dropping or adding classes without an entry on the permanent academic record. It also notes the deadline to withdraw from a class with a “W” (Withdrawal) on the permanent record.

Online registration is found on the main Andrews page at <https://www.andrews.edu>, then clicking on “Current Student”, then “Registration Central”. You will be prompted through a number of pages that may require you to provide additional information to various departments on campus, such as: medical records, government documentation, housing recommendations, etc.

## Credit Hour Definition

One semester credit hour at Andrews University is earned through academic work during a period of fifteen weeks; averaging three hours per week in undergraduate courses and four hours per week in graduate courses. Academic work contributes to established intentional learning outcomes and is verified by evidence of student achievement. Academic work includes:

1. A minimum of 50 minutes per week of direct faculty-student contact; and

2. Out-of-class student work during the remaining time.

For intensives or other classes that do not meet for fifteen weeks, an equivalent amount of direct faculty-student contact and out-of-class student work is required.

An equivalent total amount of academic work is also required in activities such as laboratory, independent study, practicum, studio, distance, distributed, tours and other learning modalities. More time may be expected for co-op work, internships and similar applied learning experiences where learning may take longer to be achieved.

### Grading System and Grade-point Averages

Grades and Quality Points. The right to assign grades rests with the teacher of the course. Quality points (on a 4.00 scale) are given to each letter grade (A–F) for use in figuring a student’s grade-point average (GPA). The GPA is the average number of quality points earned per credit hour in all courses which are assigned grades A–F.

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

**How to Compute Your GPA.** You may calculate your semester GPA by following these steps:

- Multiply the number of credit hours by the number of quality points given to the letter grade earned in each class. (Do the same for each class graded A–F.)
- Add the number of quality points earned in all classes for the semester.
- Divide the total number of quality points by the total number of credit hours attempted.

### Other Grade Report Entries

Additional grades that may appear on a student’s academic record are defined below.

**AU—Audited Classes (including HN, UA and UH).** A grade of AU is given for an audited course if the student has met the obligations of the audit agreement. It is possible to audit any class except private music lessons and independent study courses provided (1) there is room in the class, (2) the student has an appropriate background, and (3) the instructor gives permission to attend. The term audit refers to registration for attendance only. All auditors, including honors auditors (HN), are expected to attend all class appointments as agreed upon when the instructor granted auditing privileges.

Auditors must attend at least 80% of the class periods. Those who fail to do so are given a grade of UA (Unsatisfactory Audit); honors auditors a UH.

A student may change from “credit” to “audit” registration and vice versa within the published time limits. To make this change the student must present the Office of Academic Records with a Change of Registration form with the required signatures.

The tuition charge for an audited course is the same as a course taken for credit. Full-time honors students may audit one course per semester free of charge.

**DG—Deferred Grade.** A DG may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, projects, intensives, comprehensive exams, independent study courses, courses requiring research such as theses and dissertations, and undergraduate upper division courses where mastery learning is required. The Office of Academic Records records a DG for the above listed courses previously recommended by a

department and approved by the dean of the appropriate school and/or graduate program committee.

An instructor may designate a time limit for a given course or a specific situation for the DG to be changed to a letter grade. All DGs are required to be cleared before a student can graduate, unless they are DGs earned in another currently enrolled degree. An instructor may change the DG to a letter grade (A-F), S/U or DN (**Deferred and Not Completable**) as appropriate.

**DN—Deferred and Not completable.** A DN indicates the course has not been completed and no longer can be completed because time has run out.

**I—Incomplete.** An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. Students will be charged an incomplete fee for each incomplete grade issued.

An I may be given when the instructor and the student agree to terms stated in an Incomplete Contract. The I is given to a student when the major portion of the work for the course has been completed. The contract states (1) the remaining work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student will receive if the work is not completed by the agreed-upon time.

Ordinarily, an I shall be removed during the following semester. However, an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be made in writing before the end of the contracted date and approved by the dean of the college/school in which the course is offered. The number of I's on a student's record affects the student's class and workload.

Undergraduate restrictions: Students with 8 credits of Incompletes may not register for more than 12 credits of new courses; for those with 12 or more credits of Incompletes the number of new credits is limited by the dean of the respective college/school. Incompletes must be removed before graduation.

**R—Reregistered.** Assigned only for designated remedial courses. Students who obtain this grade are required to reregister for the course in question.

**S/U—Satisfactory/Unsatisfactory.** The grading pattern for 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 grade 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 canceled 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.

**W—Withdrawal.** Withdrawal is recorded when a student withdraws within the date limitations indicated by the academic calendar. Under certain circumstances the institution may initiate the withdrawal.

**Repeating Classes.** Students may repeat a course in which they receive an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. In the case of graduate students the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory part also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, or 3) a student who earns an F for one semester automatically must repeat that course before being permitted to enroll or remain enrolled in courses that follow in that sequence. A student who earns a D in such a course should counsel with the teacher as to the wisdom of continuing the course.

### Factors Influencing Grades

Several factors are used to compute the final grade in a particular course. These include such items as scores in oral or written examinations, quizzes, practical and written projects, papers, reports, laboratory experience, skill demonstration, clinical performance and class attendance/ participation. The teacher selects the grading components for a given course according to the nature of that course. The course outline (syllabus) clearly outlines how the students' final grades shall be figured.

### Grade Reports

No hard copies of grades are mailed to students because they can view and print their grades via the web. Students who want a parent or organization to receive a printed grade report may request this via the web or at the Office of Academic Records.

### Resolution of Grade Disputes

Students who dispute the grade received for a course are encouraged to seek a resolution through the steps delineated below. Succeeding steps should be taken only if the previous step fails.

**Step 1: Informal resolution in person.** The student must first seek a resolution in person with the instructor. Should such attempt fail, the student may seek a resolution through the instructor's immediate supervisor, the department chair or, in the absence of the chair, the dean of the school. The chair or dean may arrange a joint discussion between the student and the instructor.

**Step 2: Written grade complaint.** The student may file a written grade complaint with the instructor's immediate supervisor, requesting an investigation of the grade. The request must

include the reasons for the student's belief that the grade was assigned as a result of carelessness, arbitrariness, or capriciousness. If the chair is also the instructor in question, the chair should direct the grade complaint to the next highest officer for processing. The written grade complaint must be filed within the semester (not counting the summer terms) after the grade was given. Complaints filed after a full semester has elapsed since a grade was given, or a written grade complaint that does not detail the evidence called for above, shall not be investigated. A department chair or the instructor's immediate supervisor can recommend or make a grade adjustment only if his/her findings reveal clear evidence of carelessness, arbitrariness, or capriciousness on the part of the instructor. The department chair or the instructor's immediate supervisor is to render a written report on his/her findings within a week (if school is in session; if not, within the first week after school reconvenes). If the student does not receive a report or remains dissatisfied, he/she may proceed with Step 3.

**Step 3: Grade Grievance.** A student may file a written grade grievance with a dean of a relevant school to resolve a grade problem. The grade grievance must be filed within three weeks of receiving a response to the original filing of the written grade complaint. The written grade grievance shall provide evidence for the claim that the grade was assigned as a result of arbitrariness, capriciousness, or carelessness. Should the dean be the instructor in question, the dean shall direct the grade grievance to the provost. A written grade grievance that does not detail the evidence called for above, or that is filed more than three weeks after the response to the original filing of the complaint, will not be investigated.

Providing the student has met the conditions for filing a grade grievance, the relevant dean or the provost shall appoint a Grade Review Committee of three (3) faculty members with authority to investigate the matter further and to recommend a resolution.

The dean or provost shall issue a written verdict in response to a specific Grade Review Committee within one week after having received the written recommendations of the Committee. This shall be final and binding on both student and faculty member. The verdict may necessitate a grade change.

### Transcripts

The Office of Academic Records issues transcripts of the student's academic record upon written request by the student. Requests should reach the Office of Academic Records at least ten days before the transcripts are needed. For restrictions, costs and exceptions, see the Financial section of this bulletin- <https://bulletin.andrews.edu/>.

### Student Responsibilities

**Examinations.** Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to follow the published examination schedule. In cases where the schedule requires a student to complete four exams in one day, arrangements may be made with the dean to complete one of the examinations at another time.

**Class Attendance.** Regular attendance at all classes, laboratories and other academic appointments is required of each student. Faculty members are expected to keep regular attendance records. The syllabus notifies students of the attendance requirements.



## Core Christian Values.

Students who choose to attend Andrews University agree to adopt a wholesome lifestyle and to maintain high standards of conduct. These standards are part of the spiritual mission and heritage of the University. They reflect biblically grounded values such as honesty, modesty, sexual purity, respect for others and their safety, and healthful living.

## Seminary Code of Student Conduct

The University takes seriously any failure of a student to abide by his/her commitment to the Community Values Agreement. The University understands that all human beings are flawed and that every situation is unique. Nevertheless, a student should expect to receive consequences, up to and including dismissal from the University, if he/she engages in any of the activities or behaviors described in the following list, whether the activity or behavior takes place on-campus, off-campus or in cyberspace. In addition to a response from the Student Life office, students may receive a response according to professional program standards.

The list that follows is not comprehensive but does provide examples of University perspectives in relationship to serious violations of the Code of Student Conduct:

1. Promotion or instigation of student behaviors not consistent with this Code of Student Conduct
2. Willful undermining of the religious ideals of the University and the Seventh-day Adventist Church
3. Profane, obscene or otherwise indecent conduct or expression which violates accepted standards of Christian conduct
4. Disruptive, disorderly, obstructive or dysfunctional behaviors or other types of conduct that compromise the educational environment, University teaching and administrative processes, or the health and safety of others.
5. Inappropriate cohabitation or visitation which includes living with (or sharing a hotel or guest room with) a member of the opposite sex or entering the residence hall room of a member of the opposite sex (with the exception of a formal open house program or permission from a residence hall dean)
6. Failure to comply with directives of University officials or law enforcement officers acting in performance of their duties and/or the failure to identify oneself to one of these officials when requested to do so
7. All forms or acts of dishonesty, including but not limited to:
  - Theft
  - Fraud
  - Cheating, plagiarism or other forms of academic dishonesty
  - Furnishing false information to any University office, official, faculty or staff
  - Forgery, alteration or misuse of any University document, record or instrument of identification
  - A pattern of spreading unsubstantiated rumors
  - Tampering with the election of leaders of any recognized student organization
8. Harassment based on perceived or actual personal characteristics such as sex, sexual orientation, gender identity or expression, race, color, ethnicity, national origin, religion, age, disability and any legally protected characteristic



9. Hazing, defined as an intentional or reckless act that the person knew or should have known endangers the physical health or safety of an individual and that is done for the purpose of being initiated into or affiliating with an established group or organization
10. Participation in organizations or organizational activities that have not been registered with and approved by the organization's faculty/staff sponsor and the Student Life office
11. Unauthorized use of Andrews University's name or facilities for purposes that are not consistent with the Code of Student Conduct and the values of Andrews University
12. Physical abuse or physical assault
13. Relationship violence or abuse which includes domestic violence, dating violence and stalking
14. Sexual misconduct including, but not limited to, sexual harassment, sexual exploitation, non-consensual sexual contact and non-consensual sexual penetration
15. Premarital and extramarital sexual activity or sexually related behavior that includes but is not limited to inappropriate displays of affection; accessing, possessing or displaying pornographic or other sexually explicit materials; and sexting or other virtual forms of sexual activity
16. Romantic behaviors between individuals of the same sex, understanding that not all displays of affection are romantic in nature
17. Verbal, written and other forms of disrespectful, threatening, intimidating, harassing, bullying or stalking behavior which interferes with the (mental, emotional or physical) health or endangers the safety of any person; includes, but is not limited to, phone calls, emails, texts and all forms of online or social network communications
18. Continual lack of serious effort to meet co-curricular requirements including a pattern of failing to meet the minimal (pass level) co-curricular attendance expectations (for more information, see [Co-Curricular Choices and Changes](#))
19. On- or off-campus use, possession (in one's residence, vehicle, belongings or on person), purchase, sale, manufacture or distribution of the following:
  - Tobacco in any form
  - Alcoholic beverages
  - Illegal drugs or drug-related paraphernalia
  - Dishonestly acquired or misused prescription drugs or allowing the use of any of these in one's residence (for more information, refer to [Substance Abuse](#))
20. Proximity to alcohol, illegal drugs or drug paraphernalia, such as in events or parties where alcohol or illegal drugs, etc., are present and served by another host
21. Hosting/planning events in one's own residence or elsewhere where alcohol is served or consumed and/or illegal drugs or drug paraphernalia are present
22. Patronizing places of questionable entertainment or activities such as sexually suggestive or explicit dancing
23. Gambling in any form
24. Firearms, explosives, flammable substances and other weapons of any kind are not allowed on University property. This includes, but is not limited to, rifles, shotguns, pistols, paintball guns, BB guns, pellet guns, bows and arrows, stun guns, Tazers, "air-soft" guns, look-alike firearms, knives with blades longer than three inches (excluding culinary knives) and martial arts weapons. Possession of any firearm or other weapon on University property is cause for corrective action up to and including dismissal. For further explanation, please obtain a free copy of the "Campus Safety Handbook"
25. Attempted or actual vandalism or damage to individual, institutional or community property. Removal of institutional property from its designated place

26. Deliberate misuse of a fire alarm system or other emergency equipment (Civil Code may bring up to one year in prison and up to a \$500 fine) or other violations of established safety protocols
27. Unauthorized entry or exit of campus buildings by any means other than the designated entrances, use of an exit for non-emergency purposes during timeframes when usage is established for emergency purposes only, or unauthorized presence (non-criminal trespassing) or use of equipment in University buildings after regular or established operational hours
28. Unauthorized possession, duplication or use of University key(s) or other access devices to any University premise
29. Violation of Andrews University's Student Use of Computer and Network Resources Policy (see [Student Use of Computer and Network Resources Policy](#)) and abuse of computer network and time to (but not limited to):
  - Send obscene, abusive or disrespectful messages
  - Communicate in a disrespectful and slanderous manner in emails or online social communities
  - Falsify the source of a message or email
  - Communicate and display content that violates any part of the Code of Student Conduct
  - Enter into a file, transfer a file or use another's identification and password without authorization
  - Send excessive messages that lack a clear purpose
  - Misappropriate the Andrews University name, logo or identity
30. Violation of institutional policy or code published in hard copy or available electronically on the University website
31. Conviction by off-campus law enforcement agencies for violations of federal, state or local law which indicate that a student is not in good standing with the community and/or violations of federal, state or local law in ways that affect the institutional community's pursuit of its mission and proper educational purposes
32. Conduct which has an adverse effect on the student's responsibility to model good citizenship in the University community or in any other community

Any additional policies voted by the Student Life Deans Council, Student Life Council, Safety Committee or other appropriate University bodies, current and future, are valid and enforceable.

### **Character Statement and Student Pledge**

"As part of the admission process, all prospective Seminary students are required to sign and return a character statement form. In addition, Seminary students subscribe to the following declaration of purpose: I declare it to be my serious intention to devote my life to the Christian ministry or some other form of Christian service, and to this end I pledge myself to rely on divine guidance, to live according to the standards and ideals set forth by the Holy Scriptures, to apply myself faithfully and diligently to the instruction of the seminary and to abide by all its requirements." AU Bulletin p.422 (2014-2015).

**Teacher Tardiness** Teachers have the responsibility of getting to class on time. If a teacher is detained and will be late, the teacher must send a message to the class with directions. If after 10 minutes no message has been received, students may leave without penalty. If teacher tardiness persists, students have the right to notify the department chair, or if the teacher is the department chair, to notify the dean.

**Class Absences** Whenever the number of absences exceeds 20% (10% for graduate classes) of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows. Three tardies are equal to one absence.

Registered students are considered class members until they file a Change of Registration form in the Office of Academic Records.

**Excused Absences.** Excuses for absences due to illness are granted by the teacher. Proof of illness is required. Residence hall students are required to see a nurse on the first day of any illness which interferes with class attendance. Non-residence hall students should show written verification of illness obtained from their own physician. Excuses for absences not due to illness are issued directly from the dean's office.

Excused absences do not remove the student's responsibility to complete all requirements of a course. Class work is made up by permission of the teacher.

**Performance in Related Non-academic Areas.** Professional programs sometimes require certain personality traits, lifestyles, clinical aptitudes, or other special competencies. For programs in which such items are specified, students are evaluated in terms of these requirements. These requirements are described in departmental handbooks or in course syllabi.

**Academic Integrity.** In harmony with the [mission statement](#), Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

- Falsifying official documents;
- Plagiarizing, which includes copying others' published work, and/ or failing to give credit properly to other authors and creators;
- Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- Presenting another's work as one's own (e.g., placement exams, homework assignments);
- Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz;
- Assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

Andrews University takes seriously all acts of academic dishonesty. Such acts as described above are subject to incremental discipline for multiple offenses and severe penalties for some offenses. A record of academic integrity violations is maintained by the Faculty Academic Integrity Council. Repeated and/or flagrant offenses will be referred to an Academic Integrity Panel for recommendations on further penalties. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation.

Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university.

Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

For a synopsis of the current policy on academic integrity, please see the Student Handbook.

### **Peer-to-Peer File Sharing Policy.**

Many people utilize peer-to-peer file sharing software such as Bittorent, Gnutella, Kazaa and others to download music, movies, software or books. If you do not have the permission of the copyright owner, it is illegal to download these files. The software may also make the files you have on your computer available to be downloaded by others on the Internet. This is always an issue unless you personally own the copyright to the work. Even if you have a legal right to a copy, you may not have the right to share it with the general public.

### **Copyright Related Laws and Sanctions:**

Copyright is the legal protection that creators have over the use, distribution and reproduction of their works, including music, movies, books and software. Copyright infringement occurs when people use, distribute or reproduce these works without the permission of the creator or copyright owner. The Digital Millennium Copyright Act (DMCA) further defines the penalties for copyright infringement, related to digital works.

Courts may award penalties for copyright infringement up to \$30,000 per work. If the violation is considered “willful infringement” the penalties may be up to \$150,000 per work infringed. There can also be attorney’s fees and willful copyright infringement can result in imprisonment of up to 5 years and additional fines.

The Higher Education Opportunity Act requires colleges and universities, including Andrews University to take certain steps to respond to and attempt to prevent the illegal sharing of files.

The Andrews University Computers and Networks Policy includes the “storage or transmission of copyrighted materials without the owner’s permission” as a prohibited activity. Those who act in violation of this may be subject to loss of access to network resources and potentially Student Life sanctions.

### **Andrews University’s Procedures and Sanctions:**

- Lawyers for copyright holders (usually movie or music producers) watch peer-to-peer sites to see who is advertising their protected material as available for download. They email letters called DMCA notices to the University.
- Information Technology Services staff review these notices and match as far as possible the provided IP address to an individual. An email is sent to the individual associated with that IP address directing them to remove the material from their peer-to-peer sharing area.
- If there are additional DMCA notices for the same individual, an interactive conversation will be held with the individual (on phone or in person) to ensure that the individual understands the problem and the necessary steps to correct it.
- If there are multiple DMCA notices for the same individual and the person is not cooperative in working to resolve the problem, the student’s access to network resources will be removed. The student’s information will also be given to the University’s Student Life office for appropriate

sanctions. Additionally, the individual's name and contact information may be made available to the organization sending the DMCA notices.

### **Plan to Effectively Combat the Unauthorized Distribution of Copyrighted Material:**

Information Technology Services employs bandwidth shaping technologies to detect and limit outgoing peer-to-peer traffic. This causes those attempting to illegally download copyrighted material to have very slow download speeds causing unsatisfactory experiences. Overall bandwidth utilization is frequently reviewed to ensure that this mechanism is functioning successfully.

Additionally, the Information Security Officer receives DMCA notices, matches IP addresses to individuals and works with them to get the copyrighted material removed from peer-to-peer file sharing areas. In the rare case of an uncooperative individual, network access is removed, the case is referred to the Office of Student Life and the information may be turned over to the organization representing the copyright holders.

### **Alternatives to Illegal Downloading:**

Educause maintains a [site](#) that lists legitimate online services for students to utilize as an alternative to illegal downloading. Andrews University students are encouraged to utilize these free or for-pay sites to legally obtain the content they are seeking.

**Human Subjects Research.** All students, faculty and staff conducting any research involving human subjects must apply for approval from the Institutional Review Board (IRB). A full description of the planned research along with the required supporting documents must be submitted by completing and emailing an IRB Review form directly to [irb@andrews.edu](mailto:irb@andrews.edu). Additional information is available from IRB at the Office of Research and Creative Scholarship, Administration Bldg. Room 322. Tel. (269) 471-6361.

### **Library Resources**

The online resources of the Andrews University James White Library are at your disposal. This includes a growing collection of ebooks, as well as a broad range of journal literature accessed through databases. While it is not possible to ship paper copies of the books on our shelves, journal articles are different. We can provide you with any journal article you may need, most through these licensed databases, the rest we will scan and email. All you need is your Andrews email and password to use the licensed databases. To get started, go to: <http://libguides.andrews.edu/SEMextensions>

The full resources of the Andrews University James White Library are at your disposal. All you need is your Andrews email and ID Number. To get started, go to: <https://jewel.andrews.edu/patroninfo/>.

### **Student Supervisory Committees**

**Master's Degree Committees.** A student's project supervisory committee normally consists of a minimum of two members nominated by the department chair/program director/area coordinator in consultation with the student and appointed by the appropriate dean or graduate program coordinator. For a master's thesis, the committee consists of the thesis advisor and normally two other members.

**Exception:** For an interdisciplinary master's degree, a committee is appointed before initial registration. All other master's-degree student committees are appointed after some course work has been completed and before registration for thesis credits. Only rarely may a student's committee be changed while study or research is still in progress. This may be done only in consultation with the appropriate dean or graduate program coordinator. The chair of the supervisory committee is the student's chief

advisor. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

### Comprehensive Examinations

Most masters- and all specialist- and doctoral-degree candidates are required to take prescribed written and/or oral comprehensive examinations as required by the department.

Master's-degree students are not permitted to sit for these examinations until they have been officially advanced to degree candidacy. EdS and doctoral students normally sit for comprehensive examinations after all course work is completed and after applying for degree candidacy. Candidacy is not granted to doctoral students until the comprehensive examinations have been passed.

See the appropriate sections of this bulletin and the *School of Education Handbook for Doctoral Students*, the *School of Education Handbook for Educational Specialist Students*; the *Doctor of Physical Therapy Student Handbook*, *t-DPT/DScPT Student Handbook*; or the *Graduate Programs Manual* for details about examinations for master's, specialist, or doctoral students.

### Advancement to Degree Candidacy

**Master's Degree.** During the semester before graduation, a student must apply for advancement to degree candidacy. This can be done by notifying the Master of Religion, Administrative Assistant at [mareligion@andrews.edu](mailto:mareligion@andrews.edu)

At the time a student files an application for advancement to degree candidacy, he/she must have:

- Received regular admission status
- Applied for graduation
- Completed all curriculum and English-language deficiencies that may have existed
- Demonstrated foreign-language proficiency where required.
- After a student has been advanced to degree candidacy, he/she may then request to take the comprehensive examinations, if comprehensive exams are required.
- An application form for the comprehensive examinations is sent to the student at the time of notification of advancement to degree candidacy.

### Projects, Theses and Dissertations

**Projects.** The student who elects to complete a research project or projects as part of fulfilling the research requirement for the master's degree or clinical doctorate reports it/them in conformity to the *Andrews University Standards for Written Work*. One copy of each report is submitted to the instructor under whose supervision it was prepared. It becomes the property of the department. Completed and signed approval forms for the project(s) must be filed in the Office of Academic Records no later than noon on Friday, one week before graduation, unless an earlier time is specified by the department. Some departments require approval of the project(s) before writing the comprehensive examinations. If students need time for project preparation beyond the semester(s) when regular project credits are accumulated, they may register for project continuation. Project continuation is a non-credit enrollment status that requires a small fee for each semester of registration.

**Master's Thesis.** To fulfill the thesis option for the master's degree, a student is required to write a thesis and successfully defend it in an oral examination at an officially designated time and place.

**Registration for Thesis Credits—Committee Guidance.** When a master's student is required or elects to write a thesis, he/she should register for it initially no later than one semester before the anticipated graduation date. The student may register for 2–6 thesis credits per semester with a maximum of 9 total credits for the thesis. The student is guided from the beginning of thesis preparation by a committee, normally consisting of two to three members, appointed before registering for thesis credits. The committee chair serves as thesis advisor. Thesis Topic Approval Forms are available in the MAR office or online at <https://cmspreview.andrews.edu/sem/mareligion/resources/>

**Standards for Writing—Dissertation Office.** The Dissertation Office contact information is: phone: 269-471-3276, e-mail: <https://www.andrews.edu/grad/documents/dissertation-thesis-process.pdf> 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. The format of the thesis/dissertation also must conform to the guidelines found in the *Andrews University Standards for Written Work* (<https://www.andrews.edu/grad/documents/andrews-university-standards-for-written-work-as-of-october-2011.pdf>).

When, in the opinion of the student and his/her full committee, the thesis/dissertation has been completed satisfactorily and a final draft has been submitted, the committee, by official action, declares it to be ready for the oral defense. Before a defense can take place, however, the candidate must submit the committee-approved thesis/dissertation 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 chair of the department or the program director.

**Defense of Thesis/Dissertation.** The oral defense must be completed no later than four weeks before a candidate plans to graduate. A thesis/dissertation is approved if no more than one negative vote is given. An abstention is recorded as a negative vote. The department chair or program director is responsible for notifying the appropriate dean or graduate program coordinator of the outcome of the defense.

The decision of a student's examining committee is recorded and signed on the appropriate form and submitted to the appropriate dean or graduate program coordinator. A copy is sent to the Office of Academic Records.

A committee chair usually assists a student by way of a check sheet to ensure the prescribed deadlines are met. The thesis/dissertation may be handed in at any time during the year, but the deadlines listed here determine the date of graduation.

#### **After the defense.**

- The student makes all corrections.
- As soon as possible, but no later than two weeks before graduation, the student submits a complete corrected copy of the thesis/dissertation to the School of Graduate Studies & Research via the Dissertation Office for approval to duplicate. At that time any changes made after the defense should be pointed out.
- After the Dissertation Office gives approval to duplicate, the student has two options:  
Option 1. The Dissertation Office arranges for duplicating with Andrews University LithoTech, and the student's account is billed for duplicating the copies that stay with the University. The School of Education requires four copies (two for the Library and two for its own use). The



Seminary requires five copies (two for the Library and three for its own use). These copies do include one copy for the student's dissertation chair. Master's students are billed for only three copies: two for the Library and one for the School involved.

Option 2. The student personally arranges for duplicating the required number of copies of the thesis or dissertation. These are delivered to the Dissertation Office.

- Doctoral students must submit a digital PDF file of their dissertation to (1) ProQuest/UMI and (2) the Dissertation Office (for inclusion in the James White Library catalog). Contact the Dissertation Office for assistance and forms.
- Master's students must submit a digital PDF file of their thesis to the Dissertation Office for inclusion in the James White Library catalog. Contact the Dissertation Office for assistance and forms.
- At this point, the Dissertation Office submits the Notification of Thesis/Dissertation Completion form to the Office of Academic Records, and the thesis/dissertation process is complete.
- Strict adherence to the deadline of 10 days before graduation is essential or graduation is postponed.

**Ordering Extra Copies.** Students wanting to purchase additional bound copies identical to those kept at Andrews University must fill out mailing labels and customs declaration forms (when applicable). These are available from the Dissertation Office. Students are billed for photocopying and binding.

**Grades for Thesis/Dissertation.** The grade for a thesis/dissertation is S or U. A deferred grade (DG) is given while a thesis/dissertation is still being written or corrected.

## Preparation Steps for Thesis/ Project Writing

- A. During your first year in the program, you will register for the GSEM 620 Research Methods class.
- B. During your second year, you will register for 2 thesis/project credits. You and your site coordinator will select a thesis/project advisor who is an adjunct faculty or lecturer of Andrews University. In consultation with your advisor, you will agree on the research topic. Your advisor will guide you from the beginning of the thesis/ project preparation. These credits will be applied to preparing the thesis/project proposal. The proposal is a document of approximately 5-7 pages, double-spaced, 12 point Times New Roman font, with bibliography attached. The bibliography does not count as a part of the 5-7 pages. The proposal is to have the components in the order below:
  - **Introduction to the problem through selective literature review** – The purpose of the introduction is to state the problems and issues involved in the topic of your research. Show your awareness of the proper literature and your competence to do research.
  - **Statement of the problem** – Typically this is one paragraph that summarizes exactly what the legitimate problem(s) and issue(s) you will address in your research. It is important that this problem statement be clear, concise and focused.
  - **Purpose Statement** – Here you state briefly what you are expecting to achieve in your research endeavor.
  - **Delimitations** – Indicate in what way(s) your thesis/project will be delimited and what limits you will place on the data to be analyzed.



- **Methodology** – State clearly what approach you will use and how the research is going to be done. After you set forth your methodology, give a concise description of each chapter of your thesis/ project, what you will include and how it will logically develop your argument. The first chapter typically includes a literature review growing out of your proposal. This chapter ends with the problem statement, purpose statement, and methodology. Succeeding chapters typically present your data and analysis in a logical pattern according to the methodology you are using. The concluding chapter presents your summary of the research and your conclusions.
- **Outline of Chapters** – List in outline form the chapters and their subdivisions.
- **Bibliography** – List the books and articles you have reviewed in preparing your proposal. Be sure to include the important studies available to you. Your advisor may assist you on what to include. For both the bibliography and footnotes in your proposal you are to follow the format of the *AU Standards for Written Work* as listed here:  
<http://www.andrews.edu/grad/documents/andrews-university-standards-for-written-work-as-of-october-2011.pdf>.

C. During the third year, you will register for 2 thesis/ project credits. When your advisor is satisfied with your proposal, you will submit a form with your title and the date of approval to the site coordinator. Now you are ready to start working on your thesis/ project. Your advisor will be available for consultation when needed and should be informed regularly about your progress.

D. During your fourth year, you will register for 2 thesis/ project credits. You will continue to work on your thesis/ project in close relationship with your advisor.

### Writing the Thesis/ Project

- Your thesis/ project should be about 50-60 pages, double-spaced, 12 point Times New Roman font, with bibliography attached. The bibliography does not count as a part of the 50-60 pages. The writing must be free of grammar and spelling errors. You are to follow the format of the *AU Standards for Written Work* as listed here: <http://www.andrews.edu/grad/documents/andrews-university-standards-for-written-work-as-of-october-2011.pdf>.
- It is vital that you work in the closest possible relationship with your advisor as you write your thesis/ project to be sure that you are on the right track with your thesis/ project format, style, and other matters.
- Upon completion you will submit the final product to your advisor for evaluation. After reading it, you will be given a feedback within 1 month. You will incorporate the suggested changes until s/he is satisfied with the product.
- Before submitting your final copy of the thesis/ project to your site coordinator, you should double-check all parts to confirm that it is both complete and correct. The checklist in the appendix will help you.
- The site coordinator and the MA Religion Director will arrange the final evaluation conference of the thesis/ project. The thesis/project evaluation will give you the opportunity to demonstrate your understanding of the larger context of your thesis/ project. The final evaluation conference will take place at least 6 weeks before you plan to graduate. It will include your advisor, the site coordinator, and the MA Religion Director or a person appointed to represent him/her.
- The site coordinator will provide the outcome through the submission of the "Report of Thesis Completion." The grade for a thesis is "S" (satisfactory) or "U" (unsatisfactory).
- You must submit (a) three final copies of the thesis with three copies of the abstract

photocopied on bond paper; (b) three approval sheets signed by the thesis/project advisor, the site coordinator, and the MA Religion Director; (d) a Thesis Completion form, signed by the MA Religion Director or a person appointed to represent him/her.

## GRADUATION REQUIREMENTS

### Awarding Degrees for Graduate Programs

#### General Minimum Requirements for a Master's Degree

(MA, MAT, MBA, MMus, MS, MSA, MSMLS, MSW, MIDA, MSCID)

While additional specific departmental requirements are described under each degree in later sections of this bulletin, the general minimum requirements for awarding master's degrees include the following:

- A student must satisfactorily fulfill a schedule of studies approved by the student's advisor and the graduate program coordinator or dean of the appropriate school.
  - The number of credits to be completed depends on the minimum requirements for the degree.
  - The student's schedule of studies must include at least one-half of the required minimum credits in course work numbered 500 and above. Exceptions are made where a course of study specifically outlined in this bulletin makes provision for an adjustment to the required number of credits numbered 500 and above.
- The student must submit evidence of competence in conducting investigation in his/her field of study. A student may fulfill his requirement by one of the following, depending on the particular degree program:
  - A thesis
  - Written reports of one or two research projects
  - Research methods or other appropriate course work.
- Where required, and only after a student has been advanced to degree candidacy, he/she must successfully complete general written and/or oral comprehensive examination(s) as prescribed by the student's major department. Usually this is done within the last semester of a student's program.

In general, no foreign language is required. In cases where an individual student's program requires a reading knowledge of a foreign language, the student must demonstrate competence in the language, normally by examination, before receiving advancement-to-degree candidacy. The department prescribes the appropriate method of demonstrating competence. A student's advisor or supervising committee informs the student regarding the foreign language required for his/her course of study.

### Graduation Procedures and Degree Conferral

Degrees are awarded three times a year at Andrews University—May, August, and December to candidates who have successfully completed all degree requirements. The responsibility for meeting all program requirements rests with the student. Participation in graduation ceremonies is for students who have completed all degree requirements and for those who meet the minimum requirements to participate without completion (see Participation in Graduation Ceremonies below).

Participation without completion applies only to students on the Andrews University main campus. Candidates from off-campus sites must complete all degree requirements and obtain clearance through the Office of Off-Campus Programs to participate in main campus graduation ceremonies. Candidates must meet the following Applications and Final Clearances guidelines for graduation or participation:

## Applications and Final Clearances

- Students must file an Application for Graduation/Marching form. Graduation/marching application forms from graduate students will be accepted only when their Advancement to Candidacy form has been submitted. (Graduation/marching application forms are available online [Graduate Graduation Application](#)) All students filing for December conferral and undergraduate students applying for graduation/marching in May must complete the graduation/ marching application no later than the October date specified in the academic calendar. All graduate students applying for graduation/marching in May must complete the graduation/ marching application no later than the January date specified in the academic calendar.
- Transcripts for transfer credit must reach the Office of Academic Records a minimum of 15 days before graduation/ degree conferral.
- All Incompletes and Deferred Grades in classes needed to complete degree requirements must be changed to a satisfactory grade in the Office of Academic Records a minimum of 15 days before graduation/degree conferral.
- Students must receive financial clearance from the Student Financial Services Office to participate in graduation ceremonies or to receive a diploma.
- Diplomas will be ready for distribution beginning two weeks after commencement/degree conferral.

**Commencement Services.** On-campus commencement services occur in May and August. Students who receive December conferral of their degrees have the option of participating in the May commencement services only.

**Graduation in Absentia.** At the time of application for graduation/marching, students must indicate whether or not they plan to participate in the ceremony. Those who complete all degree requirements and choose to graduate in absentia forfeit their right to participate in a later graduation ceremony. Those who participate in a graduation ceremony before completing all degree requirements under the terms specified below may not participate for a second time when they complete their requirements.

## Participation in Graduation Ceremonies

Graduation ceremonies are intended to recognize students who have completed all degree requirements and to celebrate their achievements. Students who are nearly completed with their degree requirements are also permitted to march and participate in the celebration within guidelines designed to maintain integrity of the degree-awarding process.

Upon submission of their Application for Graduation/Marching by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria:

Following registration for the term culminating in a spring or summer graduation ceremony, they fall within one of the following categories:

### **Undergraduate Criteria**

Undergraduate students who lack no more than 6 semester credits for degree completion and meet both overall and major GPA requirements. Credits lacking include I's, DG's and unregistered work.

**OR**

Undergraduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.

### **Graduate Criteria**

1. General Criteria

Graduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.

**OR**

Master of Divinity students who lack no more than 6 semester credits for degree completion, including practical field work courses. Credits lacking include I's, DG's and unregistered work.

2. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.
3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Office of Academic Records no later than 10 days before graduation.
4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions," written notification from their committee that they have made satisfactory revisions as required must reach the Office of Academic Records no later than 10 days before graduation. For graduation procedures applying to the PhD in Religion and ThD programs see bulletin section on PhD program requirements, "[Oral Defense of Dissertation: After the Defense](#)," and the *PhD Program Handbook*.
5. Doctor of Physical Therapy students who have completed all coursework, have met all degree requirements including passing comprehensive exams, and who either lack completion of the
  - a. last two internships, and/or
  - b. capstone project which is expected to be completed before the next graduation event.

The graduation program does not distinguish between those students who have actually completed all requirements and those who have not. All students authorized to participate will receive diploma covers, and all doctoral candidates will be hooded. 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.

A list of graduates who have completed all requirements and received degrees for each commencement will be made public through a posting on the Andrews University website.

## Contact Us

First, please visit our website for any questions or concerns:

<https://www.andrews.edu/sem/programs-degrees/mar.html>.

For Additional Information about:

- Admissions: contact Graduate Enrollment Management ([graduate@andrews.edu](mailto:graduate@andrews.edu))
- Degree requirements and/or Course advising contact Glenda Patterson at ([mareligion@andrews.edu](mailto:mareligion@andrews.edu))

- Diplomas and Transcripts: contact Academic Records ([diplomas@andrews.edu](mailto:diplomas@andrews.edu))
- Grades: contact Julie Dronen ([grades@andrews.edu](mailto:grades@andrews.edu))
- Registration: contact Academic Records ([bread@andrews.edu](mailto:bread@andrews.edu) or [baxterb@andrews.edu](mailto:baxterb@andrews.edu))

## STUDENT RESOURCES:

### Academic Resources:

**Andrews University Standards for Written Work** – online edition can be found at <https://www.andrews.edu/grad/documents/sww11.pdf>

### Center for Adventist Research

James White Library, Lower Level  
[car@andrews.edu](mailto:car@andrews.edu)

269-471-3209

The Center for Adventist Research (CAR) contains historical materials and resources on Seventh-day Adventist history and Ellen G. White, a key founder of the Seventh-day Adventist denomination. Comprised of the Adventist Heritage Center, the Ellen G. White Estate Branch Office, and AU Archives, the Center holds the largest collection of research materials on Seventh-day Adventism in the world. The CAR was formed in the fall of 2003 to better serve the campus community as well as the world community of Seventh-day Adventists by providing research support services as well as a significant outreach component. The Center and the Seminary Library cooperate to support theological education.

### Adventist Heritage Center

Located within the Center for Adventist Research, the Adventist Heritage Center contains material on the history and development of the Millerite Movement and the Seventh-day Adventist Church since the 1840s to the present. Among the materials preserved at the Center are over 51,000 books and pamphlets, 24,000 periodical volumes, 12,500 microforms, 12,000 sound recordings and 3,000 video tapes. A sizeable number of the periodicals are non-English and represent the finest collection of its kind in the world including many one-of-a-kind titles. The Center holds nearly 300 collections (1,200 linear feet) of personal papers of notable church figures such as pioneers, administrators, teachers, ministers and missionaries. These collections provide a wide range of primary source documents. The center's archives contain 30,000 photographs of denominational and campus interest, an obituary file of nearly 200,000 names, and the records of early Adventist congregations. The SDA Periodical Index is edited at the Center.

Special collections of the Heritage Center include the Advent Source and the Conditional Immortality Source Collections which document the origins of Seventh-day Adventists, the development of prophetic interpretation and the history of the doctrine of conditional immortality. The George B. Suhrie Bible Collection features an extensive collection of Bibles. Rare materials include books dating as early as the 15th century and several original editions of Martin Luther and other Reformers' pamphlets. In 2005, the Review and Herald Publishing Association donated their rare book library (approximately 2,500 volumes) to the Center. The Voice of Prophecy and Faith for Today historical archives also are located at the Center.

### **Ellen G. White Estate Branch Office**

Located within the Center for Adventist Research, the Ellen G. White Estate Branch Office contains a complete set of the letters and manuscripts of Ellen G. White (1827–1915). It also has copies of her books and articles, and thousands of pages of other documents related to the history and development of the Adventist Church.

The Branch Office houses numerous resources for students interested in research. The most important of these are (1) the Letter and Manuscript File of 60,000 pages with topical index; (2) the Ellen G. White published writings on compact disc (CD-ROM), making possible full-text computer searches of Ellen White's writings; (3) a Biographical Index covering the span of Ellen White's life and documenting her travels and activities; (4) 1,600 Manuscript Releases (with indexes); (5) an extensive Document File covering many aspects of the writings of Ellen White and of the history of the Seventh-day Adventist Church; and (6) a Question and Answer File with index.

### **Department of Digital Learning & Instructional Technology**

*Griggs Hall, Room 123*

[dlit@andrews.edu](mailto:dlit@andrews.edu)

269-471-3960

The Department of Digital Learning and Instructional Technology (DLiT) provides instructional technology leadership, support and resources to the faculty, staff, and students of Andrews University. DLiT serves main campus, online campus, and off campus programs. DLiT also oversees the operations of the Consortium of Adventist Colleges and Universities. DLiT provides technology support for enterprise level instructional technology tools such as LearningHub, the campus Moodle learning management system; student response systems (clickers); Panopto, our video streaming and recording service; and Zoom, our webinar and videoconferencing software. The Department of Digital Learning and Instructional Technology provides coordination and review for online program and course development, as well as technical support, instructional design advice and training, and materials design and conversion for course development for main campus, online campus, and off campus courses. For more information, visit [DLiT in the School of Distance Education](#).

### **Center for Women Clergy**

[www.womenclergy.org](http://www.womenclergy.org)

The mission of the Center for Women Clergy is to provide support, networking and information for the nurture of women who are considering, pursuing or engaged in professional ministry. Current projects include: 1) the creation of a website where women can get helpful information and meet and talk with other women clergy; 2) a mentoring program that puts new and developing clergy in contact with experienced clergy women eager to act in a mentoring role; and 3) regional gatherings and conferences providing an opportunity to gain inspiration and professional skills while building community with others in the field.

### **Horn Archaeological Museum**

9047 Old US 31

*(Open Saturdays 3–5 pm)*

[hornmuseum@andrews.edu](mailto:hornmuseum@andrews.edu)

269-471-3273

An archaeological museum named for its founder and first curator, Siegfried H. Horn (1908-1993), the Horn Archaeological Museum houses over 8,500 ancient Near-Eastern artifacts including coins, pottery, sculptures, tools, weapons, figurines, jewelry, seals and glass vessels. Nearly half of these objects came

from university-sponsored archaeological excavations at Tel Gezer, Israel; and Tall Hisban, Tall al-Umayri and Tall Jalul, Jordan.

The museum building, which is shared with the Institute of Archaeology (see Institute of Archaeology), contains offices, work rooms, the Siegfried Horn Archaeological Library, and the collection display area. Eleven oil-painted murals by Nathan Greene help visitors understand the cultures of Bible times. A special viewing room contains the Andrews University Cuneiform Texts (formerly the Hartford Cuneiform Tablet Collection). This collection has 3,000 ancient clay tablets dating from the Sumerian period to Neo-Babylonian times. The museum sponsors a regular lecture series, occasional field trips and a quarterly subscription newsletter.

### **Institute of Archaeology**

*9047 Old US 31*

[hornmuseum@andrews.edu](mailto:hornmuseum@andrews.edu)

*269-471-3273*

The Andrews University Institute of Archaeology coordinates the archaeological programs and activities of the university. It fosters archaeological research, publication, and education at Andrews University, the communities of Michiana, and all entities of the Seventh-day Adventist Church.

The institute 1) offers courses through the seminary which directly or significantly relate to the study of archaeology, 2) sponsors regular visits by distinguished archaeologists for the purpose of lecturing and consulting, 3) organizes public tours, 4) presents archaeological programs for churches and schools, 5) provides opportunity for field and laboratory training through its excavations and surveys in the Middle East and Michiana and the subsequent analysis of these activities, 6) supports the work of the Horn Archaeological Museum in collecting and interpreting artifacts and 7) publishes results of excavations and research in annuals, monographs and occasional papers.

### **Institute of Church Ministry**

*Seminary Hall*

*269-471-3407*

The Institute of Church Ministry (ICM), an entity of the Seventh-day Adventist Theological Seminary, shares the expertise and resources of Andrews University with the Seventh-day Adventist Church in North America, thus aiding denominational leaders in the accomplishment of its goals. The ICM serves as a North American Division Strategic Resource Center but also works for the General Conference, local conferences, local churches and Adventist journals. ICM also represents the North American Division in the Cooperative Congregational Studies Partnership (CCSP) of various faith groups under the direction of the Hartford Institute for Religion Studies.

The work of ICM springs from the belief that the tools of social science can join with biblical and theological insights to advance the objectives of the Church. Its mission is conducted through field-based research concerning Adventist youth, lay-member involvement, congregational studies, training for ministry, church growth, church-giving patterns, Adventist women in leadership, Adventist Hispanics, and the attitudes of Adventist members on various issues.

### **Institute of Hispanic Ministry**

*Seminary Hall, Room N210*

[hispanicministry@andrews.edu](mailto:hispanicministry@andrews.edu)

*269-471-6170*

The Institute of Hispanic Ministry (IHM) of the Seventh-day Adventist Theological Seminary responds to the growing needs of Hispanic congregations in North America and beyond.



The tasks of the IHM include providing graduate-level study for Hispanic pastors both on and off campus and assisting in various ways a continuing education for Hispanic ministers. It coordinates the Hispanic MA in Pastoral Ministry and supports Hispanic courses in the MDiv and DMin programs. The IHM also provides support systems for Hispanic ministry and churches that are in transition culturally and linguistically. It encourages research and the dissemination of its findings for the Seventh-day Adventist Church at large.

### **Institute of Jewish-Christian Studies**

Seminary Hall, Room N107

269-471-3349

Jews and Seventh-day Adventists share much of the same spiritual heritage and the same ideals of hope and lifestyle. Moreover, since the events of Auschwitz during World War II, Jewish-Christian issues have become a relevant part of theological concern. Therefore, the Institute of Jewish-Christian Studies organizes meetings with world renowned experts, provides a wide range of educational material and supplements the graduate programs of the Seminary with concentrations in Jewish-Christian studies. These include courses in Jewish History, rabbinics and languages. In all its work, the Institute seeks to train lay persons and ministers to foster constructive relations with Jews in their communities and to develop a global consciousness in all outreach and service.

### **James White Library**

**269-471-3275**

The James White Library and its two branches hold print books, bound periodical volumes and multimedia materials totaling more than 1.6 million items. The 100,000 square-foot main library provides study and research facilities and the library faculty provide reference and consultation and a library instruction program, a library liaison program for collection development, and interlibrary loan services.

The strongest collections are in religion, education, architecture and Adventist publications and resources. The library's automated catalog, JeWeL, can be accessed through the campus computer network as well as globally through the Internet. Through the library website 155 major electronic databases can be accessed through the Internet and from any of the 70 public computer stations located in the main library and its branches. Linking software provides links from the database search results to the library's over 44,000 print and electronic periodical titles.

Through the Michigan Library Consortium, the library provides access to MeLCat, a statewide union catalog, patron-initiated interlibrary loan service and book delivery system. Students, faculty and staff can access over 7.8 million unique books and other materials through MeLCat.

The library also has access to the OCLC Online Computer Library Center for cataloging and interlibrary loan information based on data from 69,000 libraries in 112 countries representing over 470 languages and dialects.

The Seminary Library, the Center for Adventist Research and the Mary Jane Mitchell Multimedia Center are housed in the main library. The Architecture Resource Center and the Music Materials Center are located in their respective departmental buildings on campus.

### **Seminary Library**

James White Library, Main Level

269-471-3269

The Seminary Library is an integral part of the James White Library and the Theological Seminary. It provides collections and services that support the Seminary students and faculty. Seminary Library



resources include approximately 150,000 books, 500 periodical subscriptions and 18,000 volumes of bound periodicals.

Biblical studies and practical theology are the major strengths of its holdings. Subject areas of special interest to Seventh-day Adventists are especially strong, including the biblical books of Daniel and Revelation, creationism, the Sabbath, and the second-advent. Together with the Center for Adventist Research, the Seminary Library provides the most complete research collection for Adventist studies anywhere. Graduate level collections on systematic theology, missions, church history and biblical archaeology are also featured.

### **University Center for Reading, Learning & Assessment**

*Bell Hall, Suite 200*

*269-471-3480*

The University Center for Reading, Learning and Assessment addresses learning and reading-skill needs through classes and tutoring. It helps students to strengthen their God-given abilities and natural gifts. Academic assessment and tutoring services of the center are available to Andrews students, faculty, staff and community for a fee. Students with learning problems are nurtured towards the goal of successful course work. The Center also offers Orton-Gillingham based, multisensory intervention for those who have dyslexia.

Reading skills developed in the center include speed-reading, study reading, vocabulary, word recognition or decoding skills, spelling and handwriting. Students, faculty and staff may use equipment and materials for personal reading improvement on a self-help basis for a fee. Average to excellent readers as well as those having difficulty with reading are served.

The center offers a class that covers memory, learning styles, time management, temperament, mind style and emotional condition. A follow-up class includes coordination with advisors, teachers and staff to help the student and provide individualized and small-group support.

### **Writing Center**

*Nethery Hall, Room 101*

*writery@andrews.edu*

*269-471-3358*

The Writing Center provides students with individualized instruction by fellow students on basic writing skills and strategies. Services of the center include computer-assisted tutorial sessions, drop-in help and a library of rhetoric and usage texts. The Writing Center also offers occasional review sessions on general writing problems.

### **Campus Resources**

#### **ADA Services for Students with Disabilities**

*Nethery Hall, Room 135*

*269-471-6096*

Andrews University accepts and appreciates diversity in its students, including students with disabilities. Accordingly, students are encouraged to inform the University, of any disability, by contacting the Student Success Center. Students who are otherwise qualified for college may receive reasonable accommodations for disabilities if they have provided documentation by a qualified, licensed professional. Arrangements for accommodations should be made as early as possible after acceptance, and each semester. Students who suspect that they may have disabilities may also contact Student Success to inquire about the documentation process. More information about disabilities

accommodations in college can be found at the government website:  
[www.ed.gov/about/offices/list/ocr/transition.html](http://www.ed.gov/about/offices/list/ocr/transition.html).

### **A Healthy U**

[ahealthyu@andrews.edu](mailto:ahealthyu@andrews.edu)

269-471-6086

A Healthy U is the Andrews University faculty/staff wellness program. The purpose of the program is to provide information, activities, educational events and resource materials designed to encourage healthful living among faculty and staff members.

*Andrews Community Counseling Center*

*Bell Hall, Room 159*

269-471-6238

The Andrews Community Counseling Center (ACCC) consists of five counseling rooms, a waiting room and receptionist area. The ACCC provides professional counseling and psychological services to children, adolescents, adults, couples and families in the University community and the residents of Michiana at no cost. The center was established as a training facility for master's and doctoral level students working toward graduate degrees in counseling and counseling psychology at Andrews University. These graduate-student counselors are supervised by faculty who are professional counselors and/or licensed psychologists. Services are provided to individuals regardless of race, gender, age, religious affiliation or culture. To make an appointment to receive these services, call 269-471-6238.

### **Andrews Agenda:**

Web based newsletter providing official university news and events: <https://www.andrews.edu/agenda/>

### **Andrews University Bookstore**

*Campus Plaza*

269-471-3287

The bookstore supplies all textbooks required for classes along with a wide selection of reading material in the general trade book section. School, office, art and drafting supplies are available as well as AU imprinted gifts and clothing. It also features a selection of greeting cards, balloons, gift items and snacks.

### **Andrews University Press**

*Sutherland House*

[aupress@andrews.edu](mailto:aupress@andrews.edu)

269-471-6134

Andrews University Press is the primary academic publishing house for the Seventh-day Adventist Church. It publishes academic books that make a scholarly and/or professional contribution to their respective fields and are in harmony with the mission of Andrews University. Publication emphases include archaeology, biblical studies, religion and theology, faith and learning, education and selected areas of science.

### **Christian Leadership Center**

Seminary Hall

269-471-8332

The Christian Leadership Center is an interdisciplinary organization of Andrews University providing inspiration, ongoing leadership development, coaching, consultation and research for a network of church and community leadership throughout the world. The Center's office is located in the Theological Seminary. The Center's vision is a network of Christian leaders who provide outstanding leadership for church, business and educational organizations throughout the local community and the world. The Center provides a place for academicians and field practitioners to link in a process of theological reflection that shapes the Seventh-day Adventist Church's understanding of leadership and clarifies transformational leadership development across cultures. The biblically-based model of servant leadership promoted by the Christian Leadership Center grows from that reflection. The Center focuses on transformation of the person, development of essential leadership patterns and formation of administrative skills through various programs offered to community and church organizations. Visit the Center online at [www.andrews.edu/clc/](http://www.andrews.edu/clc/).

### Howard Performing Arts Center

[hpac@andrews.edu](mailto:hpac@andrews.edu)

Box Office 471-3560

Fax 471-3565

The Howard Center is the performance home for the Andrews University music ensembles: The Symphony Orchestra, Wind Symphony, University Singers, University Chorale, Men's Chorus and Canta Bella. The Howard Center also hosts *Howard Center Presents...* a concert series with a blend of musical genres. It has hosted classical artists such as Canadian Brass, Vienna Boys Choir and King's Singers, as well as Christian artists such as Sandi Patty, Point of Grace, SELAH and Take 6. The on-campus radio station, WAUS FM 90.7, which is also located in the Howard Center, sponsors a chamber music series, Second Sunday Concert Series.

In addition, during the school year the Howard Center is home to the monthly Friday evening vesper service Fusion, which merges together all Friday night worship services, creating a dynamic and diverse worship experience. Students studying music at Andrews University also present their junior and senior recitals as a part of their requirements for graduation in the Howard Center.

The Howard Center was funded in part by a significant gift from John and Dede Howard, longtime members of the St. Joseph community, who now reside in Holland, Michigan.

The Howard Center is an important center of activity on campus. The concert hall offers a variety of concerts and other performances throughout the school year. Visit [www.howard.andrews.edu/events](http://www.howard.andrews.edu/events) for a complete listing of events.

### Information Technology Services

*Information Services Building*

269-471-6016

Information Technology Services (ITS) provides a variety of services for students, faculty and staff. These services include support of administrative records systems, networking infrastructure, telecommunications and support for students, faculty and staff computer use.

Internet access is available on campus for all students, faculty and staff. A wireless network is available in many locations on campus, allowing students, faculty and staff to connect to the Internet with an 802.11 abgn wireless enabled device. Campus residence halls have Ethernet network connections in each room allowing students to connect to the Internet. High speed Internet access is available in the Beechwood, Garland and Maplewood apartments.

The ITS Computer Store provides certain hardware and software resources at educational pricing. The Microsoft Office Suite and latest Microsoft operating system are available through a Microsoft Campus License Agreement for the cost of the media. Anti-virus software for Windows-based computers is also

available for students, faculty and staff personal use for the cost of the media. ITS also maintains a limited phone assistance service for hardware or software questions.

Telecommunications services provided by ITS in residence hall or apartment packages include local phone service with unlimited local calling, caller ID, call waiting and basic CATV service. Premium CATV service is provided for an additional fee. (For more information call 471-3455).

A general-purpose computer lab is available for use by any student, faculty or staff member. The computing lab, located in Bell Hall, Room 182, may also be reserved for instructional use. The lab contains Microsoft Windows-based systems with a variety of software. Laser printing is available for a fee. Additional computer labs exist in various schools and departments.

### **Institute for Diversity and Multiculturalism**

*Nethery Hall*

269-471-3174

The Institute for Diversity and Multiculturalism (IDM) fosters understanding and inclusiveness in matters of race, ethnicity, culture, mental and physical abilities, age and gender in several ways.

1. The IDM provides assistance and training through lectures, workshops and seminars for Andrews University administration, faculty, staff and students.
2. It conducts workshops, seminars and conferences on diversity for a variety of other audiences.
3. The Institute provides consultation and training services to businesses, church organizations, law enforcement agencies, human resource professionals and educational entities.
4. The IDM is a resource for the world church in dealing with the increasing multicultural and diverse nature of its membership and its mission.
5. The Faculty Research Forum, a unit within the Institute, researches issues of diversity and multiculturalism and disseminates its findings.

### **LithoTech**

*Harrigan Hall (main floor, front entrance)*

[litho@andrews.edu](mailto:litho@andrews.edu)

269-471-6027

LithoTech provides full service in digital color and black and white printing. In addition, LithoTech offers offset printing and bindery services. Brochures, black and white copies, color copies, color posters, church bulletins, resumes, paperback books, newsletters, letterhead and envelopes, business cards and a wide variety of paper are a few of the items that can be provided.

### **Office of the Ombudspersons**

269-471-3244, 269-471-3214

The Office of the Ombudspersons is a confidential, independent and neutral dispute resolution service for the University community. As such, it facilitates understanding, communication and resolution of conflict among students, faculty and staff. The office serves as an impartial and confidential means of facilitating dialogue between parties on campus and as a means, apart from formal grievance procedures, of resolving differences. The office was established as part of the University's Christian commitment to foster a courteous and considerate climate conducive to productivity and well-being for the University community.

The Ombudsperson works independently from University administrative offices. Discussing a matter with an ombudsperson is confidential to the extent allowed by law and does not constitute notice to the university.

**Graduate Forms:** found at <https://www.andrews.edu/grad/resources/>

**Application for Graduation** – must be filled out online by student the semester before planning to graduate and before the semester deadline. [Graduate Graduation Application](#)

**Graduate Petition** – filled out with advisor when requesting exceptions to current policies and procedures of your bulletin.

**Transfer Credit Request** – fill out in your first semester with advisor requesting courses/credits from other programs or institutions transferred into your current program. Courses/Credits must meet transfer requirements.

**Forms provided by MAR Office:** <https://www.andrews.edu/sem/mareligion/>

**MAR Student Discount Form** - must be filled out every semester in order to receive discount. Must have a 3.0 GPA and be fulltime.

**Spouse Discount Form** – must be filled out every semester. Seminary student must be fulltime in order for spouse to receive discount.

**Thesis Topic Approval Form** – must be filled out before starting work on thesis.

Add/Drop Forms

**Thesis Defense Approval Forms** – must be filled out and signed by committee members at the time of defense.

**Student Course Check Sheet** – provided at Orientation. Document tracks student's courses and program progress.

**Add/Drop Forms** – used to add or drop classes after the Add/Drop deadlines have passed. Form will require a signature from one or more of the following: instructor, advisor, associate Dean.

## Web Addresses and Emails you should know:

Andrews IT Help Desk – [helpdesk@andrews.edu](mailto:helpdesk@andrews.edu)

James White Library - <https://www.andrews.edu/library/index.cgi> , email for off campus students: [silas@andrews.edu](mailto:silas@andrews.edu)

Learning Hub - <https://www.andrews.edu/sed/resources/adjunct/3-4-moodle.html>

Admission: Graduate Enrollment Management - [graduate@andrews.edu](mailto:graduate@andrews.edu)

Degree requirements/ Course advising: MAR Office- [mareligion@andrews.edu](mailto:mareligion@andrews.edu)

Diplomas: Julie Dronen - [diplomas@andrews.edu](mailto:diplomas@andrews.edu)

Grades: Julie Dronen - [grades@andrews.edu](mailto:grades@andrews.edu)

Registration (Off-Campus): Barbara Read - [bread@andrews.edu](mailto:bread@andrews.edu) or Beth Baxter- [baxterb@andrews.edu](mailto:baxterb@andrews.edu)

Transcript Requests: Sheila Jones [transcripts@andrews.edu](mailto:transcripts@andrews.edu)

Verifications: Beth Baxter [verifications@andrews.edu](mailto:verifications@andrews.edu)

Code of Student Conduct -MA Religion webpage <https://www.andrews.edu/sem/mareligion/> or the online Andrews bulletin at <https://bulletin.andrews.edu/content.php?catoid=13&navoid=1978>