

Andrews University

Seek Knowledge. Affirm Faith. Change the World.

Office of Academic Records



Our Services and Processes

Academic Records Overview

Mission	Uphold the aim of Andrews University, serving its constituency as stewards of the university academic records, maintaining the integrity of our data and documenting the excellence of our students.
Vision	Strive for excellence in servicing our constituents through shared knowledge, timely communication and innovative systems.
Values	1. Standards – <i>uphold and implement faculty voted policy to support quality education</i> 2. Knowledge and communication – <i>provide tools and timely reminders</i> 3. Service and relationships

Academic Records Overview: What & Who?

Services (What we do?)	Academic Records Staff (Who does it?)	Contact Information (email@andrews.edu)
- General Inquiries: Registration; IDs - Verifications - Diplomas & Transcripts	- Operations Manager (TBD) - Danielle Owusu	academicrecords verifications diplomas, transcripts
Grades	Maya Wilson	grades
Course Schedule	Don Robinson	courseschedule
FERPA & Online Publications: Bulletin	Kevin Wiley	ferpa bulletin
- Articulation (Transfer) - Degree Audits & Graduation (Main campus & Distance) - Major Change (UG only)	- Articulation Coordinator (TBD) - Naoko Jacobson - Rodney Abriol	articulation ugrecords gradrecords majorchange
Degree Audits & Graduation (Off-Campus)	Katie Lewis	offcampusrecords

Most Frequently Used

Services/Forms	Email Address
General Inquiries Registration (Registration Form, Drop Form)	academicrecords@andrews.edu
Grades (Registration Exceptions, Grade Change)	grades@andrews.edu
Articulation (Transfer courses)	articulation@andrews.edu
Major Changes - Undergraduate	majorchange@andrews.edu
Major Changes - Graduate	graduate@andrews.edu
Undergraduate Records (Degree Audit, Degree Works, Graduation, Petitions)	ugrecords@andrews.edu
Graduate Records (Degree Audit, Degree Works, Graduation, Petitions)	gradrecords@andrews.edu

Academic Records Overview: Where?

- **By phone:** Extension 3375
- **By email:**
academicrecords@andrews.edu (general info)
registrar@andrews.edu
- **Online:**
andrews.edu/services/registrar
- **Location:**
Administration Building, 2nd Floor

Traits of Effective Instructors/Advisors

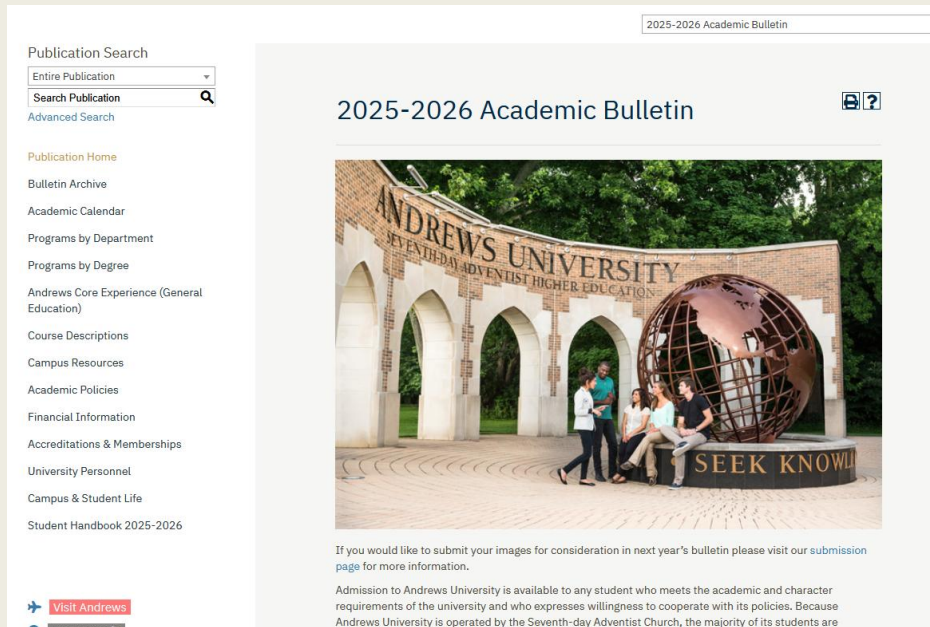
- Communicate a compassionate and caring attitude toward the student
- Know and adhere to University academic policies and deadlines
- Know program requirements
- Navigate University systems (registration, grades, degree audit)
- Utilize resources as questions arise
- Ensure that students follow degree plan and register for courses accordingly
- Complete degree audits every semester

Top 6

Resources for Faculty



1 - Bulletin



- Programs & Degrees
- Course Descriptions
- Academic Calendar
- Campus Resources
- Policy Library
- Financial Information

bulletin.andrews.edu

University Policy Library

Publication Search

Entire Publication

Search Publication

Advanced Search

Publication Home

Recently Updated Policies

Academic

Administration

Board of Trustees

Campus Safety

Employee Handbook

Faculty

Financial

Graduate Council

Information Technology

Research

Student Life

Undergraduate Advisor Handbook

University Policy Library

Recently Updated Policies

[Click here to view an ongoing list of recent updates to university policies.](#)

Foreword

The Andrews University Working Policy dates from the 1960s. A faculty committee established in 1961 reviewed existing policies and formulated new policies to meet the needs of an expanded faculty and a more complex university. A preliminary draft of the Working Policy was published in August 1964. A 1965 edition clarified further the policies of the growing university and became the basic working policy document that had evolved through several years of development. The Working Policy was approved by the faculty, and subsequently by the Board of Trustees, on February 1, 1965. Succeeding editions have been published in 1968, 1970, 1989, 1994, 1997, and in 2004-2005, the first searchable and user-friendly version was made available on the university website. This edition was edited and updated in Fall 2012 to incorporate changes, especially those involving the acquisition of Griggs University, and formation of the Schools of Distance Education and Health Professions.

Throughout its history, the Working Policy has been developed collaboratively by faculty and administration. Through this process, new policies have been recommended by faculty, staff, and administrators to the Board of Trustees for adoption.

Every attempt has been made to reflect current approved practice, to delete outdated material, and to create a concise, readable tool. Many procedures have been relocated to auxiliary handbooks used by appropriate departments. This document is intended to be a living document, and will be updated as needed.

University Policy Library

2025-2026 Academic Bulletin

University Policy Library

2024-2025 Academic Bulletin [ARCHIVED CATALOG]

2023-2024 Academic Bulletin [ARCHIVED CATALOG]

2022-2023 Academic Bulletin [ARCHIVED CATALOG]

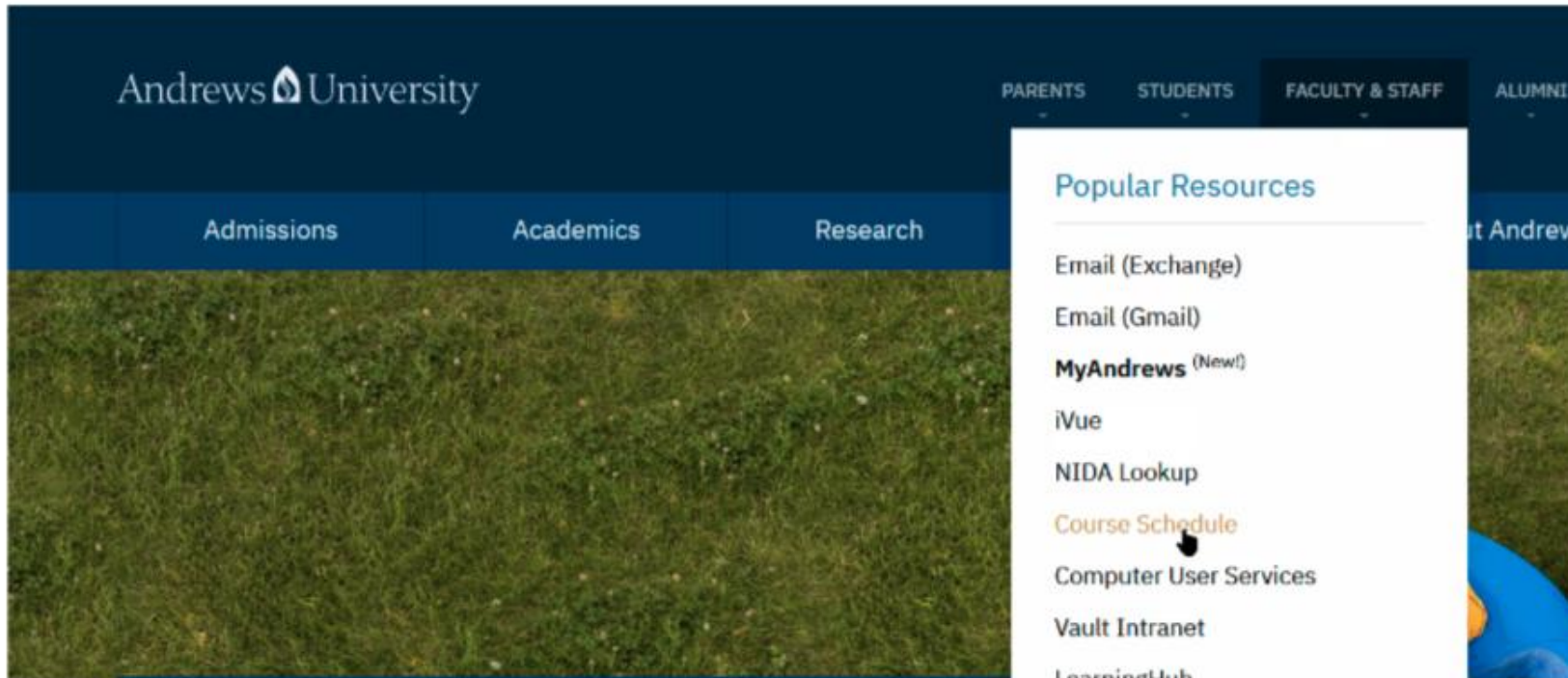
2021-2022 Academic Bulletin [ARCHIVED CATALOG]

2020-2021 Academic Bulletin [ARCHIVED CATALOG]

2 - Course Schedule

<https://vault.andrews.edu/schedule/>

Accessing the Course Schedule



Accessing the Bulletin from the Course Schedule

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI

OFFICE OF
ACADEMIC RECORDS

Andrews University / Services / Registrar / Students / Course Schedule / Schedule Search Tool

Term: Fall Semester 2024

Additional Filters Reset Criteria Display as PDF Download CSV File

[Important Dates](#) Show 100 entries

Course (CRN) Campus / Sched. Type / Instr. Method	Course Title Instructor(s)	Level Credits	Meeting Session
ACCT 121 001 (211) Main / Lecture	Principles of Accounting I Sahly, Quentin J.	Undergraduate 3	Class 08/26
ACCT 121 999 (2061) Field-Based / Interactive Online / Asynchronous	Principles of Accounting I Asante, Afua	Undergraduate 3	Web / 08/26

Accessing the Bulletin from the Course Schedule

Accounting

- **ACCT 121 - Principles of Accounting I**

Credits: 3

Emphasis upon understanding the accounting cycle and the content and preparation of financial statements. Labs are designed to further address, through practice and implementation, the concepts of this course.

Lecture/Lab: Weekly: 2 lectures and 1 lab

Grade Mode: Normal (A-F,I,W)

Schedule Type: Lecture, Lab, Interactive Online, Self-Paced

Term Offering: Fall

College Code: CPS

[Click here for the Schedule of Classes.](#)

3 - Vault

[Home](#) » Vault

Welcome to Vault

Registration Central

Essentials for enrolling each semester. Class selection, finances, student insurance, meal plans, holds, and more. Consult the Registration Central [FAQ](#) if you have questions.

The Co-Curriculum

Check your attendance record and view a list of upcoming co-curricular programs. [Click here](#) to view upcoming Tuesday Choices.

iVue

View Andrews University Student Profile.

Degree Works

Student planning, Advising support, Degree audit

finVue

View your Financial profile, including Financial Aid.

Campus Safety

Citation and Building Management

Username Activation

If you're new at Andrews, activate your username to access Vault, Andrews email, and other computing services. Forgot your password or username? [Click here](#).

Third Party Payments

Enable your account for third party payments or, if you are a third party, make a payment to a student's account!

preVue

Recruits and Prospective Students: View your profile!

Alumni Directory

The alumni directory.

Faculty

Faculty appointment management.

- Registration Central
- Overrides
- Submit Grades

vault.andrews.edu

4 - FERPA

Family Educational Rights and Privacy Act

Section 1 - Defining Terminology

This section is an introduction to the Family Education Rights and Privacy Act (FERPA) and important terminology. After watching the video, click on the comprehension question link below.

Click on the play button to get started.



Video 1 - Defining Terminology

Comprehension Questions - Defining Terminology

- Training available at NEOED Learn
- Everyone does refresher training every 3 years
- ferpa@andrews.edu

<https://unified.neoed.com/dashboard>

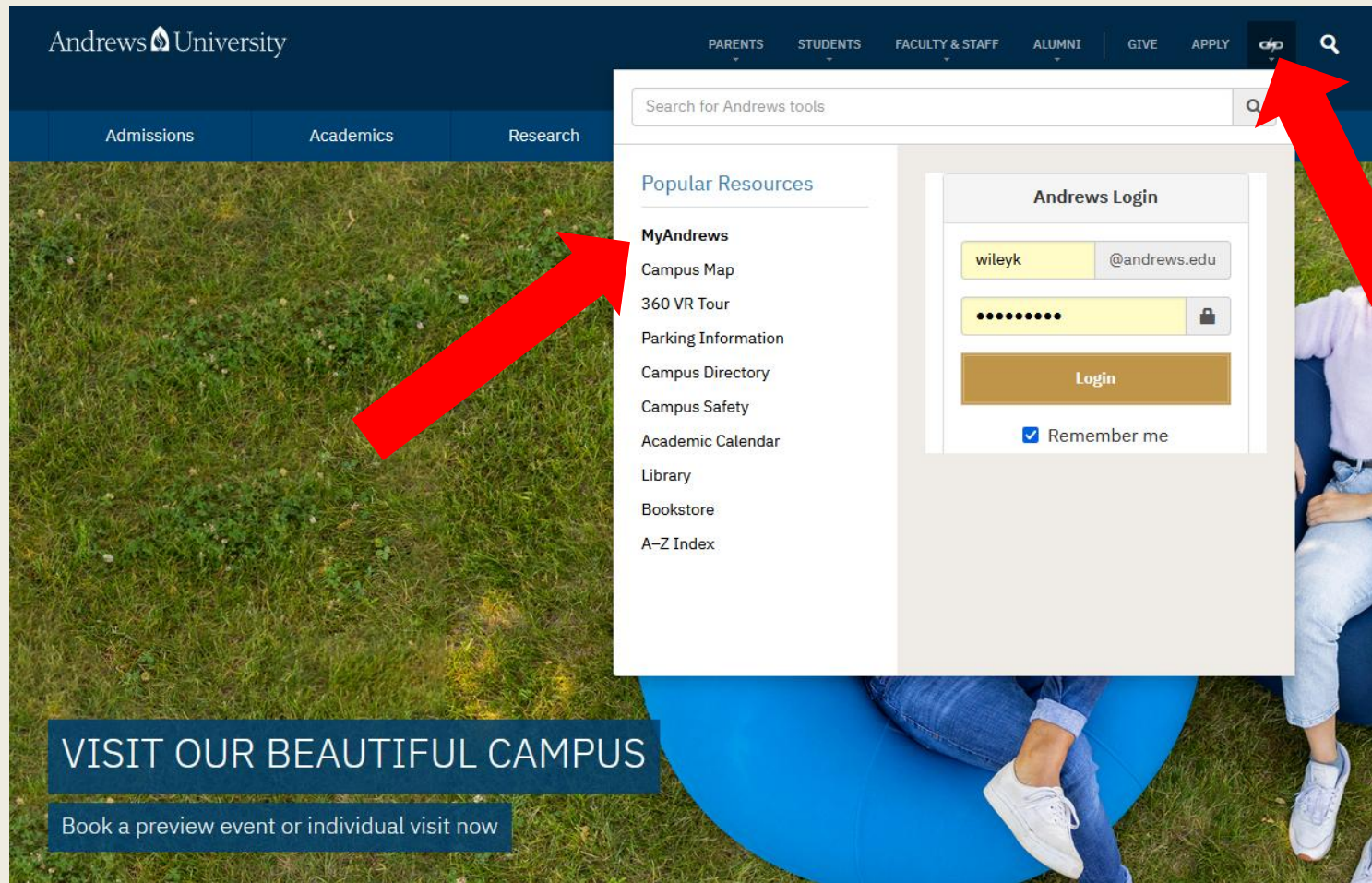
5 - Academic Records Website



- Bulletin
- Course Schedule
- Registration info
- Grading info
- Forms
- Graduation info
- Other academic records info & links

www.andrews.edu/services/registrar

6 - My Andrews Portal



My Andrews Portal



My Andrews

Calendar, Notifications, Profile icons

Welcome, World Changers



WELCOME, WORLD CHANGERS

Counseling & Testing



COUNSELING & TESTING CENTER

Student Success Resources



Student Success

Center for DLiT



Center for Digital Learning & Instructional Technology

Need help? Contact DLiT.
Email: dlit@andrews.edu
Phone: 269-471-3960

DLiT Supported Tools:

- [LearningHub](#) powered by Moodle
- [Zoom](#)
- [Panopto](#) streaming service
- [Padlet](#)

MyAndrews Resources



[How do I use MyAndrews?](#)
[Need additional help?](#)
[Request a demo](#)
[Provide feedback](#)

Banner Staff Self Service

[Student Profile](#)

Campus News and Events



Andrews Receives Second NSF Research Grant of 2024

Student Lookup

Search by ☒ Last name ☐ ID

Search by last name



Find student information
Use the search field above to get started.

Resource Summary

Resource	Link
My Andrews Portal	https://experience.elluciancloud.com/au528637/
Bulletin	https://bulletin.andrews.edu
Policy Library	https://bulletin.andrews.edu/index.php?catoid=9
Academic Calendar	https://bulletin.andrews.edu Click on “Academic Calendar”
Course Schedule	https://vault.andrews.edu/schedule/
Vault	https://vault.andrews.edu/ Registration: Click on “Registration Central” Registration Overrides: Click on “Registration” → Click on “Registration Overrides” Grades: Click on “Registrar” → Click on “Grade Submission” Degree Planner/Audit Tool: Click on “Degree Works”
Academic Records	https://www.andrews.edu/services/registrar/
FERPA	https://unified.neoed.com/dashboard

Registration



Andrews Standards & Processes

Semester Timeline

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS

2026-2027 Academic Bulletin

Publication Search

Entire Publication

Search Publication

Advanced Search

Publication Home

Bulletin Archive

Academic Calendar

Programs by Department

Programs by Degree

Andrews Core Experience (General Education)

Course Descriptions

Campus Resources

Academic Policies

Financial Information

Accreditations & Memberships

University Personnel

Campus & Student Life

Student Handbook 2026-2027

Academic Calendar

Click the appropriate links below to view portions of the academic calendar for 2025-2026.

- Summer Session 2026 (updated 9/4/2026)
- Fall Semester 2026 (updated 9/4/2026)
- Spring Semester 2027 (updated 9/4/2026)
- Summer Session 2027 (updated 9/4/2026)
- 5-Year Academic Calendar 2026-2031 (updated 9/4/2026)
- 2026-2027 Dissertation, Thesis, & Comprehensive Exam Deadlines

- Registration Opens (*Monday after Spring Break*)
- Classes Begin – **Fall, Aug. 24th**
- Last day to register (*day 10*) – **Fall, Sep. 2nd**
 - Last day to add a class.
 - Last day to drop without a fee.
 - Last day to change from credit to audit.
- Class Roster Notification
- Mid-term Grades Due – **Fall, Oct. 14th**
- Last day to withdraw (*65% of the academic term*) -- **Fall, Oct. 20th**
- Semester End (includes final exams) – **Fall, Dec. 10th**
- Final Grades Due (*Wednesday after final exams*) – **Fall, Dec. 16th (by 11:59 PM)**

bulletin.andrews.edu

Registration Central

Students encouraged to use Registration Central before add/drop deadline

**Enroll before the last day to register (day 10):
Last day to add class, drop without fee,
change from credit to audit**

**Refer to the Office of Academic Records
webpage for registration troubleshooting,
resolving holds that prevent registration, and
current student registration forms:**

<https://www.andrews.edu/services/registrar/students/registration/>

The screenshot shows the Andrews University Vault website. The header includes the Andrews University logo and navigation links for PARENTS, FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, and GIVE. The main content area is titled "Welcome to Vault" and lists several links: **Registration Central** (circled in red), Username Activation, iVue, preVue, The Co-Curriculum, Third Party Payments, Degree Works, Alumni Directory, finVue -> Financial Aid Self-Service Banner, Faculty, Campus Safety, and myAndrews. The footer contains the text "vprod0/secure PROD 09/27/2024".

Registration Needing Instructor Approval

Online overrides: Go to vault.andrews.edu → Registration → Registration Overrides

INSTRUCTOR OVERRIDE	ADVISOR OVERRIDE
- Capacity override: Closed Course - Co-requisite / Pre-requisite - Instructor permission override: Independent Study <i>After instructor override is entered, student can proceed to RC to register.</i>	- Repeat - Duplicate

Overrides requiring a manual registration form (*cannot be done online presently*)

INSTRUCTOR SIGNATURE REQUIRED	DEAN'S SIGNATURE REQUIRED
- Audits - Time Conflict (requires both instructors)	- Overload - Campus Restriction

Registration ADD Form

(use before current semester add/drop deadline)

Registration ADD Form (use before current semester add/drop deadline)

*for items that cannot be completed
in Registration Central:*

- Audit
- Overload
- Academic Probation
- Class Conflict
- Campus Restriction

Andrews University

Registration Form (Add Classes)

Student Information & Term

Student Name:	Andrews ID:	Term:
---------------	-------------	-------

Course Information

Add or Drop (mark one)	CRN	Subject & Course Number	Section	Course Title	Credits (*AU* for Audit and include credits)
☒ Add ☐ Drop					
☐ Add ☐ Drop					
☐ Add ☐ Drop					
☐ Add ☐ Drop					

Approvals Required

Signature	Date
Student:	
Advisor:	

Required for Audit and Time Conflict
(Instructor signature indicates agreement reached for conflicting courses)

Signature	Conflicting Course(s)	Date
Instructor:		
Instructor:		

Required for Restrictions
(campus, degree, major)

Signature	Date
Department Chair/Dean:	

Required for Semester Credit Overload

Signatures	Total Semester Credits	Date
Dean:		
Financial:		

Registrar's Office Use Only (Sign and Date)

☐ Approved ☐ Denied	Comments:	Date: Signature:
--	-----------	---------------------

andrews.edu/services/registrar/students/forms

Financial Cancellation & Course Cancellation

- **Cancellation of Unconfirmed Course Reservations (Financial Cancellation)**
 - Classes are dropped for students who are not financially cleared
 - When students are dropped, they will no longer appear on your class roster and will no longer have access to the class in LearningHub.
 - A student will need to reregister for the course via the registration exception request form in order to be reinstated and continue to attend your class.
- **Cancellation of Courses Below Minimum Enrollment (Course Cancellation)**
 - Courses below minimum enrollment should be reported from the department to the Dean's office and Academic Records.
 - It is the department's responsibility to notify students what classes will be cancelled so students can plan accordingly and are not hindered in their degree progress.

Registration Changes

Students encouraged to use Registration Central before add/drop deadline

Andrews University

Drop Form

Purpose:
All Registration, including dropping courses, should be completed in Registration Central before the registration deadline:
<https://vault.andrews.edu/registration/central>
Use this form to drop courses after the registration deadline and before the withdrawal deadline.

When... Who... Where... to Submit?

- Use form after the registration deadline and before the withdrawal deadline (65% of the semester) ([see abbreviated calendar](#)). The Drop Form should not be used for students withdrawing from all courses; use a [Student Exit Procedure Form](#). After the withdrawal deadline of the semester, the Registration Exception Request form will be required if dropping courses.
- May be started by the student or advisor.
- A fee will be charged for registration changes made after the registration deadline.
- The Drop Form must be completed, approved with all signatures, and submitted by the withdrawal deadline date.
- Email completed form to academicrecords@andrews.edu

Please Note: Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communication will be sent to your AU email account.

Student Information & Term

Student Name:	Andrews ID:	Term:
---------------	-------------	-------

Course Drop Information

CRN	Subject & Course Number	Section	Course Title	Credits	Dates of Attendance	Instructor Signature

Approvals Required

Signature	Date
Student:	
Advisor:	

Required for International Students Dropping Below Full-Time

Signature	Total Semester Credits	Date
International Student Services:		

Registrar's Office Use Only (Sign and Date)

Comments:	Date:
☐ Approved ☐ Denied	Signature:

Drop Form:
*Drop Classes with "W" – Fall term,
September 3rd through October 20th*

Registration Exception Request:
*for changes after add/drop deadline
Add classes, Swap sections, Credit changes,
Previous Semester changes*

Completed Forms Should Include:
Signatures for approval, Course Details,
Dates of Attendance (particularly last date
of attendance/engagement for Drops)
When applicable:
Explanation of requested change, Grade
Information for previous semester

Andrews University

Registration Exception Request

Student Information & Term

Student Name:	Andrews ID:	Term:
---------------	-------------	-------

Registration Change Information

Add or Drop (mark one)	CRN	Subject & Course Number	Section	Course Title	Credits ("AU" for Audit)	Dates of Attendance	Instructor Signature
☐ Add ☐ Drop							
☐ Add ☐ Drop							
☐ Add ☐ Drop							
☐ Add ☐ Drop							

Explanation Required:

Grade Information
(Grade information required only if a grade has been submitted)
Please choose one of the following reasons: ☐ Calculation Error ☐ Instructor Error ☐ Registration Error

CRN	Subject & Course Number	Section	Course Title	Credits ("AU" for Audit)	Grade From	Grade To	Instructor Signature

Approvals Required (Obtain signatures in order listed below)

Signature	Date
Student:	
Advisor:	
Dean:	
Financial:	

Registrar's Office Use Only (Sign and Date)

Comments:	Date:
☐ Approved ☐ Denied	Signature:

andrews.edu/services/registrar/students/forms

Student Exit Procedure

**Student Exit Procedure Form
used to withdraw from all
courses in the current semester**

Completed Forms Should Include:

Student Contact details, Reasons for
withdrawal, Signatures for approval, Course
Details, Dates of Student Attendance
(particularly last date of attendance)

OFFICE OF ACADEMIC RECORDS
Student Exit Procedure Form

Andrews University
4150 Administration Drive, Berrien Springs, MI 49104-0803
Phone: 269-471-3375 Fax: 269-471-6001
8/2012

Instructions & Information

► This form is for students withdrawing from **ALL** classes for one or more semesters. Complete steps below in order, with **ALL** required signatures.
► Your student status will be **inactivated**. If you plan on returning, contact Undergraduate Admissions (269-471-6343) or Graduate Admissions (269-471-6321).

Student's Name: _____ First _____ Last _____ Andrews ID: _____

Forwarding Address: _____ Street Address _____ City _____ State _____ Zip Code _____ COUNTRY _____

Email: _____ Phone Number: _____

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Are you currently registered for future semesters? ☐ Yes ☐ No

Details for Withdrawal

Reason: ☐ Academic ☐ Financial ☐ Illness ☐ Involuntary ☐ Personal ☐ Transferring ☐ Other

Please comment on your experience at Andrews: _____
(Use back or attach if needed)

All Signatures Required

1. Student: ☐ I have checked with my instructors and understand that I cannot complete any of my classes. I am withdrawing from all courses below.

Student's Signature _____ Date _____

2. Advisor: _____

Advisor's Signature _____ Date _____

3. Academic Dean's Office

Dean's Signature _____ Date _____
Deans: If different from standard refund schedule, please attach supporting documents.

CRN	Course Acronyms and Numbers	Sec. No.	COURSE TITLE: TOPIC OF STUDY	Credits	Last Day Attended

4. Student Life

Student Life Signature _____ Date _____

5. International Student Services (As applicable)

International Student Services Signature _____ Date _____

6. Dining Services (Deactivate ID card)

Dining Services Signature _____ Date _____

7. Student Financial Services

Student Financial Services Signature _____ Date _____

8. Academic Records

Academic Records Signature _____ Date _____

FALL & SPRING TUITION REFUND SCHEDULE:
100% — 1st-10th Calendar day 40% — 10th-24th Calendar day
70% — 11th-17th Calendar day 0% — 25th-Last day of semester

SUMMER TUITION REFUND SCHEDULE:
100% — 1st-3rd Calendar day
50% — 4th-10th Calendar day

andrews.edu/services/registrar/students/forms

Confirm Class Roster

- Registration required for attendance
- Students attending who are not registered must be required to complete registration
- An e-mail is sent to all faculty before midterm grades reminding faculty to check their class rosters
- Students not attending but registered please notify Academic Records (academicrecords@andrews.edu)
- Timely action will prevent issues at end of semester grade submission

Class Attendance

- Attendance required for all registered students
- Attendance record to be kept
- 20% maximum absences allowed for undergraduate students
- 10% maximum absences allowed for graduate students
- Three tardies are equal to one absence
- May give failing grade when maximum absences exceeded

**Refer to General Academic Policies in the Bulletin (bulletin.andrews.edu)*

Grades



Andrews Standards & Processes

Grades

- 4 point system
- **A** and **A-** (No A+); **D** (No D+ or D-)
- **S/U** (Satisfactory/Unsatisfactory)
- **AU/UA** (Audit/Unsatisfactory Audit)
- **DG** (Deferred Grade)/**DN** (Deferred and Not Completable)
- **I** (Incomplete)
- **NC** (No Credit)
- **P** (Pass)

**Refer to General Academic Policies in the Bulletin
(bulletin.andrews.edu)*

Grade Submissions and Changes

The screenshot shows the Andrews University Registrar website. The top navigation bar includes links for PARENTS, FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, ALUMNI, GIVE, and QUICK LINKS. A search icon is also present. The left sidebar menu lists various services, with 'Grade Submission' highlighted in red. The main content area displays a 'Welcome' message and a 'Please make a selection from the menu to proceed.' prompt. Below this, the 'OFFICE OF ACADEMIC RECORDS' section is visible, featuring a 'Grades' link and a 'Grades' button in the left sidebar. The 'Grades' section includes a 'Please Note' section and a list of steps for online grade submission.

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS

Home » Vault » Registrar

Welcome

Please make a selection from the menu to proceed.

Official Graduation List
NSC Enrollment Verification
Holds Maintenance
Grade Summaries
Outstanding I/DGs
Grade Submission
Manage Registration Data
Room Calendars
Programs and Curricula

Andrews University

PARENTS STUDENTS FACULTY & STAFF ALUMNI GIVE APPLY CHS MAIL

OFFICE OF ACADEMIC RECORDS

Office of Academic Records

Student Resources

Faculty & Departments

Academic Bulletin
Attendance in Banner
Instructions for Fall 2022
Course Schedule Submissions
Course Time Periods
Grades

Alumni & Former Students

About Our Office

Staff

Contact Information

Grades

The following information is also contained in our printable [Grade Quicksheet PDF](#).

Online Grade Submission

The online grade submission website is open at the end of the semester for grade submissions. You will receive an e-mail notification which will include the dates and steps for submission.

[Deadline for Grades: Wednesday after the last day of classes.](#)

Please Note
Once you submit the grades you can no longer make any changes to them online. Use "Store Working Copy" until you are certain that you want to submit them.

1. Go to <http://vault.andrews.edu>
2. Click **Registrar**
3. Click **Grade Submission**. If prompted, login using your Andrews username and password
4. Click on **Submit Grades**
5. From the drop-down menu, select a class you wish to submit grades for
6. Select grade for each student (**Incompletes - see below*)
7. Click **Store Working Copy of Grades or Submit Final Final Copy of Grades****
8. Click **View Submitted Grades** if you wish to view the grades you have submitted. All courses appearing on your list have students enrolled and require a grade. Once you have submitted final grades for a given class, the class will disappear from the list.

The screenshot shows the 'Official Grade Change Form' from the Office of Academic Records at Andrews University. The form includes fields for Student Name (First and Last), Course# and Title, Instructor Name, Semester, and Year. It also includes a section for 'Revision of Grades' with a link to 'SEE WORKING POLICY 2.437.4.2'. The form is divided into two main sections: 'Correction of Grade Due to Instructor Error' and 'Time Frame for Letter Grade Changes'. The 'Correction of Grade Due to Instructor Error' section lists three conditions for grade changes: alteration to the official grade records, only for instructor error, and a written statement must be included. The 'Time Frame for Letter Grade Changes' section lists three conditions: grade changes may be made only in the semester following, in extenuating circumstances, a change may be made up to two semesters following the course, and for an extension campus course, the grade change must occur within three terms following. The 'Instructions for Incompletes and DGs' section states that grade changes from DGs & Incompletes for classes taught within the past two years are to be completed online via the grade submission site. The 'Reason for Change' section includes checkboxes for 'Instructor Error' and 'Calculation Error', and a 'Registration Error' checkbox with a note that the grade option was not available. The 'Statement Required' section includes a checkbox for 'I understand the AU Working Policy Grade Change requirements referenced above. I have documentation, in addition to the statement above, to be reviewed by the dean for consideration in approving this grade change.' The form also includes fields for Instructor's Signature, Date, Dean's Signature, and Date, and a section for 'Authorized Faculty' with a note that only where authorized by the faculty member of record, may the grade change be completed by another faculty. The form is revised 6/2018 and the website www.andrews.edu/services/registrar is listed.

OFFICE OF ACADEMIC RECORDS

Official Grade Change Form

Andrews University

4150 Administration Drive, Berrien Springs, MI 49104-0800
grades@andrews.edu Phone: 269-471-6231 Fax: 269-471-6001

Student's Name: _____ Andrews ID: _____
First Last

Course# and Title and Topic (if applicable): _____

Instructor Name: _____ Phone Number: _____

Semester in which the course was taken: _____ Year: _____

Revision of Grades SEE WORKING POLICY 2.437.4.2

Correction of Grade Due to Instructor Error

- ▶ Alteration to the official grade records are allowed only for instructor error, and not because additional work was completed since the grade was assigned.
- ▶ This form must be signed by the instructor and the dean.
- ▶ A written statement must be included on this form.

Time Frame for Letter Grade Changes

- ▶ Grade changes may be made only in the semester following.
- ▶ In extenuating circumstances, a change may be made up to two semesters following the course, but require the Dean's signature.
- ▶ For an extension campus course, the grade change must occur within three terms following.

Instructions for Incompletes and DGs

- ▶ Grade changes from DGs & Incompletes for classes taught within the past two years are to be completed online via the grade submission site. Those classes taught over three years are to be written in the grade books at the Office of Academic Records by the instructor.

Reason for Change

Select at least one of the following:

☐ Instructor Error ☐ Calculation Error

☐ Registration Error
(example: Grade option was not available)

GRADE CHANGE: Include Statement below

Grade from: _____ Grade to: _____

Statement Required:

☐ I understand the AU Working Policy Grade Change requirements referenced above. I have documentation, in addition to the statement above, to be reviewed by the dean for consideration in approving this grade change.

Instructor's Signature _____ Date _____ Dean's Signature _____ Date _____

Authorized Faculty

- ▶ Only where authorized by the faculty member of record, may the grade change be completed by another faculty. (example: email permission)

Revised: 6/2018 www.andrews.edu/services/registrar

andrews.edu/services/registrar/faculty_departments/grades

andrews.edu/services/registrar/students/forms

Submitting & Revising Grades

- Online through **vault.andrews.edu**
- Once you submit the grades you can no longer make any changes to them online
- Mid-term grades are required for all gradable Undergraduate classes
- **Deadline for Final Grades:** Wednesday after the last day of classes
- Include incomplete contract (remaining assignments, due date, and default grade) with all incomplete grade submissions

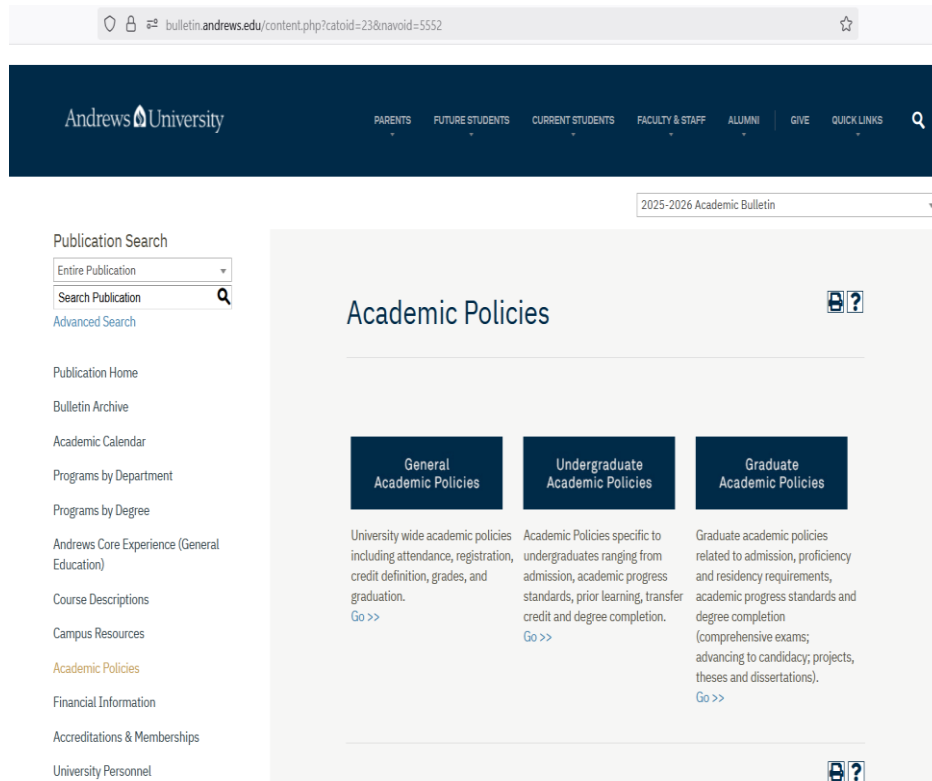
Submitting & Revising Grades

- **A Grade Change Form** may only be used for: Calculation error or instructor error
- Changes to replace an I or a DG are submitted through the online grade submission site
- For open learning classes, grades may be submitted one at a time throughout the semester

Standard Grading Options

- Instructors are encouraged to submit the grade the student earned
- Grade options include:
 - Earned grade
 - Letter grade (A-F)
 - Pass/fail (S/U)
 - Withdrawal (W)
 - Assigned automatically based on student's decision to withdraw within the allowed timeframe
 - Incomplete (I)
 - If within policy (*see next slide*)

General Academic Policies



<https://bulletin.andrews.edu/content.php?catoid=23&navoid=5552>

Incomplete Grades

- Incomplete assigned when:
 - Major portion (approx. 70%) work completed
 - Illness or unavoidable circumstance
 - Student will earn a passing grade if no additional work submitted
 - Should be resolved prior to beginning of next term (but can be extended with dean approval)
 - Written extension requests must be approved by college dean
 - Must be cleared before graduation

DG Grades

- 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 (practicums/theses/dissertations)
- All DGs must be cleared before student graduates

I (Incomplete)

- An Incomplete (I) can be assigned only if the following stipulations are met
 - when the major portion (approximately 70%) of the work for the course has been completed
 - student's work is incomplete because of illness or unavoidable circumstances; incompletes cannot be assigned because of negligence or inferior performance.
 - student will earn a passing grade if no additional work is submitted (see minimum grade requirements for ACE, major/minor/cognates, graduate courses).
- Ordinarily, incompletes should be resolved prior to the beginning of the next term. 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 in which the course is offered.
- Students with two incomplete courses may not register for more than 12 credits of new courses. Students with 12 or more credits of incompletes may not register for additional courses. Incompletes must be removed before graduation.
- When an Incomplete grade is issued, a fee is charged to the student

Undergraduate and Graduate Records



Degree Audits, Graduation Applications, ATC, and Petitions

Information Resources

	Email Address
Articulation (Transfer courses)	articulation@andrews.edu
Major Changes - Undergraduate	majorchange@andrews.edu
Major Changes – Graduate (Graduate Enrollment Management)	graduate@andrews.edu
Undergraduate Records (Degree Audit, Degree Works, Graduation, Petitions)	ugrecords@andrews.edu
Graduate Records (Degree Audit, Degree Works, Graduation, Petitions)	gradrecords@andrews.edu

Degree Works

- Program used to track students' progress towards completion
- Used for bulletins from 2018/2019 and later
- FAQ's for Degree Works
<https://www.andrews.edu/services/registrar/students/graduation/degree-works.html>

Degree Works Demonstration

- Degree Works:

<https://degreeworks.andrews.edu/Dashboard/worksheets/WEB31>

Petitions for Undergraduate

- Purpose: Exception to current policy; commonly used to make an adjustment to a student's bulletin curriculum
- Process: Submitted by students through online ePetition portal
- General Education or Honor's courses: approval by ACE or Honor's Director
- Major/cognate/minor courses: College Dean

Petitions for Graduate

- Purpose: Exception to policy; commonly used to make an adjustment to a student's bulletin curriculum
- Process: Submitted by students or academic advisors through the ePetition Portal
- Exceptions to policy: Need the Graduate Dean's signature

UG Graduation Application

- Application is online. Student are emailed information about applying for graduation early in Fall semester telling how to apply for graduation
- Deadlines can be found in the academic calendar
- For graduation information:
<https://www.andrews.edu/services/registrar/students/graduation/index.html>
- Advisors – Determine readiness for graduation by reviewing Degree Works to track student progress and submitting necessary petitions

GR Graduation Application

- Application is online. Students who are on provisional status will not be able to apply. Students must be on regular status to apply for graduation.
 - Provisional Status – monitor through iVue (missing prerequisites, official transcripts etc.)
 - Change of status form submitted to Graduate Enrollment Management at graduate@andrews.edu
- Email regarding graduation deadlines sent to program directors and department chairs
- For graduation information:
<https://www.andrews.edu/services/registrar/students/graduation/index.html>
- Advisors – Determine readiness for graduation by reviewing Degree Works to track student progress and submitting necessary petitions

Degree Audits for Undergraduate

- Check the student's curriculum information in Degree Works to make sure it is accurate
- Email sent to student and advisor with result
- Any problems need to be corrected immediately

Degree Audits for Graduate

- Check the student's curriculum information in Degree Works to make sure it is accurate.
 - Degree Works available only for students in 2018/2019 bulletin or later
 - Degree Audits for students in earlier bulletins are done manually
- Submit the Advancement to Candidacy (ATC) form ***only for Doctoral level students.***
 - The first page of the ATC form is needed if a student is in Degree Works. Otherwise, the whole ATC form must be submitted.
- Email sent to student and advisor with result
- Any issues need to be corrected immediately.

Graduation Deadlines

Graduation Date	Level	Application Deadline	DG/Incompletes/Missing Grades Deadline	Project/Thesis/Comps Completion Forms Due
December 31, 2026	All Levels	September 17, 2026	November 26, 2026	November 19, 2026
May 2, 2027	Undergraduate	September 17, 2026	April 15, 2027	April 8, 2027
May 2, 2027	Graduate	January 21, 2027	April 15, 2027	April 8, 2027
August 1, 2027	All Levels	May 20, 2027	July 15, 2027	July 9, 2027

Q&A

Academic Records: Summary

Service Areas:

- Graduate Records
- Undergraduate Records
- Major Changes (UG)
- Articulation
- Transcripts & Diplomas
- Verifications
- Grades
- Graduation
- Registration
- Off-Campus Programs

Resources & Processing:

- Academic Calendar
- Bulletin
- Course Schedule
- Final Exam Schedule
- Academic Forms & Processing
- Academic Fees
- Vault & Registration Central