

ANDREWS UNIVERSITY

# **UNDERGRADUATE POLICIES MANUAL**

Based on Actions of the  
Undergraduate Council  
and  
Earlier Undergraduate Faculty Actions

1994

# TABLE OF CONTENTS

## PART I

### ADMISSION/REGISTRATION/RECORDS

Section	Page
1-1:0 Admission Policy .....	1
1-2:0 Admission/Enrollment Standards .....	1
1-2:1 General Admission/Enrollment Standards .....	1
1-2:2 Specific Admission/Enrollment Standards .....	1
1-3:0 Categories of Admission/Enrollment Status .....	1
1-3:1 Regular Admission .....	2
1-3:1.1 Standards for secondary school graduate .....	2
1-3:1.1.1 Documentation for completion of secondary school .....	2
1-3:1.1.2 Character references .....	2
1-3:1.1.3 Respecting and abiding by rules and standards of University .....	2
1-3:1.1.4 Evidence of proficiency in English language .....	2
1-3:1.1.5 Required tests: ACT/SAT, Math Placement, Nelson-Denny Reading .....	3
1-3:1.2 Standards for applicant with Secondary School Equivalency .....	3
1-3:1.2.1 Admission requirements .....	3
1-3:1.2.2 Evidence of secondary school equivalency .....	3
1-3:1.3 Standards for transfer student .....	3
1-3:1.3.1 Student with less than 36 college credits .....	3
1-3:1.3.2 Student with 36 quarter credits completed .....	3
1-3:1.4 Standards for student in final year of secondary school .....	4
1-3:1.4.1 Secondary school transcript .....	4
1-3:1.4.2 GPA/ACT/SAT scores .....	4
1-3:1.4.3 Admission standards as outlined in 1-3:1.1.2-5 .....	4
1-3:1.5 Gifted scholars baccalaureate degree program .....	4
1-3:1.5.1 Admission based on exceptional academic achievement .....	4
1-3:1.5.2 No admission on <b>provisional</b> or <b>probationary</b> status .....	4
1-3:1.5.3 Eligibility requirements .....	5
1-3:1.5.4 Ineligibility for external student aid .....	5
1-3:1.5.5 Required tests: ACT, Math Placement, Nelson-Denny Reading .....	5
1-3:2 <b>Provisional Admission</b> .....	5
1-3:2.1 Number of solids .....	5
1-3:2.2 Overall GPA .....	6
1-3:2.3 English proficiency .....	6
1-3:2.4 Secondary school equivalency .....	6
1-3:2.4.1 Graduation transcripts from unaccredited U.S. school .....	6
1-3:2.4.2 Graduation transcripts from equivalent overseas school .....	6
1-3:2.4.3 GED certificate .....	6

Section	Page
1-3:2.5	Prospective graduate in final year of secondary school . . . . . 6
1-3:2.5.1	Current academic performance in secondary school . . . . . 6
1-3:2.5.2	Admission standards as outlined in 1-3:2.1,2.2,2.3 . . . . . 6
1-3:2.6	Advisement on how to regularize admission status . . . . . 6
1-3:2.7	Provisional student advisement during first quarter: deficiencies, timeline, GPA, etc. . . . . 7
1-3:2.7.1	Specific deficiencies/weaknesses . . . . . 7
1-3:2.7.2	Timeline to rectify deficiencies/weaknesses . . . . . 7
1-3:3	<b>Probationary Admission</b> . . . . . 7
1-3:3.1	Initial assignment of probationary status . . . . . 7
1-3:3.2	Probationary status for student with GPA below 2.00 but with promise . . . . . 7
1-3:3.3	Probationary status for final year secondary student . . . . . 7
1-3:3.3.1	Current academic performance in secondary school . . . . . 7
1-3:3.3.2	English proficiency of 450 on TOEFL or 70 or above on MELAB . . . . . 7
1-3:3.4	Limited number of students assigned probationary status . . . . . 7
1-3:3.5	Subsequent assignment of probationary status . . . . . 8
1-3:3.6	Notification of student regarding probationary status . . . . . 8
1-3:3.7	Advisement of probationary student during first quarter . . . . . 8
1-3:3.7.1	Specific weaknesses to be rectified . . . . . 8
1-3:3.7.2	Timeline for rectifying weaknesses . . . . . 8
1-3:3.7.3	Remedial program, GPA, satisfactory academic progress . . . . . 8
1-3:3.8	Loss of probationary status . . . . . 9
1-3:3.8.1	Failure to achieve required standards within timeline . . . . . 9
1-3:3.8.2	Failure to achieve satisfactory academic progress . . . . . 9
1-3:3.8.3	Failure to regain GPA of 2.00 . . . . . 9
1-3:4	<b>Permission to Take Classes (PTC) Enrollment Status</b> . . . . . 10
1-3:4.1	PTC enrollment categories . . . . . 10
1-3:4.1.1	Guest students . . . . . 10
1-3:4.1.2	Persons seeking certification . . . . . 10
1-3:4.1.3	Adult persons . . . . . 10
1-3:4.1.4	Gifted non-graduates of secondary school in special program . . . . . 10
1-3:4.2	PTC registration . . . . . 10
1-3:4.3	Subsequent admission to degree program . . . . . 10
1-3:4.4	Petition to count PTC courses on degree program . . . . . 11
1-3:4.5	Transcripts not normally required for PTC enrollment . . . . . 11
1-3:5	<b>Change of Admission Status</b> . . . . . 11
1-3:5.1	Regularizing admission status . . . . . 11
1-3:5.2	Loss of regular or provisional status . . . . . 11
1-3:5.2.1	Failure by secondary-school senior to achieve required standard . . . . . 11
1-3:5.2.2	Failure to remedy deficiencies . . . . . 11
1-3:5.2.3	Failure to maintain GPA . . . . . 11
1-3:6	<b>Exceptions to Undergraduate Admission Standards</b> . . . . . 11
1-3:6.1	Exceptions permitted only for probationary category . . . . . 11
1-3:6.2	Quarterly audits made by VPAA on exceptions . . . . . 12
1-3:6.3	Review of admission standards by Undergraduate Council . . . . . 12

Section	Page
1-3:7 Denial of Admission	12
1-3:7.1 Failure to meet prescribed admission standard	12
1-3:7.2 Submission of fraudulent documents at time of admission	12
1-3:8 Annulment of Admission and Enrollment	12
1-3:8.1 Failure to meet conditions for continuing education	12
1-3:8.2 Submission of admission documents later found to be fraudulent	12
1-3:9 Transfer Credit Policies and Procedures for Admission of Students	12
1-3:9.1 Transfer of credits allowed	12
1-3:9.1.1 Complete official transcripts required	12
1-3:9.1.2 Transfer GPA of 2.00 needed	12
1-3:9.1.3 Maximum of 105 quarter credits transfer allowed	12
1-3:9.2 Timeframe for requesting transfer credits	13
1-3:9.3 Approval or non-approval of transfer credits	13
1-3:10 Specific Admission Policies	13
1-4:0 Admission Procedures	13
1-4:1 Freshman Tests	13
1-4:1.1 ACT or SAT	13
1-4:1.2 Mathematics Placement Test and Nelson-Denny Reading Test	13
1-4:2 Registration	14
1-4:3 Registration: Help for the Student	14
1-5:0 Course Membership	14
1-6:0 Change of Study Program	15
1-7:0 Auditing Privilege	15
1-8:0 English Proficiency Level of Foreign Students	15
1-9:0 Class Load for Visa Requirements	16
1-10:0 Dual Enrollment	16
1-10:1 Undergraduate Dual Enrollment	16
1-10:1.1 Requirements for undergraduate dual enrollment	16
1-10:1.1.1 Undergraduate student at Andrews University	16
1-10:1.1.2 Within 16 credits of finishing undergraduate degree	16
1-10:1.1.3 Applied for admission to graduate program	16
1-10:1.1.4 Maximum of 16 combined credits to be taken each quarter	16
1-10:1.2 Limitations on graduate credits taken	16
1-10:1.2.1 Not used for undergraduate requirements	16
1-10:1.2.2 Maximum graduate credits reserved for future graduate program	16
1-10:1.2.3 Taking graduate courses no guarantee of future admission	16



<b>Section</b>	<b>Page</b>
<b>1-10:2 Graduate Dual Enrollment</b> .....	<b>16</b>
<b>1-10:2.1 Requirements for graduate dual enrollment</b> .....	<b>16</b>
<b>1-10:2.1.1 Completion of four-year baccalaureate degree</b> .....	<b>17</b>
<b>1-10:2.1.2 Acceptance in graduate program at AU</b> .....	<b>17</b>
<b>1-10:2.1.3 Maximum of 16 combined credits to be taken each quarter</b> .....	<b>17</b>
<b>1-10:2.2 Limitations on undergraduate credit taken</b> .....	<b>17</b>
<b>1-10:2.2.1 Undergraduate credits not used on graduate degree</b> .....	<b>17</b>
<b>1-10:2.2.2 Undergraduate GPA not counted in graduate GPA</b> .....	<b>17</b>
<b>1-11:0 Class Standing</b> .....	<b>17</b>
<b>1-12:0 Transcripts</b> .....	<b>17</b>
<b>1-13:0 Release of Student Information</b> .....	<b>17</b>
<b>1-13:1 University's Right to Release Directory Information</b> .....	<b>17</b>
<b>1-13:2 Release of Public Information</b> .....	<b>18</b>
<b>1-13:2.1 Federal, state, or local government agencies</b> .....	<b>18</b>
<b>1-13:2.2 Business firms</b> .....	<b>18</b>
<b>1-13:2.3 Scholarship donors</b> .....	<b>18</b>
<b>1-13:3 Disclosure of Personal Information</b> .....	<b>18</b>
<b>1-14:0 Academic and Disciplinary Records</b> .....	<b>18</b>

## PART II

### DEGREE REQUIREMENTS/BULLETIN/GRADUATION

Section	Page
<b>2-1:0 General Graduation Requirements</b>	<b>19</b>
<b>2-1:1 Baccalaureate Degrees</b>	<b>19</b>
2-1:1.1 Minimum credits	19
2-1:1.2 General education	19
2-1:1.3 BA/BS: major/minor/specified cognates/concentration	19
2-1:1.4 Professional degrees: core/concentration/major/emphasis/cognates	19
2-1:1.5 Minimum credits numbered 300 or above	19
2-1:1.6 Minimum credits in residence	19
2-1:1.7 Minimum credits in concentration/major/minor numbered 300 or above	19
2-1:1.8 Minimum GPA in degree courses	19
2-1:1.9 Minimum GPA in major/minor/concentration	19
2-1:1.10 Minimum GPA for credits earned at AU	20
2-1:1.11 Grade below C- not counted on major/minor/concentration	20
2-1:1.12 Second degree	20
2-1:1.12.1 Residence requirement	20
2-1:1.12.2 Published requirements to be met	20
2-1:1.12.3 Religion requirement	20
2-1:1.12.4 Foreign language for BA	20
2-1:1.13 Course used for more than one concentration/major/minor	20
2-1:1.14 Senior assessment examinations	20
2-1:1.15 Request for graduation	20
<b>2-1:2 Associate Degrees</b>	<b>21</b>
2-1:2.1 Minimum credits	21
2-1:2.2 General education	21
2-1:2.3 Core/concentration/major/emphasis/cognates	21
2-1:2.4 Credits in residence	21
2-1:2.5 Credits in major	21
2-1:2.6 Minimum GPA in degree courses	21
2-1:2.7 Minimum GPA in major	21
2-1:2.8 Minimum GPA in credits earned at AU	21
2-1:2.9 Request for graduation	21
<b>2-2:0 General Education Requirements (BA and BS)</b>	<b>21</b>
<b>2-3:0 Responsibility of the Student</b>	<b>23</b>
<b>2-4:0 Student's Governing Bulletin</b>	<b>24</b>
<b>2-5:0 Honors Program</b>	<b>24</b>
2-5:1 Purpose	24
2-5:2 Society of Andrews Scholars	25
2-5:3 National Honor Societies	25

<b>Section</b>	<b>Page</b>
<b>2-5:4 Admissions</b> .....	<b>25</b>
<b>2-5:5 Graduation with Honors</b> .....	<b>26</b>
<b>2-5:6 Graduation Distinctions</b> .....	<b>26</b>
<b>2-5:7 Honors Audits</b> .....	<b>26</b>
<b>2-5:8 Summer Scholars</b> .....	<b>26</b>
 <b>2-6:0 Undergraduate Senior Examinations</b> .....	 <b>27</b>
 <b>2-7:0 Candidacy for Degrees, Graduation</b> .....	 <b>27</b>
 <b>2-8:0 Academic Garb</b> .....	 <b>27</b>
<b>2-8:1 Appropriate Garb</b> .....	<b>27</b>
<b>2-8:2 Signs of Distinction</b> .....	<b>27</b>
<b>2-8:2.1 Honor society cords</b> .....	<b>27</b>
<b>2-8:2.2 Honor society medallion</b> .....	<b>27</b>

# **PART III** **COURSES/NUMBERING/CONTENT/OPERATION**

<b>Section</b>		<b>Page</b>
<b>3-1:0</b>	<b>Course Numbering</b> .....	<b>28</b>
<b>3-1:1</b>	<b>Prefix—alpha characters</b> .....	<b>28</b>
<b>3-1:2</b>	<b>Prefix—related to discipline</b> .....	<b>28</b>
<b>3-1:3</b>	<b>Course Number</b> .....	<b>28</b>
<b>3-1:3.1</b>	First numeral .....	<b>28</b>
<b>3-1:3.2</b>	Second numeral .....	<b>28</b>
<b>3-1:3.3</b>	Third numeral .....	<b>28</b>
<b>3-1:3.4</b>	Prefix and number for discontinued course .....	<b>28</b>
<b>3-1:3.5</b>	Person appointed to assign course number .....	<b>28</b>
<b>3-1:3.6</b>	Significance of numbers within 100- sequence .....	<b>29</b>
<b>3-1:4</b>	<b>Course Numbers and Abbreviations</b> .....	<b>29</b>
<b>3-1:4.1</b>	General Information .....	<b>29</b>
<b>3-1:4.2</b>	Abbreviations and Subject Areas .....	<b>29</b>
<b>3-2:0</b>	<b>Course Outlines (Requirements and Guidelines</b> .....	<b>31</b>
<b>3-2:1</b>	General Information .....	<b>32</b>
<b>3-2:2</b>	Course Description .....	<b>32</b>
<b>3-2:3</b>	Textbook(s) .....	<b>32</b>
<b>3-2:4</b>	Objectives for the Course .....	<b>32</b>
<b>3-2:5</b>	Course Procedures .....	<b>32</b>
<b>3-2:6</b>	Course Requirements .....	<b>32</b>
<b>3-2:7</b>	Examinations and Grading Policy .....	<b>33</b>
<b>3-2:8</b>	Courses, Course Outlines, Student Manuals (Syllabi) .....	<b>33</b>
<b>3-3:0</b>	<b>Review of Course Offerings</b> .....	<b>33</b>
<b>3-4:0</b>	<b>Field Trips, Class Trips, etc.</b> .....	<b>33</b>
<b>3-5:0</b>	<b>Examinations</b> .....	<b>34</b>
<b>3-6:0</b>	<b>Courses and Credits</b> .....	<b>34</b>
<b>3-7:0</b>	<b>Schedules</b> .....	<b>34</b>
<b>3-8:0</b>	<b>Interruptions of the Class Schedule</b> .....	<b>34</b>

## **PART IV GRADING**

<b>Section</b>	<b>Page</b>
<b>4-1:0 Grading Policy</b>	<b>35</b>
<b>4-1:1 Grades and Quality Points</b>	<b>35</b>
<b>4-1:2 Additional Grades and Definitions</b>	<b>35</b>
<b>4-1:2.1 AU--Auditing</b>	<b>35</b>
<b>4-1:2.2 DG--Deferred Grade</b>	<b>36</b>
<b>4-1:2.3 I--Incomplete</b>	<b>36</b>
<b>4-1:2.4 R--Reregister</b>	<b>36</b>
<b>4-1:2.5 S/U--Satisfactory/Unsatisfactory</b>	<b>37</b>
<b>4-1:2.6 W--Withdrawal</b>	<b>37</b>
<b>4-2:0 Examinations and Grade Reports</b>	<b>37</b>
<b>4-3:0 Student Attendance/Absences</b>	<b>37</b>
<b>4-3:1 Class Absences</b>	<b>37</b>
<b>4-3:2 Absences Due to Illness</b>	<b>37</b>
<b>4-4:0 Determination of Grades</b>	<b>38</b>
<b>4-5:0 Reporting Student Grades</b>	<b>38</b>
<b>4-6:0 Revision of Grades</b>	<b>38</b>

## PART V COLLEGE CREDITS

Section	Page
<b>5-1:0 Transfer Credit Practices</b>	<b>39</b>
5-1:1 Transfer Work Placed on Transcripts when Student Graduates	39
5-1:2 Transfer GPA Requirement	39
5-1:3 Grade Below D Not Accepted	39
5-1:4 Grade Requirements for Transfer Work in Major and Minor	39
5-1:5 Questions About Validity of Courses for Transfer	39
<b>5-2:0 Transcript Evaluation for Transfer Credits</b>	<b>39</b>
5-2:1 U.S. Transcripts	39
5-2:1.1 Grade of F not accepted	39
5-2:1.2 Grades below published minimums not accepted	39
5-2:1.3 Grades which lower overall GPA below 2.00 not accepted	39
5-2:1.4 All remaining credits retained for possible use	39
5-2:1.5 Evaluation of transcripts from two-year colleges	40
5-2:1.6 Only credits applied for student's program included on AU transcript	40
5-2:2 Foreign Transcripts	40
5-2:2.1 All rules in 5-2:1 apply to foreign transcripts	40
5-2:2.2 All credit as calculated by registrar to be applied	40
5-2:2.3 Students contact admissions/records if course exchange is desired	40
5-2:3 A-Level Credit Policy	40
<b>5-3:0 Transfer Credits from an Unaccredited School</b>	<b>40</b>
<b>5-4:0 Credit for Special Learning Experiences</b>	<b>41</b>
5-4:1 Advanced Placement Program	41
5-4:2 Credit (or Waiver) by Examination	41
5-4:3 College Level Examination Program (CLEP)	41
5-4:4 CLEP Policy for English Composition	42
5-4:4.1 Eligibility requirements for CLEP	42
5-4:4.2 Choice of CLEP examinations	42
5-4:4.3 Score required for Composition/English examination	42
5-4:5 Defense Activity for Non-Traditional Education Support (DANTES)	42
5-4:6 Departmentally Administered Examinations	43
5-4:7 Validation or Proficiency Examinations	43
<b>5-5:0 Credit for Off-Campus Study/Experience</b>	<b>43</b>
5-5:1 Application for Proposed Project	43
5-5:2 Project Advisor Appointed by Dean	43
5-5:3 Submission of Off-Campus Study Project Form	43
5-5:4 Approval/Disapproval of Project Proposal	44
5-5:5 Report for Completion of Project	44
5-5:6 Credit and Grade for Project	44
5-5:7 Registration for Credit	44

<b>Section</b>	<b>Page</b>
<b>5-5:8 Clock Hours Required per Credit .....</b>	<b>44</b>
<b>5-5:9 Maximum Credits Allowed for Off-Campus Project(s) .....</b>	<b>44</b>
<b>5-6:0 Cooperative Education .....</b>	<b>45</b>
<b>5-7:0 Correspondence Work .....</b>	<b>45</b>

# **PART VI** **CONTINUED ENROLLMENT**

<b>Section</b>	<b>Page</b>
<b>6-1:0 Attendance Limitations</b>	<b>47</b>
<b>6-2:0 Classroom Discipline</b>	<b>47</b>
<b>6-3:0 Academic Dishonesty</b>	<b>47</b>
6-3:1 Scope	47
6-3:2 Specific Disciplinary Action	48
6-3:3 Dishonesty in Course Requirements	49
6-3:4 Plagiarism	49
6-3:4.1 Failure to credit source for quotations	49
6-3:4.2 Failure to credit source for paraphrases	49
6-3:4.3 Presenting another's line of thought	49
6-3:5 Falsification of Official Documents	49
<b>6-4:0 Degree Annulment</b>	<b>50</b>
<b>6-5:0 Academic Probation</b>	<b>50</b>
6-5:1 College Success Strategies	50
6-5:2 Basic Writing Skills	50
6-5:3 Reading Techniques	50
6-5:4 Mathematical Skills	51
<b>6-6:0 Academic Suspension Policy</b>	<b>51</b>
6-6:1 Quarter GPA of 1.00 or less	51
6-6:2 Satisfactory Academic Progress for Three Successive Quarters	51
<b>6-7:0 Satisfactory Academic Progress Policy for Financial Aid</b>	<b>51</b>
6-7:1 Minimum Standards for Undergraduate Students	52
6-7:1.1 Completion of 60 percent of credits with passing grade	52
6-7:1.2 AU minimum GPA requirements	52
6-7:2 Continued Financial Aid Eligibility	53
6-7:2.1 Satisfactory Progress	53
6-7:2.2 Probation	53



**PART VII**  
**ACADEMIC TERMS/PROGRAMS**

<b>Section</b>	<b>Page</b>
<b>7-1:0 Academic Terms . . . . .</b>	<b>54</b>
<b>7-1:1 General Terms . . . . .</b>	<b>54</b>
<b>7-1:2 Course Related Terms . . . . .</b>	<b>54</b>
<b>7-1:3 Bachelor of Arts Degree . . . . .</b>	<b>55</b>
<b>7-1:4 Bachelor of Science Degree . . . . .</b>	<b>56</b>
<b>7-1:5 Professional Baccalaureate Degrees . . . . .</b>	<b>56</b>
<b>7-2:0 Minimum Criteria for Program Development and Review . . . . .</b>	<b>56</b>

## ABBREVIATIONS USED IN DOCUMENT

WP ..... Andrews University Working Policy

UGC ..... Undergraduate Council

ADC ..... Academic Deans' Council

**Note:** Information other than that quoted from the Working Policy or voted by the Undergraduate Council or the Academic Deans' Council as indicated in the document is taken from The Undergraduate Colleges Bulletin.

**PART I**  
**ADMISSION/REGISTRATION/RECORDS**

**1-1:0      A.    Admission Policy**

**WP2:425:1**

Admission to Andrews University is granted irrespective of race, color, national or ethnic origin, or sex. Inasmuch as Andrews University is sponsored and mainly financed by the Seventh-day Adventist church, the majority of its students are members of the Adventist church. However, no particular religious persuasion is required for admission. Subject to available space, students who meet the academic and character requirements of the University and who express a willingness to cooperate with University policies and to adjust to and be comfortable within its religious, social and cultural atmosphere, may be admitted. However, admission to the University is a privilege and not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its mission and its function.

**1-2:0      B.    Admission/Enrollment Standards**

**UGC:6-6-90**  
**(Revised UGC:2-12-92)**

**1-2:1            1.    General Admission/Enrollment Standards**

The Undergraduate Council sets **minimum** admission standards for all of the undergraduate schools of Andrews University. These minimum admission standards are known as **general admission** standards.

**1-2:2            2.    Specific Admission/Enrollment Standards**

Individual degree programs within a school/department may set their own admission standards which may not be lower than the minimum in general admission standards prescribed by the Undergraduate Council. These specific school/departmental/degree program admission standards are known as **specific admission** standards and are published in the appropriate places in the bulletin of the undergraduate school in question.

**1-3:0      C.    Categories of Admission/Enrollment Status**

The undergraduate schools of Andrews University shall have for admission/enrollment status the following categories: **regular, provisional, probationary** (admission categories), and **permission to take classes (PTC)** (enrollment category). The admission/enrollment status of a student continues to be recorded for the duration of a student's enrollment within an undergraduate degree program of the University. The admission/enrollment status of a person may change depending on the fulfillment of initial admission requirements, including the continued satisfaction of the requirements of the degree program as an unwritten condition of admission.

1-3:1

**1. Regular Admission**

To qualify for **regular** admission, a student must meet any one of the following standards C,1,a; C,1,b; C,1,c; C,1,d; or C,1,f, listed below:

1-3:1.1

- a. **As a secondary school graduate**, a student must meet all of the standards listed in C,1,a,i-iv below:

1-3:1.1.1

- i. Present official documentation that he/she has completed secondary-school studies at an accredited secondary school with:

- a) a minimum of thirteen (13) units of college preparatory subjects (solids) in the fields of English, Foreign Language, Mathematics, Computer Science, Science, Behavioral Science, Social Studies, and Religion (up to 2 units).

**Note**

Science: Biology, Chemistry, Physics, Physiology, and Anatomy

Social Studies: History, Political Science, and Geography

Behavioral Science: Sociology, Psychology, Organizational Behavior, and Anthropology

- b) an overall grade-point average of 2.75 OR an overall grade-point average of 2.50 and a college-bound percentile rank of 35 on the ACT/SAT OR and overall grade-point average of 2.25 and a college-bound percentile rank of 50 on the ACT/SAT.

1-3:1.1.2

- ii. Present two appropriate character references from any of the following persons: secondary school principal, guidance counselor, resident-hall dean, teacher, employer or pastor.

1-3:1.1.3

- iii. Sign the appropriate section of the application form undertaking to respect and abide by the rules and standards of the University. (A signature is required after the note following item #16.)

1-3:1.1.4

- iv. Present any of the following as evidence of the applicant's proficiency in the English language:

- a) all education from at least the seventh grade through the twelfth grade (or equivalent) in English in an English-speaking country

- b) a minimum score of 550 on the TOEFL (Test of English as a Foreign Language) plus, if available, a score of 5 on the TWE (Test of Written English)

**OR**

- c) a minimum score of 80 on the MELAB (Michigan English Language Assessment Battery)

## 1-3:1.1.5

- v. **Note:** It is compulsory for all students (including foreign students) to take the following tests prior to coming to Andrews University or during the Freshman Orientation Week but prior to registration for the student's first quarter:
- a) ACT or SAT
  - b) Mathematics Placement
  - c) Nelson-Denny Reading
- The results on the above tests may be used for prescribing certain courses to be taken by a student.

## 1-3:1.2

- b. **As an applicant who has Secondary School Equivalency, a student must:**

## 1-3:1.2.1

- i. meet all of the admission requirements listed in C,1,a,ii-v above

## 1-3:1.2.2

- ii. present evidence of having secondary school equivalency by presenting:
- a) official graduation transcripts from an unaccredited United States/Canadian based secondary school with an overall GPA of 2.75 and thirteen (13) solids as described in C,1,a,i,b) above  
OR
  - b) official graduation transcripts from an equivalent overseas secondary school [foreign transcripts are evaluated according to criteria for equivalency laid down by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)]. Exceptions such as may be related to "O" level deficiencies are dealt with on an individual basis according to remediation standards determined by the Deans' Council.  
OR
  - c) an official copy of the General Education Development (GED) certificate in which he/she had obtained a minimum average score of 60 on the five sections of the test, with no less than a standard score of 50 on any one section.

## 1-3:1.3

- c. **As a transfer student from another university/college,**

## 1-3:1.3.1

- i. with less than 40 college quarter credits on a **regular** acceptance basis, he/she must meet all of the requirements listed in C,1,a or b.

## 1-3:1.3.2

- ii. with at least 40 college quarter credits completed on a **regular** acceptance basis prior to coming to Andrews University he/she will be evaluated on his/her college GPA

not his/her secondary school GPA; and must meet C,1,a or b.

(See Transfer Credit Policies on p. 13 for conditions and procedures to be followed.)

- 1-3:1.4**                      d. **As a prospective secondary school graduate in the final year of secondary school study**, the director of admissions may assign **regular** admission status to an applicant who has not yet graduated from secondary school, but who is in his/her final year of secondary school. Regular admission status at that time shall be assigned on the basis of the student's current performance in the secondary school but subject to review in light of the receipt of the final secondary school grades and transcripts as outlined below. Such a student must, at the time of application, meet the following standards:
- 1-3:1.4.1**                      i. Present a secondary school transcript/official grade report that the student will be presenting thirteen (13) units (two of which may be Religion) of college preparatory subjects (solids) as indicated in C,1,a,i,a) above.
- 1-3:1.4.2**                      ii. Maintain an overall GPA of 2.75 OR and overall GPA of 2.50 and a college-bound percentile rank of 35 on the ACT/SAT OR and overall GPA of 2.25 and a college-bound percentile rank of 50 on the ACT/SAT.
- 1-3:1.4.3**                      iii. Meet the other admission standards as outlined in C,1,a,ii-v above.
- 1-3:1.5**                      e. **Regular Admission to the Andrews University Gifted Scholars Baccalaureate Degree Program**
- 1-3:1.5.1**                      i. Admission to the Andrews University Gifted Scholars Baccalaureate Degree Program is reserved for gifted non-graduates of secondary schools, selected on the basis of current exceptional academic achievement. (General Details of the Andrews University Gifted Scholars Baccalaureate Degree Program are kept in the offices of the director of admissions, the director of the AU Honors Program, and the vice president for academic administration.)
- 1-3:1.5.2**                      ii. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program are admitted on **regular** admission status with no provision for **provisional** or **probationary** status.

**1-3:1.5.3**

- iii. For a student to become eligible for admission to the Andrews University Gifted Scholars Baccalaureate Degree Program he/she must:
  - a) present a transcript showing a consistently maintained GPA of 3.75 in all secondary school work with an approved number of at least thirteen (13) solids (usually no fewer than four (4) per year of secondary school work) and a college-bound percentile rank of 90 on the ACT/SAT.
  - b) present evidence of an English Language proficiency at the level as outlined in C,1,a,iv.
  - c) have a recommendation from the principal and guidance counselor at the student's current secondary school.
  - d) present himself/herself along with parents/legal guardians in person for an interview with the Gifted Scholars Admissions Committee composed of the following:
    - i) Director of Admissions (chair)
    - ii) Director of the Honors Program (secretary)
    - iii) Director of Records
    - iv) Faculty member designated by the Vice President for Academic Administration
    - v) The Dean of the school for which the student is applying

**1-3:1.5.4**

- iv. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program are not eligible for receipt of external student aid.

**1-3:1.5.5**

- v. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program must also take the ACT, the Mathematics Placement, and the Nelson-Denny Reading Test either prior to enrollment or within the first quarter of residency.

**1-3:2****2. Provisional Admission**

**Provisional** admission status is assigned by the director of admissions to an applicant who fails to meet the requirements for **regular** admission in C,1,a,i. and v; but who meets the general admission requirements in C,1,a,ii-iii and v, and the following requirements:

**1-3:2.1**

- a. Number of Solids: A minimum number of eleven (11) units of preparatory college subjects (solids) in the fields of English, Foreign Language, Mathematics, Computer Science, Science, Behavioral Science, Social Studies, and Religion (up to 2 units). Refer to C,1,a,i. for more details on the above categories.

- 1-3:2.2**                      b. Overall Grade-point Average: A minimum overall grade-point average of not lower than 2.25 OR and overall GPA of not lower than 2.00 and a college-bound percentile rank of 25 on the ACT/SAT.
- 1-3:2.3**                      c. English Proficiency: A student who has not achieved 550 on TOEFL (Test of English as a Foreign Language) or 80 on MELAB (Michigan English Language Assessment Battery) must present official documentation that he/she achieved a score of no less than 450 on TOEFL plus, if available, a score of 3 on the TWE (Test of Written English) or 70 on MELAB.
- 1-3:2.4**                      d. Have **Secondary School Equivalency** which may be obtained by presenting:
- 1-3:2.4.1**                      i. official graduation transcripts from an unaccredited United States based secondary school with an overall GPA of at least 2.25 and eleven (11) solids as outlined in C,1,a,i.
- 1-3:2.4.2**                      ii. official graduation transcripts from an equivalent overseas secondary school (foreign transcripts are evaluated for equivalency by standards laid down by AACRAO) OR
- 1-3:2.4.3**                      iii. an official copy of the General Education Development (GED) certificate in which he/she had obtained a minimum average score of 50 on the five sections of the test with no less than a standard score of 35 on any one section.
- 1-3:2.5**                      e. **Must be a prospective secondary school graduate in the final year of secondary school study.** The director of admission may assign **provisional** admission status to an applicant who has not yet graduated from secondary school, who is in the final year of secondary school, but who does not meet the admission standards required for **regular** status. **Provisional** admission status shall be assigned at that time on the basis of:
- 1-3:2.5.1**                      i. the student's current academic performance in secondary school, but subject to review in light of the required final secondary school grades and transcripts as well as
- 1-3:2.5.2**                      ii. meeting the standards outlined in C,2,a,b, and c.
- 1-3:2.6**                      f. At the time a student is admitted on **provisional** status the director of admissions shall notify the student as to the reasons for the **provisional** status, and if for reasons other than lack of documentation, will advise him/her what needs to be done to **regularize** the admission status.



**1-3:2.7** g. During the first quarter of attendance, the relevant dean will advise the student on the following in order to achieve **regular** admission status:

**1-3:2.7.1** i. a statement of the specific deficiencies, and what must be done to rectify them including the courses to be completed in the areas of deficiency

**1-3:2.7.2** ii. the timeline (usually no longer than three quarters) within which the student is to rectify the weaknesses/deficiencies

### **1-3:3 3. Probationary Admission**

**1-3:3.1** a. The **probationary** admission status may be initially assigned by the director of admissions/registrar to a student who, while meeting the general admission requirements contained in C,1,a,ii-iii, and v, does not qualify for or fails to maintain the GPA requirements and conditions for the **regular** or **provisional** admission status. Transfer students with a college GPA of less than 2.00 may be required to take diagnostic tests specified by the relevant dean.

**1-3:3.2** b. The **probationary** admission status may be assigned to a student who, while not maintaining/meeting the overall GPA of 2.00 and GED (but not lower than 45 average on the five sections of the test with no score lower than 35 on any one section) requirements for **regular** or **provisional** admission status, nevertheless gives promise of successfully completing the proposed undergraduate program.

**1-3:3.3** c. The director of admissions may also assign **probationary** admission status to an applicant who has not yet graduated from secondary school, who is in the final year of secondary school, but who does not meet the admission standards required for **regular** or **provisional** status. **Probationary** admission status shall be assigned at the time on the basis of:

**1-3:3.3.1** i. the student's current academic performance in secondary school but subject to review in light of the receipt of the required final secondary school grades and transcripts as well as

**1-3:3.3.2** ii. an English proficiency score of not lower than 450 on TOEFL or 70 on MELAB.

**1-3:3.4** d. The **probationary** admission status may be approved by the relevant dean only to a limited number of students per constituent school per year. This number is not to exceed ten

percent (10%) of the total number of students enrolled for that school during the previous school year.

- 1-3:3.5            e. The initial **probationary** admission status may only be assigned to a student by the director of admissions as advised by the dean of the relevant school who shall have consulted with the relevant department chair/program director. Subsequent assignment of **probationary** admission status is assigned by the registrar on the basis of actual academic performance.
  
- 1-3:3.6            f. At the time a student is admitted on **probationary** admission status the director of admissions shall notify the student as to the reasons for the **probationary** status and that the relevant dean will advise him/her as to what needs to be done to gain **regular** admission status.
  
- 1-3:3.7            g. During the first quarter of attendance, the relevant dean will advise the student on the following in order for him/her to achieve **regular** admission status:
  - 1-3:3.7.1            i. The specific listing of weaknesses to be rectified as revealed by the transcript, the English proficiency achievement, and tests taken as prescribed in C,1,a,v.
  
  - 1-3:3.7.2            ii. The timeline identified at the time of admission (usually two to six quarters) within which the student is to rectify the weaknesses/deficiencies. (This includes English language proficiency which may be achieved by successfully completing the prescribed ELI classes.)
  
  - 1-3:3.7.3            iii. A requirement to:
    - a) attend the scheduled remedial program assigned to freshmen or transfer students admitted on **probationary** status. (The remedial program must be approved by the vice president for academic administration as being within the guidelines set by the Undergraduate Council for such.)
    - b) achieve an overall GPA of 2.00 on all studies done after six (at most) consecutive quarters of study and satisfactory progress measured every quarter, according to these criteria:
      - i) The Satisfactory Academic Progress policy requires a student to maintain the following minimum standards:
        - (a) A cumulative 60 percent completion rate for academic credit for all courses attempted from the time of initial admission

**Note:** Credit grades include A, B, C, and D. Non-credit grades include withdrawal after drop-add date, audit, incomplete, deferred, failing, and non-credit.

- (b) A cumulative grade-point average of at least a C (2.00) at the end of six (at most) consecutive quarters of study at Andrews University [see 3,g,iii,b),ii)].
- (c) Regain the **regular** admission status within two consecutive quarters after relapsing into **probationary** status for the second time.
- ii) In elaboration of the criteria outlined in 3,g,iii,b),i),(a) and (b), Satisfactory Academic Progress means maintaining an Andrews University grade-point average at or above the minimum levels specified below for the number of quarters in attendance at the University.

Quarters at AU	Min.AU Cumulative GPA Required
1	1.30
2	1.45
3	1.60
4	1.75
5	1.90
6	2.00

### 1-3:3.8

#### h. Loss of Probationary Status

A student accepted on **probationary** admission status as outlined in C,3 who

#### 1-3:3.8.1

- i. fails as a freshman to achieve the required standards by the end of the timeline specified in C,3,g,ii

OR

#### 1-3:3.8.2

- ii. fails as a freshman to achieve the satisfactory progress standards outlined in B,3,g,iii,b),ii) at the end of any given quarter

OR

#### 1-3:3.8.3

- iii. fails as another student whose **regular** or **probationary** status had been changed to **probationary** to regain a cumulative GPA of 2.00 after three (two for students on **probationary** status for the second time) consecutive quarters on **probationary** status shall have his/her admission status canceled by the registrar and shall be asked by the dean of the relevant school to withdraw from the University.

- 1-3:4**            **4. Permission to Take Classes (PTC) Enrollment Status**
- 1-3:4.1**            a. This enrollment status is assigned to any one of four categories of students enrolled at Andrews University, namely, guest students, persons seeking certification, adult persons, and gifted non-graduates of a secondary school enrolled in special programs:
- 1-3:4.1.1**            i. **Guest students** are registered students at another university who wish to take courses at Andrews University without being admitted into a specific degree program in a given school of the University. (Usually only a completed PTC form or a Michigan Uniform Guest Application form is necessary in order for the applicant to be granted permission to take classes.)
- 1-3:4.1.2**            ii. **Persons seeking certification** are those who require certain courses without needing to complete a specific degree program.
- 1-3:4.1.3**            iii. **Adult persons** are individuals (18 years or older) who wish to enroll in classes either on or off campus without being admitted into a specific degree program.
- 1-3:4.1.4**            iv. **Gifted non-graduates of a secondary school enrolled in a special program** are students who participate in Honors programs such as Summer Scholars, or attend college courses such as the Gifted Student Program, Math Enrichment Program, or the College Enrichment Program while still enrolled in secondary school and who must apply to the Director of the Honors Program and be accepted into the program in question. The Honors Director submits the PTC forms to the Admissions Office for Summer Scholars students who have been accepted by the Summer Scholars admissions committee after reviewing GPA, standardized examination scores, a student essay, and recommendations from secondary school teacher(s) and a guidance counselor.
- 1-3:4.2**            b. Persons enrolled on a PTC basis under i,ii,iii, or iv above may register for any course for which they have met the prerequisite requirements. They may enroll in classes indefinitely as long as they meet scholarship and citizenship standards.
- 1-3:4.3**            c. PTC students may also apply for admission to a degree program at any subsequent time but are required to meet existing admission standards at the time of application, including submission of all credentials required of degree-seeking students.

- 1-3:4.4 d. Persons applying for admission to a degree program who met the freshman admissions standards for such prior to taking courses on a PTC basis may petition to count up to 32 credits taken on a PTC basis towards the proposed degree provided a C grade has been obtained for each of the courses for which the degree credit is sought.

- 1-3:4.5 e. Academic transcripts are not normally required when enrolling students on PTC status.

## 1-3:5 5. Change of Admission Status

- 1-3:5.1 a. **Regularizing Admission Status.** For a student on **provisional** or **probationary** admission status to achieve **regular** admission status, he/she must remedy the identified deficiencies by fulfilling the requirements specified by the dean within the stated timeline (as outlined in C,f,i,c),ii) or C,g,ii) while achieving a 2.00 GPA.

### 1-3:5.2 b. Loss of Regular or Provisional Status

- 1-3:5.2.1 i. A secondary-school senior accepted on **regular** (section C,1,d) or on **provisional** (section C,2,e) admission status who fails to achieve the required standards by the time of registration shall have his/her admission status changed by the registrar to **provisional** or **probationary** depending on the requirements met.

- 1-3:5.2.2 ii. A student accepted on **provisional** admission status who fails to remedy the identified deficiencies by fulfilling the requirements specified by the dean within the stated timeline shall have his/her admission status changed to **probationary** by the registrar.

- 1-3:5.2.3 iii. At any time a student on **regular** or **provisional** admission status does not maintain an overall grade-point average of 2.00 or greater, his/her admission status is changed by the registrar to **probationary**. When an overall GPA of 2.00 or greater is achieved at the end of a quarter, the previous admission status is reinstated.

## 1-3:6 6. Exceptions to Andrews University Undergraduate Admission Standards

- 1-3:6.1 a. Exceptions to the Andrews University Undergraduate Admissions Standards are permitted only on the admission of students for the **probationary** admission category and only as specifically approved for up to 10% of the enrollment of a given school.

- 1-3:6.2                    b. Quarterly audits shall be made by the vice president for academic administration on exceptions to the admissions policies and shall be reported to the Undergraduate Council on a quarterly basis.
- 1-3:6.3                    c. The Undergraduate Council shall periodically (at least every three years) review the undergraduate admissions standards with a view to confirmation or amendment.
- 1-3:7                      7. **Denial of Admission**  
An applicant may be denied admission when
  - 1-3:7.1                    a. he/she does not meet the standard prescribed for any of the admission categories listed above and if no reasonable evidence is given that would merit giving the applicant another opportunity to prove himself/herself;
  - 1-3:7.2                    b. he/she submits transcripts or records found to be fraudulent at the time of application. Such an applicant is automatically denied admission to the University.
- 1-3:8                      8. **Annulment of Admission and Enrollment**  
The admission status of a student may be cancelled/annulled when
  - 1-3:8.1                    a. the student does not meet the conditions specified for continuing his/her education;
  - 1-3:8.2                    b. the admission status of the student was based on documents later found to be fraudulent.
- 1-3:9                      9. **Transfer Credit Policies and Procedures for Admission of Students**
  - 1-3:9.1                    a. A transfer student who has been admitted may be allowed to present for transfer to his/her current AU program certain credits taken at another accredited college/university provided:
    - 1-3:9.1.1                    i. complete official transcripts are presented from each of the institutions where work was done and for which transfer credit is being sought with or without validating examinations;
    - 1-3:9.1.2                    ii. the student achieved a minimum cumulative grade-point average of C (2.00) on all credits presented for transfer;
    - 1-3:9.1.3                    iii. no more than 70 semester credits/105 quarter credits (unless more is approved by the relevant dean as part of a planned professional program) may be accepted from two-year colleges and applied to a baccalaureate degree at Andrews University.

**1-3:9.2**                    b. The time for requesting transfer credits for work that has been previously taken at an institution other than Andrews University shall be at the time of admission to a particular program in the University or when there is a change of program.

**1-3:9.3**                    c. The initial decision on approval or non-approval of transfer of credits shall be communicated to the student in writing by the director of admissions without making accompanying notations to the student's AU transcript. (Adjustments to the transcripts are made only just prior to graduation.) Subsequent decisions on approval or non-approval of transfer of credits shall be communicated to the student in writing by the registrar.

**1-3:10                    10. Specific Admission Policies**

Specific admission policies for the colleges and schools are drafted by each school's committee on academic policies and are approved by the faculty of the college/school within the minimum admission standards for all schools as set by the Undergraduate and Graduate Councils.

**1-4:0                    D. Admission Procedures**

**WP2:425:2**

The admissions office shall decide promptly, on the basis of the admissions policies of the college or school, which applicants shall be admitted. The admissions office shall consult with the deans in all doubtful cases.

On the recommendation of the admissions office, and the student finance officer, the vice president for student affairs shall issue a certificate of eligibility or other government forms and any other information that may be necessary for an international student to enter the country. Should the vice president for student affairs have a question about the issuance of these forms, the matter shall be brought to the president and the admissions office and/or the student finance officer for further clarification.

**1-4:1                    1. Freshman Tests**

**1-4:1.1**                    All freshmen are expected to take the ACT or SAT and submit the results prior to coming the Andrews University. If this has not been done, the student must take the ACT during Freshman Orientation.

**1-4:1.2**                    The University's Mathematics Placement Test and the Nelson-Denny Reading Test must be taken before registration for the student's first term. These tests are provided during Freshman Orientation.

1-4:2

**2. Registration**

WP2:425:3

Registration of accepted students shall be contingent upon admission and satisfactory financial arrangements as determined by a student finance officer.

It is the duty of the registrar to ascertain whether each individual registration conforms to established policies, including the policies governing study load, both at the time of regular registration and at each change in registration.

Once a student has been matriculated into any school of the University, the student may continue to register for courses in that school from term to term as long as the required academic standards are maintained, the financial obligations are met, and the University regulations of student conduct are followed.

Before the beginning of each new term, the student who does not meet the academy standards for continued enrollment, shall be notified by the dean, who shall also notify the registrar.

A student who does not qualify financially for registration is to be notified by the director for student finance. This decision is communicated to the registrar by the fact that the financial officer has not signed the financial clearance form.

A student separated for disciplinary reasons or a student who does not meet the standards for remaining as a student may not register. In such cases, notification to the student is issued by the president or vice president for student affairs. The fact of the decision is to be communicated in writing to the director of admissions and the registrar, but the communication is not to include any explanation of the merits of the case.

1-4:3

**3. Registration: Help for the Student**

WP2:425:5

In selecting courses the student shall have the benefit of the counsel and participation of at least the following representatives of the University: (1) the student's advisor who shall be consulted before registration and before any change in registration, and whose approval is necessary; (2) the registrar whose approval is necessary in connection with the registration and each change; (3) the dean, if the student appeals the advisor's or the registrar's decision.

1-5:0

**E. Course Membership**

WP2:425:4

A student is not a member in any course or class until the student has officially registered for that course or class through the office of records.



The student remains a member until the registrar receives the grade reported, or until an official drop is registered through the office of records, except as provided for below:

**1-6:0      F.    Change of Study Program      WP2:425:4:1**

A student who wishes to change any course or class in the study program shall first obtain signatures required on the "drop and add" form. Completed forms are then turned in to the office of the registrar within the time published in the schedule for the quarter.

**1-7:0      G.    Auditing Privilege      WP2:425:4:2**

A student may change from "credit" to "audit" registration and *vice versa* for any course within the published time schedule. Normally an audited course is not taken later for a grade. To do this the student must present the registrar's office with a drop/add form with the appropriate signatures.

All graduate and seminary students with a grade-point average of 3.0 and above who are registered for a full load of 12 or more credits (15 or more credits in the M.Div. program) may audit any additional classes at no charge by making a request to the dean of the respective school, and upon receiving the dean's approval.

Honor students may audit one free class per quarter if registered for at least twelve (12) credits for that quarter.

**1-8:0      H.    English Proficiency Level of Foreign Students      WP2:433**

Most class work at Andrews University is done in English. Applicants whose mother tongue is other than English are required to submit scores of a standardized English proficiency exam (unless their English proficiency is otherwise satisfactorily documented). The standardized tests accepted are MELAB (Michigan English Language Assessment Battery), and TOEFL (Test of English as a Foreign Language). Regardless of tests taken elsewhere, students may be retested after arrival at Andrews University.

An applicant whose MELAB test score is less than 70 or whose TOEFL test score is less than 450 is normally advised to study English on an intensive basis near home or through the Andrews University English Language Institute (AU-ELI) prior to beginning an academic program at Andrews University. If the Michigan test score is between 70 and 80 (85 for some disciplines or degrees) or the TOEFL test score is between 450 and 550 (525 for some disciplines or degrees), the applicant is expected to enroll in AU-ELI English courses while taking a partial load of regular academic courses in one of the schools of the University.

**1-9:0 I. Class Load for Visa Requirements****WP2:434**

Except for students who are in the United States of America on a visa to study English, a full-time class load for visa purposes is 12 credits per quarter in the undergraduate schools.

**1-10:0 J. Dual Enrollment****UGC:3-11-92**

Dual enrollment is available for students at either the graduate or undergraduate level under the following restrictions:

**1-10:1 1. Undergraduate Dual Enrollment** (available to undergraduate students nearly finished with an undergraduate degree who wish to begin work on a graduate program):

**1-10:1.1 a.** The student must satisfy all of the following requirements:

**1-10:1.1.1 i.** Be an undergraduate student at Andrews University

**1-10:1.1.2 ii.** Be within 16 credits of finishing an undergraduate degree

**1-10:1.1.3 iii.** Have applied for admission into a graduate program and have clearly met all other **regular** admission standards for a graduate program

**1-10:1.1.4 iv.** Normally take no more than 16 credits (combined graduate and undergraduate) each quarter

**1-10:1.2 b.** The limitations on the graduate credits taken are:

**1-10:1.2.1 i.** Credits may not be used to satisfy undergraduate requirements

**1-10:1.2.2 ii.** A maximum of 24 credits of graduate course work may be reserved and applied to a subsequent graduate degree at Andrews University

**1-10:1.2.3 iii.** Taking graduate courses does not guarantee or imply the future admission to a degree program

**1-10:2 2. Graduate Dual Enrollment** (available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree):

**1-10:2.1 a.** The student must satisfy all of the following requirements:

- 1-10:21.1 i. Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
- 1-10:21.2 ii. Be accepted on **regular** or **provisional** status into a graduate program at Andrews University
- 1-10:21.3 iii. Normally take no more than 16 credits (combined graduate and undergraduate) each quarter
- 1-10:22 b. The limitations on the undergraduate credits taken are:
  - 1-10:22.1 i. The credits earned toward the additional baccalaureate degree may not also be used to count towards the total necessary for completion of the graduate program
  - 1-10:22.2 ii. The grade-point average on the undergraduate credits does not count towards the graduate grade-point average

#### 1-11:0 K. Class Standing

WP2:461

It shall be the duty of the registrar to determine, on the basis of established policies, which students are eligible for membership in the undergraduate first year, sophomore, junior, and senior classes.

At the beginning of the autumn quarter students are classified as follows:

Freshman	0 - 36
Sophomore	37 - 83
Junior	84 -128
Senior	129

#### 1-12:0 L. Transcripts

The Records Office issues transcripts of the student's college record upon written request by the student. Telephone requests cannot be honored. Transcripts are not issued for students with unpaid accounts. Requests for transcripts should reach the Records Office ten days before they are needed.

#### 1-13:0 M. Release of Student Information

WP2:457

- 1-13:1 1. The University reserves the right to release **directory information** which includes the following: the student's name, address, telephone listing, date and place of birth, sex, marital status, major field of study, participation in officially recognized activities, dates of attendance, and degrees and awards received.

- 1-13:2**      **2. Public Information** such as dates of attendance, place and date of birth, names of parents and home address, campus address, verification of degree including honors, previous schools attended, etc., is, upon request, given to:
- 1-13:2.1**      a. Properly identified representatives from federal, state, or local government agencies.
- 1-13:2.2**      b. Business firms from which students have requested credit, or possible employment.
- 1-13:2.3**      c. Scholarship donors.

**1-13:3**      **3. Disclosure of Personal Information**

Andrews University will disclose personally identifiable information from the education records of an undergraduate student without the written consent of the eligible student if the disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

**1-14:0**      **N. Academic and Disciplinary Records**

**WP2:459**

Academic and citizenship records are separate. Records on disciplinary actions are retained by and available to the vice president for student affairs and the president. They are communicated to the registrar or the appropriate dean only if they affect the student's eligibility to remain or to reregister. Such notification is made in writing by the vice president for student affairs or the president; but the communication is not to reveal the nature of the offense because this would violate the principle of separation of records.

**2-1:0 A. General Graduation Requirements** **UGC:5-12-93**

**2-1:1 1. Baccalaureate Degrees**

The general requirements for baccalaureate degrees are:

- 2-1:1.1 a.** A minimum of 190 credits.
- 2-1:1.2 b.** Completion of the General Education requirements for the degree as specified in the appropriate bulletin.
- 2-1:1.3 c.** For a Bachelor of Arts or Bachelor of Science degree, completion of all of the requirements for a major, a minor and specified cognates, or completion of a concentration. (For Michigan State secondary teaching certification, students selecting a concentration must also choose a minor in an area normally taught in the public schools.)
- 2-1:1.4 d.** For Professional degrees, completion of the specific requirements for the degree as specified in the appropriate bulletin, including core, concentration, major, emphasis, and cognates as required.
- 2-1:1.5 e.** A minimum of 45 credits from courses numbered 300 or above.
- 2-1:1.6 f.** A minimum of 45 of the last 55 quarter credits must be earned in residence. The dean of the college/school in which the student is enrolled must give approval for the students to take any part of the other 10 credits at a school other than Andrews University.
- 2-1:1.7 g.** A minimum of 20 credits of a concentration, 15 credits of a major, and 3 credits of a minor must be taken in residence in courses numbered 300 or above.
- 2-1:1.8 h.** A minimum grade-point average of 2.00 in all credits used to meet degree requirements, and in all credits earned at Andrews University.
- 2-1:1.9 i.** A minimum grade-point average of 2.25 in all credits counted for a major, and 2.00 in all credits counted for a minor or concentration.\*

- 2-1:1.10** j. A minimum grade-point average of 2.25 in all credits earned at Andrews University that are counted for a major, and 2.00 in all credits earned at Andrews University that are counted for a minor or concentration.\*
- 2-1:1.11** k. No course with a grade below C- may count toward a major, minor, or concentration.\*
- 2-1:1.12** l. A student may not earn a second degree from Andrews University with the same nomenclature. If a second baccalaureate degree with a different nomenclature is desired the student must:
  - 2-1:1.12.1** i. Complete 45 credits in residence beyond those required for the first baccalaureate degree.
  - 2-1:1.12.2** ii. Meet all published requirements for the degree major/concentration/professional component, including prerequisites, cognates, degree core, and general education requirements specific to the program of study for the second degree.
  - 2-1:1.12.3** iii. If the first degree did not include a comparable general education component in religion, complete a minimum of 7 credits in religion.
  - 2-1:1.12.4** iv. If the second degree is a Bachelor of Arts degree, the student must fulfill the foreign language requirement for the BA degree.
- 2-1:1.13** m. A course may be used to fulfill the requirements for more than one concentration, major, or minor provided that at least 75% of the credits used for any concentration, major, or minor are not also counted for another concentration, major, or minor. A course may not be used to fulfill the requirements of more than one concentration, major, or minor used for teacher certification.
- 2-1:1.14** n. Completion of senior assessment examinations.
- 2-1:1.15** o. A request for graduation, approved by the student's advisor and a designated records officer.
- \* In the College of Technology courses with a grade of D may be counted toward a concentration and a minimum grade-point average of 2.25 must be earned in the concentration.

**2-1:2            2    Associate Degrees**

The general requirements for associate degrees are:

- 2-1:2.1**            a.    A minimum of 96 credits.
- 2-1:2.2**            b.    Completion of the General Education Requirements for the degree as specified in the appropriate bulletin.
- 2-1:2.3**            c.    Completion of the specific requirements for the degree as specified in the appropriate bulletin, including core, concentration, major, emphasis, and cognates as required.
- 2-1:2.4**            d.    A minimum of 24 of the last 32 quarter credits must be earned in residence. The dean of the college/school in which the student is enrolled must give approval for the student to take any part of the other 8 credits at a school other than Andrews University.
- 2-1:2.5**            e.    A minimum of 15 credits of the major must be taken in residence.
- 2-1:2.6**            f.    A minimum grade-point average of 2.00 in all credits used to meet degree requirements and in all credits earned at Andrews University.
- 2-1:2.7**            g.    A minimum grade-point average of 2.00 in all credits counted for an associate degree major.
- 2-1:2.8**            h.    A minimum grade-point average of 2.00 in all credits earned at Andrews University that are counted for an associate degree major.
- 2-1:2.9**            i.    A request for graduation, approved by the student's advisor and a designated records office.

**2-2:0            B.    General Education Requirements  
                      (Bachelor of Arts and Bachelor of Science Degrees)**

A reduction in starred requirements is based on a grade of B- or above for each course taken on the secondary-school level. A student with a course grade slightly lower than a B- or one who feels especially competent in a given area may petition the dean for permission to take a validation examination. The number of credits if any to be waived from a given requirement is based on scores earned in this evaluation examination, a recommendation from the respective department, and approval of the dean.

	BA		BS		Requirements with possible reduction criteria based on secondary-school transcripts
	Max- Req.	Mini- Req.	Max- Req.	Mini- Req.	
RELIGION	18	16	18	16	Because the continuing study of religion year by year is considered desirable and to be encouraged, students taking one religion course each year (before completing 48, 96, 144, and 190 credits) may have their religion requirements reduced to 16 credits. Students seeking SDA denominational certification must take 18 credits.)
COLLEGE SUCCESS COURSE	2	2	2	2	No reduction given.
BEHAVIORAL AND SOCIAL SCIENCES	12	8	12	8	*Reduced 4 credits for 1 unit in secondary school with a minimum of a B-average--may include government, geography, economics or one of the behavioral sciences.
FINE ARTS	4	3	4	3	*Reduced 1 credit for 1 unit of secondary-school music or art with at least a B- average, and must include at least 1/2 unit of art or music appreciation.
HUMANITIES	12	8	12	8	*Reduced 4 credits for 2 units of history <i>and</i> 4 units of English in secondary school, each course with at least a B- average.
LANGUAGE AND COMMUNICATION					
1. COMM104 Comm. Skills	3	0	3	0	Reduced 3 credits for one secondary-school unit in speech with at least a B-average.
2. COMM306 Oral Comm. Sem.	1	1	1	1	No reduction given. Required of all degree students.
3. ENGL111, 112	6	6	6	6	No reduction given. Required of all degree students.
4. ENGL306 Writing Sem.	3	3	3	3	No reduction given. Required of all degree students.



5. Modern Language	15	5	-	-	Reduced 5 or 10 credits on the basis of a proficiency examination. Basically each unit of secondary-school language (same language) can reduce the requirement to 5 credits.
HEALTH AND PHYSICAL EDUCATION	4	3	4	3	To encourage a student to recognize the need for maintaining a personal physical fitness program as part of his/her life-style, a student is allowed to reduce this requirement 1 credit by (1) developing and practicing a personal physical fitness program for 3 quarters as approved by the Physical Education Department, or (2) participating for 3 quarters in the University intramural program, to include at least two different activities.
MATH	4	0	4	0	*Reduced 4 credits for 3 units of secondary-school mathematics (not including General Mathematics) with at least a B- average in each unit or by passing a mathematics proficiency examination at the level of high-school algebra.
COMPUTER SCIENCE	4	0	4	0	
*Reduced 4 credits for 1 unit of an approved computer programming courses in secondary school with at least a B- average or by passing a proficiency examination in computer programming.					
NATURAL SCIENCE	12	8	12	8	*Reduced 4 credits for 3 secondary-school units of science (not including General Science), each with at least a B- average.
WORK ETHIC/ EXPERIENCE	0	0	0	0	A course discussing the Christian philosophy of work and documented work experience are required.
<b>TOTALS</b>	<b>100</b>	<b>63</b>	<b>85</b>	<b>58</b>	

### 2-3:0 C. Responsibility of the Student

Students are expected to be informed concerning the regulations governing academic matters. The bulletin covers general questions relating to academic policies that are to be observed by the student. Unique problems are referred to the appropriate dean or program coordinator for consideration.

The responsibility for meeting degree requirements rests upon the student. Each is expected to be aware of the various requirements as published in the bulletin under which he/she proposes to graduate. While the bulletin in force at the time of registration is held to be the binding document between the student and the University, a student may, by filing an official petition to his/her dean, choose to meet the requirements of any other, specific bulletin in force during the time of residence, except as indicated under residency requirements below.

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 subsequent to the publication of this bulletin have the same force as those published here.

**2-4:0 D. The Student's Governing Bulletin**

A student who after earning at least 12 quarter credits at Andrews University temporarily drops out and upon his/her return presents for transfer not more than 18 newly earned quarter credits (unless more is authorized by the dean of the college in which the student is enrolled) may graduate under the bulletin for any school year he/she attended Andrews University, provided that the chosen bulletin was published not earlier than ten years before the date of his/her graduation, and with the understanding that when a required course is no longer offered, the University reserves the right to require an alternate course. Furthermore, if the student is working for certification by governmental or professional agencies, it may be necessary for him/her to graduate under a recent bulletin.

A student who drops out of Andrews University to earn in some other college more than the amount of credit allowed by the terms of the preceding paragraph is governed by the bulletin for the school year in which he/she returns.

**2-5:0 E. Honors Program**

**2-5:1 1. Purpose**

The undergraduate Honors Program, which is an integral part of all four of the undergraduate schools of Andrews University, had its beginnings in 1966. Through the years it has maintained its interdisciplinary nature, recognizing students of high academic achievement from all of the undergraduate programs of the University.

The purpose of the Honors Program at its founding as well as today, is to provide an intellectual and spiritual atmosphere where

outstanding students can develop their God-given talents within a stimulating Christian environment where faculty and students work closely together. Through challenge, enrichment, recognition, service, and research opportunities, Honors students are encouraged to fulfill their potential and to commit themselves to a life of service.

2-5:2

## **2. The Society of Andrews Scholars**

Student members accepted into the Honors Program become members of the Society of Andrews Scholars, the student organization dedicated to providing spiritual and social activities where students and faculty may relate outside the classroom.

The Society of Andrews Scholars is identified by the Greek letters ΣΑΣ, the acronym for the Greek words Σοφία Αδελφότης Σωτηρία, which translate "Wisdom, Community, and Salvation." The logo shows the flame of truth with sheltering hands encouraging the search for truth by students and faculty together. "Excellence, Commitment, and Service" appear as a statement of the motto.

2-5:3

## **3. National Honor Societies**

The Honors Program works closely with the sixteen departmental national honor societies to coordinate information and encourage their development however possible. It also works especially closely with the prestigious interdisciplinary national honor society, Phi Kappa Phi, which inducts about thirty undergraduates each year from within the upper 5 percent of juniors and upper 10 percent of seniors who are also members of the Honors Program.

2-5:4

## **4. Admissions**

The criteria for freshman admission to the Honors Program are (1) an overall grade-point average of 3.50 on all secondary credits; (2) a high percentile on an ACT or SAT test score; (3) a recommendation from a secondary-school teacher; and (4) an essay. Transfer students and current Andrews students with a 3.25 grade-point average on all college work may also apply. Application forms are available in the Honors Office. A \$25 activity fee is charged at the time of application.

All Andrews Scholars must maintain a 3.25 grade-point average to remain in the Honors Program. Students whose average falls below 3.25 are dropped from the program each summer, but may rejoin when a grade-point average of 3.25 is again achieved. Also during the first two years of college, honors students must take a minimum of two scheduled honors courses. Upper division students missing these classes are dropped from the program unless they submit and follow an acceptable proposal to remedy the lack of honors courses.

2-5:5

**5. Graduation with Honors**

Graduation with honors is a recognition which is given outstanding honors students representing more than mere compliance with academic requirements. A student is recommended for graduation with honors by the Honors Council if he/she (1) shows outstanding scholarship and has minimum overall college and honors grade-point averages of 3.50; (2) has taken a minimum of 16 honors credits including 2-6 credits of HONS497 and 1 credit of HONS498 with a minimum of B- in that course; (3) demonstrates the ability to propose, carry out, and successfully present the results of significant research or project work in an area of specialization; (4) submits the final project paper to the Honors Office for the James White Library collection; (5) demonstrates outstanding ability and competence in the major indicated by good recommendations from the departmental faculty of the student's major. In addition, the Honors Council strongly recommends that an honors section of ENGL/COMM306 be taken to facilitate design and production of the senior honors research project.

2-5:6

**6. Graduation Distinctions**

Bachelor and Associate degree students who have completed 45 credits at Andrews University at the time of evaluation the quarter before graduation will have the following designations based on their overall and Andrews grade-point averages:

Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.75-3.89
Cum Laude	3.50-3.74

Students who have completed the requirements for graduation with honors will have the designation "and Honors" in addition to the above.

2-5:7

**7. Honors Audits**

An honors member enrolled full time (a minimum of 12 regular credits) may honors audit one course free each quarter. In reality, this means that honors audits are free if taken as part of an overload (over 16 credits). The student should get a signed request slip from the Honors Office, get the teacher's signature, and register during regular registration, but in no case later than the regular drop/add date about a week into the quarter. Other regulations for any audited course apply.

2-5:8

**8. Summer Scholars**

Each summer the honors program also runs a program for highly qualified secondary-school students to take college honors courses

during a four-week period. These students earn transferable honors college credits toward the date when they are actually in college. The courses change from year to year through business, biology, literature, communications, and other related course work which allow a good student to get a major head start on college.

**2-6:0 F. Undergraduate Senior Examinations WP2:465**

All seniors in the undergraduate schools are required to take the objective form of the COMP/ACT examination. This test, the College Outcome Measures Project, has been developed by American College Testing to assess general education knowledge and skills in such areas as the social sciences, natural sciences, fine arts, communication, problem solving, and values clarification. The test will be administered each quarter at a date set by the director of counseling and testing services and announced in the academic calendar. Since this form of the test evaluates the quality of a general education program rather than primarily an individual student's achievement, the director will only report the results of the examination to each of the undergraduate deans. This information will be studied by the General Education Committee as it reviews general education requirements for all undergraduate degrees.

**2-7:0 G. Candidacy for Degrees, Graduation WP2:435**

After consultation with the department chair or the curriculum coordinator and registrar, the dean of the school in which the student is registered shall decide whether a student who applies for a degree or diploma, has met the requirements for candidacy. The dean shall present the list of acceptable candidates to the appropriate faculty for approval at least three weeks before graduation.

**2-8:0 H. Academic Garb UGC:5-13-92**

The academic garb for participants in the commencement exercises such as faculty members or graduating students shall without any adornments be limited to the following per person:

- 2-8:1** 1. The appropriate academic gown, hood and cap.
- 2-8:2** 2. The following signs of distinction associated with academic societies officially recognized by Andrews University:
  - 2-8:2.1** a. A total of two cords officially issued either by Andrews University or by the national honor society in question.
  - 2-8:2.2** b. A total of one medallion officially issued by the national honor society in question.

**PART III**  
**COURSES/NUMBERING/CONTENT/OPERATION**

- 3-1:0      A.    Course Numbering**  
**(Recommendations from North American Division Administrators)**
- 3-1:1            1.**    The **prefix** will contain four alpha characters with no blanks except in the case of ART, in which the fourth character is blank.
- 3-1:2            2.**    The **prefix** should relate to the discipline rather than the department in which the course is taught. (Departmental organization may vary somewhat from institution to institution.)
- 3-1:3            3.**    The **course number** will contain no more and no less than three numerical digits and will have no alpha suffixes.
- 3-1:3.1           a.**    The first numeral will indicate class-year status as follows:  
          0 - Remedial and non-college  
          1 - Freshman level  
          2 - Sophomore level  
          3 - Junior level  
          4 - Senior level  
          5 & up - Graduate level and graduate professional
- 3-1:3.2           b.**    The second numeral will indicate the following:  
          0 to 8 - No designation; numbers assigned at the discretion of the school  
          9 - Independent study, project, and research-type courses
- 3-1:3.3           c.**    The third numeral will indicate:  
  
          1 - A course which is first in a sequence  
          2 - A course which is second in a sequence and presupposes 1 as a prerequisite  
          3 - A course which is third in a sequence and presupposes 1 and 2 as a prerequisite  
          0, 4 to 9 - No designation; numbers assigned at the discretion of the school
- 3-1:3.4           d.**    When a course is discontinued, the same prefix and number may not be used again for a new course for a period of five years.
- 3-1:3.5           e.**    It is recommended that each institution appoint one person to assign the actual course number after the department and faculty have determined the level and the nature of the course.

- 3-1:3.6** f. Within a given 100 - sequence, there is no significance in one course number being higher than another; e.g. -- 265 does not necessarily mean that the course is on a higher level than 235.

**3-1:4** 4. **Course Numbers and Abbreviations**

**3-1:4.1** a. General Information

Course numbers and abbreviations used are as follows:

1 - 99	Courses enabling the student to qualify for freshman standing; no credit given
100 - 199	Courses usually taken during freshman year
200 - 299	Courses usually taken during sophomore year
300 - 399	Courses usually taken during junior year
400 - 499	Courses usually taken during senior year

Courses ending with numbers 1, 2, and 3 (for example, CHEM121, 122, 123 and ENGR281, 282) are sequence courses and must be taken in that order.

Upper division requirements for graduation may be met by courses numbered 300 or above.

Students who at the beginning of any quarter are within 45 credits of graduation and who during that quarter enroll in courses described in the current bulletin as "not open to seniors" are not granted credit for these courses.

An undergraduate student may not apply a graduate course on an undergraduate degree and may not enroll in a course numbered 500 or above unless within 16 credits of graduation and dually enrolled in a graduate program.

Hours of credit indicated are quarter credits.

When the courses run for more than one quarter, the department chair determines whether the quarters must be taken in sequence.

**3-1:4.2** b. Abbreviations and Subject Areas

ACCT	Accounting
AGRI	Agriculture
ALHE	Allied Health
ANTH	Anthropology
ARCH	Architecture
ART	Art
ARTH	Art History

AUTO	Auto Technology
AVIA	Aviation
BCHM	Biochemistry
BHSC	Behavioral Sciences
BIBL	Biblical Languages
BIOL	Biology
BOT	Botany
BPHY	Biophysics
BSAD	Business Administration
CHEM	Chemistry
CIVT	Civil Engineering Technology
CMME	Communication Media
CNST	Construction Technology
COMM	Communication
COSC	Computer Science
ECON	Economics
EDCI	Educational Curriculum and Instruction
EDFN	Educational Foundations
EDPC	Educational and Counseling Psychology
EDRE	Religious Education
EDRM	Educational Research and Statistical Methodology
EDTE	Teacher Education
ELCT	Electronics
ENGL	English
ENGR	Engineering
FDNT	Foods and Nutrition
FNCE	Finance
FREN	French
GCAS	General, College of Arts and Sciences
GEOG	Geography
GRMN	German
GRPH	Graphic Arts
GTEC	General, College of Technology
HIST	History
HLED	Health Education
HMEC	Home Economics
HONS	Honors
INDT	Industrial Education
INSY	Information Systems
INT	Interior Architecture
INTR	Interior Design
JOUR	Journalism
LIBR	Library Science
MATH	Mathematics
MDLG	Modern Languages
MECT	Mechanical Engineering Technology
MKTG	Marketing
MTCH	Medical Technology



MTEC	Media Technology
MLTS	Metal Technology
MUCT	Music Composition and Theory
MUED	Music Education
MUHL	Music History and Literature
MUPF	Music Performance
MURE	Music (Religious)
NRSG	Nursing
OFSY	Office Systems Management
OFTE	Office Technology
PEAC	Physical Education Activity
PETH	Physical Education Theory
PTH	Physical Therapy
PTO	Photography
PHYS	Physics
PLSC	Political Science
PSYC	Psychology
RECR	Recreation
RELB	Religion--Biblical Studies
RELG	Religion--General
RELH	Religion--History
RELP	Religion--Professional and Applied Studies
RELT	Religion--Theology
RTCH	Radiologic Technology
SOCI	Sociology
SOSR	Social Work
SPAN	Spanish
SPPA	Speech Pathology and Audiology
STAT	Statistics
TCED	Technology Education
TXTL	Textiles & Clothing
WOOD	Wood Technology
ZOOL	Zoology

### 3-2:0 B. Course Outlines (Requirements and Guidelines)

Revised 1-94

One of the most important responsibilities of a teacher is to give clear and accurate information to students at the beginning of each quarter about the content and requirements for a course. This should take the form of a **syllabus** handed out to each student the first day of class. The teacher needs to make sure that the course covers the content as described in the current bulletin and fulfills departmental and general education expectations where applicable. A teacher who wishes to make major content changes in a course should plan to make the changes so that they coincide with the publication of a new bulletin. Preparation of the syllabus should include the teacher, the department chair, and the dean where applicable. The teacher should file a current syllabus for each course taught with the department chair and the academic dean.

Each syllabus should contain the following information in the order which best suits the individual teacher's plan of organization:

**3-2:1****1. General Information**

The teacher should include the course number, title, credits and classroom location along with the teacher's name, office location, office hours and phone number.

**3-2:2****2. Course Description**

The bulletin description of the course or an expanded description should be given to remind students of the scope of the course. In addition, this section should contain the statement of the topics studied in the course. This statement may vary from lecture outlines to a bound document with the topics presented in full detail to an outline with some commentary on the topics covered. The length of this material will probably vary with the experience of the teacher in the course and the nature of the course. It may be possible to describe the content of a course in sufficient detail for the purpose of this type of syllabus in only one or two pages.

**3-2:3****3. Textbook(s)**

The author, title, edition, publisher and date should be given for each required textbook. Some teachers include a schedule of reading assignments and supplementary non-required texts.

**3-2:4****4. Objectives for the Course**

The objectives for the course should be clearly stated. In the sections of the syllabus which follow, the teacher should show how the work of the course meets the stated objectives.

**3-2:5****5. Course Procedures**

The teacher's policy on absences, tardiness, make-up work and plagiarism should be clearly stated as well as any other general expectations for the course. The teacher may wish to describe in general how he/she conducts the course as well as what his/her general philosophy of the course and its objectives are.

**3-2:6****6. Course Requirements**

A list of course requirements including specific details should be clearly listed, such as requirements and expectations for outside reading, keeping of journals, papers, oral reports, field trips, laboratories, etc.

**3-2:7****7. Examinations and Grading Policy**

The examining procedure and grading policy should be described in detail. This will include the number, method and value of quizzes, hour examinations, date and time of final examination and other testing methods. The grading system that is used should be accurately described. In general, one should be able to determine from this section how a teacher arrives at the final grade for a student in the course.

**3-2:8****8. Courses, Course Outlines, Student Manuals (Syllabi)****WP2:415**

The chair of each instructional department shall counsel with the members of the department regarding each of the courses offered as to its scope (area or aspect covered), the way in which the area or aspect will be covered (syllabus or student manual), the course requirements contained in a course outline, the reasonableness, and clarity of these course requirements and assignments, etc. A copy of the syllabus (course outline or student manual) prepared by the teacher shall be filed with the chair of the department and with the dean of the school by the first day of regular registration. Students shall be provided a course outline by a teacher for every course he/she teaches. Students shall also be provided access to the syllabi where appropriate by way of the bookstore or the reserve shelves in the library.

**3-3:0****C. Review of Course Offerings**

The dean shall be responsible for a periodic review of the overall curricular offerings of the college/school by use of course enrollment data and frequency of course offerings. In this study the dean shall be assisted by the department chairs and curriculum coordinators involved. Recommendations from this review shall be discussed with the departments and the courses and curricula committee. A course not offered for two consecutive academic years shall be considered for elimination from the bulletin unless a decision has been made to offer the course during the period covered by the new bulletin.

**3-4:0****D. Field Trips, Class Trips, Etc.****WP2:410**

A field trip or similar trip involving absences from classes must be approved by the dean at least one week before the time of departure. Attendance at field trips that conflict with other class appointments or regularly scheduled work appointments shall not be made mandatory for receiving credit for the courses for which these field trips are scheduled. Such interruptions shall not be approved for the last two weeks of the quarter. The University will pay the accompanying teacher(s) regular per diem and hotel expenses; all other expenses should be distributed among

the participating students unless the purpose of the trip is to represent the University. Approval for trips involving all-night driving (except by public, chartered, or University transportation) will not be given. All such trips must use adequately insured care and experienced, competent drivers.

**3-5:0      E.      Examinations      WP2:436**

Prior to the last two weeks of the quarter, examinations and tests are given at the discrimination of the faculty member. Final examinations are scheduled by the vice president for academic administration during the last week of the quarter. All faculty members are required to give examinations or to conduct a meaningful educational activity during the time assigned unless excused by the dean. Only the dean has the authority to change the schedule for any student or to excuse a student from the scheduled examination or activity.

**3:6:0      F.      Courses and Credits**

Courses are measured in credits; one credit represents a course that has been conducted at least one session of 50 minutes each week or a laboratory meeting two to four hours a week for a minimum of ten weeks, or equivalent.

**3-7:0      G.      Schedules      WP2:405**

The time and room schedules for classes, examinations, chapels, and other regular appointments shall be determined by the registrar's office after consultation with deans and department chairs. These schedules shall be published well in advance of the beginning of the term to which the schedule applies.

**3-8:0      H.      Interruptions of the Class Schedule      WP2:406**

Interruptions in the daily or weekly class schedule after it has been published may not be implemented except as determined by the president after consultation with the General Faculty. Classes and routine operations will not be suspended except for major emergencies or reasonable causes, as determined by the president.

## **PART IV GRADING**

### **4-1:0 A. Grading Policy**

**WP2:437**

The University has a unified grading system within which schools may make adjustments and publish the same. The grading system is as follows:

#### **4-1:1 1. Grades and Quality Points**

The authority to determine grades rests with the teacher of the course. Grades are recorded at the close of each quarter in the following terms:

<b>Grades</b>	<b>Quality Points</b>	<b>Definition</b>
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	Above average
C+	2.33	
C	2.00	Average
C-	1.67	
D	1.00	Below average
F	0.00	Failure

#### **4-1:2 2. Additional Grades and Definitions**

Additional grades, and their definitions, which may appear on a student's academic record are as follows:

##### **4-1:2.1 a. AU—Auditing**

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) permission from the instructor is obtained. The term audit refers to registration for attendance only, and all auditors, including Honors Auditors (HN), are expected to attend all class appointments as agreed upon when the teacher granted auditing privileges. (Auditors are expected to attend at least 80 percent of the class periods. Those who fail to do so are assigned a notation of UA; Honors auditors are assigned a UH.)

The tuition charge is the same to audit a course as it is to take it for credit; however, full-time honors students may audit one course per quarter free of charge.

**4-1:2.2****b. DG--Deferred Grade****UGC:11-10-93**

A DG may be given in certain courses recognized to be of such a nature that they are not likely to be completed within one quarter. It may properly be given for tours, field experiences, internships, project courses, courses containing research, and courses where mastery level learning is required. Approval to give DG grades in a particular course must be obtained in advance from the dean of the college/school before a DG may be assigned. A DG should normally be changed to a regular grade by the end of the following quarter.

**4-1:2.3****c. I--Incomplete****UGC:11-10-93**

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. At least 50% of the course requirements must be completed before an I can be given in a course. An I may be received upon mutual agreement between the teacher and the student before the final class period by completing an Incomplete Contract signed by both the teacher and the student. The contract designates the work to be completed, a plan with time lines for completion of the work, the time limit, and the grade the student will automatically receive should the work not be completed within the agreed-upon time. Ordinarily an I must be removed during the following quarter--though an I contracted in the spring quarter may be extended to the autumn quarter. Any request for an extension of time beyond the contracted time shall be done by written petition approved by the dean of the college/school in which the course is offered prior to the contracted date. The number of I's on a student's record shall be used to determine the student's class and work load. A student with 8 credits of incompletes shall not register for more than 12 credits of new courses. A student with 12 or more credits of incompletes will have the number of new credits limited by the dean of the college/school in which he/she is enrolled. All I's must be removed before the student's graduation. (Incomplete Contract forms are available from the departments.)

**4-1:2.4****d. R--Reregister**

Assigned only for designated remedial courses.

**4-1:25 e. S/U—Satisfactory/Unsatisfactory**  
Assigned for grading of individual studies, research projects, reading, clinical/field experience, completed theses and workshops.

**4-1:26 f. W—Withdrawal**  
Assigned when withdrawal of a student is within the date limitations indicated in the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

**4-2:0 B. Examinations and Grade Reports**

Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to adhere to the published examination schedule. Should the examination schedule require a student to complete four examinations in one day, arrangements may be made with the dean to complete one of the examinations at another time. Grade reports are sent to students and to parents of dependent students. A student may specify at the time of registration one or two other persons or organizations which should receive his/her grades.

**4-3:0 C. Student Attendance/Absences**

**WP2:442**

Regular attendance at all classes, laboratories, and other academic appointments is required of each student and faculty members are expected to keep regular attendance records and report discrepancies to the Registrar's Office.

**4-3:1 1. Class Absences**

Regular attendance at classes and laboratories is required. Whenever the number of absences exceeds 20 percent of the total course appointments, the grade F may be recorded. Leaves of absence from the campus do not excuse the student from classes or relieve the student of the required class work. Absences immediately preceding or following a vacation, or from the first class appointment of a new quarter by one in residence during the preceding quarter, carry a double penalty. Three tardinesses are the equivalent of one absence. The student is counted as a member of the class and is charged tuition until a drop voucher is filed by the student in the Records Office. Excuses for absences not due to illness are issued directly from the office of the respective dean.

**4-3:2 2. Absences Due to Illness**

Excuses are granted by the individual teacher. Teachers may require verification of illness. Residence-hall students are required to see the nurse the first day of any illness which interferes with class

attendance. Non-residence-hall students required to show verification of illness should seek such verification from their own physician.

**4-4:0 D. Determination of Grades WP2:439**

The authority to determine grades rests with the faculty member teaching the course. The chair of the department and the dean of the school may counsel the teacher regarding grading. A student is entitled to receive at the beginning of a course a course outline which shall also outline how the grading will be done by the faculty member and how the final grade will be determined.

**4-5:0 E. Reporting Student Grades WP2:440**

Grades must be recorded on the course reports provided, written with ink in the faculty member's handwriting and signed by him/her. Deadlines for reporting grades are announced by the Registrar's Office.

Grades for prospective graduates must be reported to the Records Office by 4:30 p.m. Thursday of the commencement weekend. Communicating should be done on the forms provided by the Registrar's Office. These forms are not the same as the regular course reports. The grade reported at this time may go up, but cannot be lowered. The grade that is turned in on the official grade sheet will take the place of the one that is turned in on the senior grade report.

**4-6:0 F. Revision of Grades WP2:441**

Grade changes are made for I and DG symbols at the Records Office. These are to be changed in the appropriate grade book, initialed and dated by the teacher. Alterations are allowed when teachers discover errors on their part. These errors are reported on the official grade change form provided by the Registrar's Office and must be signed by the teacher and the dean. A written statement of explanation must be included on this form which is placed on file and shall be the basis for a corresponding correction in the record.

Only where authorized by the faculty member in writing or in the case of the death of a faculty member may grade changes be effected without the specific signature of the faculty member on the appropriate official change of grade form.

Any change of grade must normally be made within the quarter following the quarter for which the grade was assigned for any class taken on campus. In no case should revision of grades be made after two quarters following the quarter in which the course was offered except as provided for by a specific faculty voted policy. In cases where the class is offered on an extension campus, the grade change must occur within three quarters following the quarter in which the course was taken.



**PART V  
COLLEGE CREDITS**

**5-1:0      A.    Transfer Credit Practices**

**2-28-94**

The support for these practices is found in the Deans' Council minutes dated January 30, 1984. The practices as expressed here are consistent but may expand upon the information contained in the minutes. These practices are as follows:

- 5-1:1**            1.    No transfer work is placed on an Andrews University transcript unless the person graduates. At that time only the work that applied toward meeting requirements for graduation is included.
- 5-1:2**            2.    The overall grade-point average of transfer work accepted must be at least 2.0.
- 5-1:3**            3.    A grade below D is not accepted. In practice every effort is made to avoid grades of D; however, on occasion such a grade is allowed if it meets the overall 2.0 requirement. Usually this is done only after consultation with the school where the degree is being granted.
- 5-1:4**            4.    The same requirements for grades that apply to majors and minors also apply to transfer work that is used in majors and minors.
- 5-1:5**            5.    Questions about the validity of the work that is to be used for a major or minor are directed to the academic department involved.

**5-2:0      B.    Transcript Evaluation for Transfer Credits**

**ADC:1-30-84**

**5-2:1            1.    U.S. Transcripts**

- 5-2:1.1**            a.    Accept no courses with a grade of F.
- 5-2:1.2**            b.    Accept no courses with grades below the published minimums for specific areas (majors, concentration, minors, cognates, education sequence). Individual departments may have other criteria which must also be applied during the evaluation.
- 5-2:1.3**            c.    No credits can be accepted if the grade lowers the overall transfer grade-point average below 2.00.
- 5-2:1.4**            d.    Retain all remaining credits for possible use unless the student requests other deletions and application. (This also applies to the transcript of a student who has already earned a bachelor's degree.)

- 5-2:1.5** e. Transcripts from two-year colleges, if they carry more than 105 quarter credits, are evaluated selectively according to the student's academic goals after low grades have been deleted as detailed above. (According to existing policy only 105 quarter credits may be applied.)\*

- 5-2:1.6** f. When a student graduates only those credits which have been applied to his/her program are included on the official Andrews University transcript.

- \* The following is from the **UGC 2-12-92** revision of the Admission Policy and supersedes (e) above:

No more than 70 semester credits/105 quarter credits (unless more is approved by the relevant dean as part of a planned professional program) may be accepted from two-year colleges and applied to a baccalaureate degree at Andrews University.

**5-2:2**      **2. Foreign Transcripts**

- 5-2:2.1** a. All in (1) above.

- 5-2:2.2** b. Apply all possible credit as calculated by the registrar.

- 5-2:2.3** c. Students may contact the admissions and records officer if they would like to exchange an accepted course for one which was deleted. This should be done as soon as possible after the original evaluation.

**5-2:3**      **3. A-Level Credit Policy** **UGC:5-13-92**

Students with A-level passes may be awarded up to 15 credits for each A-level pass. These credits may be used as applicable toward graduation requirements, including general education, major, concentration, minor, and general electives.

**5-3:0**      **C. Transfer Credits from an Unaccredited School** **UGC:11-11-92**

Transfer credits from an unaccredited school are accepted on an individual basis, after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the admissions and records offices, the relevant dean determines the credits to be accepted, based on satisfactory performance in advanced level courses and/or validation examinations. Likewise, departments determine the credits that can be applied toward a concentration, major or minor.

**5-4:0 D. Credit for Special Learning Experiences**

**5-4:1 1. Advanced Placement Program**

A number of high schools offer selected students the opportunity to accelerate and to take in their senior year one or more subjects which are taught at the college level and cover the materials of a college course. In May of each year the College Entrance Examination Board (CEEB) gives a set of Advanced Placement examinations covering this advanced work. The School of Business cooperates with the Advanced Placement Program, awarding college credit for all Advanced Placement courses passed with a score of three or better.

**5-4:2 2. Credit (or Waiver) by Examination**

Andrews University realizes that adults who have achieved college-level proficiency on the basis of work experience and informal study ought to be able to receive credit for what they know, regardless of how they learned it. In harmony with this philosophy the University grants credit by examination in two different ways: (1) through recognized standardized tests such as the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES), and (2) through examinations administered and/or prepared by some academic departments within the University. The maximum amount of credit by examination that may be applied to a 190-quarter-credit baccalaureate degree, whether by CLEP, DANTES, or by examinations administered and/or prepared by the University's academic departments, is 48 quarter credits. All CLEP and DANTES examinations must be taken during the student's first year in residence and no credit by examination of any type may be taken during a senior's last quarter immediately preceding graduation. Credit by examination is never regarded as credit taken in residence and no type of credit by examination may be used to replace failures or other low grades. Students transferring to Andrews University with CLEP credit are required to have a CLEP transcript sent directly to the Records Office if they wish to apply CLEP credits on their Andrews University degree. The same is true of DANTES or any other credit earned through a standardized examination program.

**5-4:3 3. College Level Examination Program (CLEP)**

There are two types of tests within the CLEP program: General Examinations and Subject Examinations. Credit is allowed at Andrews University if the student scores at or above the 70th percentile in General Examinations and at or above the 50th percentile in Subject Examinations. A complete list of subjects

accepted by Andrews University and the charges involved are available upon request from the University's Counseling and Testing Center. Additional information may be obtained from the College Level Examination Program, Box 592, Princeton, New Jersey 08540.

## 5-4:4

## 4. CLEP Policy for English Composition

Andrews University has special regulations regarding credit by examination for one class, English Composition. A student may receive credit for the first quarter of English Composition (ENGL111) by means of the following:

## 5-4:4.1

- a. In order to be eligible to take the CLEP examination, a student must have a score of the 85th percentile or higher on the English section of the ACT or on the Verbal section of the SAT. Students without such scores are not given credit at Andrews University.\*

## 5-4:4.2

- b. One of two CLEP examinations may be taken for credit: either the Subject Area Examination in Composition or the Freshman English Examination. The free response (essay) section of either test must also be taken. The General Examination in Composition is not acceptable for credit at Andrews University.

## 5-4:4.3

- c. With either the Subject Area Examination in Composition or the Freshman English Examination, a numerical rating of 6 for the free-response section, together with a score of the 50th percentile or above results in credit for ENGL111. It is important that students remember that both scores are necessary to receive any credit.

- \* Students may substitute a 90th percentile or higher on the DTLS (Descriptive Test of Language Skills) for the scores on the ACT or SAT. Students should consult the English Department and/or the Writing Center about taking this test as a substitute if they have not taken the ACT or SAT. (This test is given during orientation week and in the Writing Center during registration week for students who have not taken the ACT or SAT.)

## 5-4:5

## 5. Defense Activity for Non-Traditional Education Support (DANTES)

DANTES, a credit-by-examination program developed by the United States military, is now available to the general public through the Educational Testing Service at Princeton, New Jersey. Selected DANTES Subject Standardized Tests (DSST's) have been approved as a basis for credit at Andrews University. Minimum scores for which credit may be granted are presently being established by the respective departments within the University. A complete list of

subjects accepted by Andrews University and the charges involved are available upon request from the University's Counseling and Testing Center. Additional information may be obtained from the DANTES Program Office, P-166, Educational Testing Service, Princeton, New Jersey 08541.

5-4:6

## **6. Departmentally Administered Examinations**

A limited amount of credit may be earned through challenge examinations within the individual departments of the University. These examinations may be either departmentally constructed or nationally normed professional examinations administered by the individual departments. Inquiries should be directed to the respective department chair.

5-4:7

## **7. Validation or Proficiency Examinations**

Special examinations may also be taken for reasons other than earning credit. The student may wish to have waived certain published curricular or degree requirements or may need to validate credits which he/she wants to transfer from an unaccredited college. For further information write to the respective dean.

5-5:0

## **E. Credit for Off-Campus Study/Experience**

Recognition is given to the fact that learning can and does occur in many circumstances other than formal classroom situations. If a student desires such an off-campus study/experience to qualify for credit at Andrews University, he/she should be guided by the following criteria and procedures:

5-5:1

1. The student must submit an application describing the proposed project for the dean of the college from which the credit will be received.

5-5:2

2. If the project seems reasonable the dean of the college/school in which the student is enrolled appoints a project supervisor and, in some cases, also an advisor.

5-5:3

3. The project supervisor and any appointed advisor studies the project proposal with the student. The student then counsels with the department chair(s) involved. At least one month before the planned beginning of the project, the student submits an "Off-Campus Study Project Application" (available at the dean's office) to the dean. This form demands the following detailed description of the project:

- a. The nature of the study, research, or project
- b. Reference works to be studied
- c. People to be associated with the project off-campus
- e. The nature of the final report to be submitted, including a written report
- f. Course numbers under which credit is to be granted
- g. Amount of credit recommended (see 8 and 9 below)
- h. Recommendation of the department chair(s)

**5-5:4**            4. The dean approves or disapproves each proposal after consultation with the department chair(s) and others as seems appropriate.

**5-5:5**            5. Within three months of completing the project and within six months after returning to the campus, the student is to submit to the project supervisor and to any appointed advisor, copies of the final report for his/her/their evaluation. Projects not completed within the time limit do not receive credit, unless, upon written request recommended by the project supervisor, an extension of time is granted by the dean.

**5-5:6**            6. The project supervisor and the advisor (when appointed) shall in consultation with the dean determine the amount of credit to be granted. The project supervisor in consultation with the advisor assigns the grades and reports to the dean.

**5-5:7**            7. The student is notified in writing of the project evaluation results and subsequently registers for the credits allowed for the project. No credit is given unless the student has registered for the project and has paid the normal tuition for the authorized credits.

**5-5:8**            8. Thirty clock hours of intensive study is considered a normal amount of time to be spent per credit granted.

**5-5:9**            9. A maximum of 15 credits through off-campus programs may be granted toward a baccalaureate degree under one or more of the following categories, provided the prior planning outlined in the above procedures has been followed:

- a. Credit is granted if the study project as evaluated meets the objectives of specific courses listed in the bulletin. In such cases credit is granted under the specific departmental course numbers, such as BHSC495, BIOL495, CHEM495, COMM495, ENGL495, GEOG495, HMEC495, HONS290, HONS295,

HONS490, HONS495, MATH495, PETH495, PHYS495, RELB496 (all in the College of Arts and Sciences), or AGRI499, AVIA494, HONS295, HONS495, TCED494 (for the College of Technology).

- b. Credit is granted if the study project is not covered by an existing departmental course or if the project is of an interdisciplinary nature and requires an amount of study that is comparable to that required for a departmentally organized course. In such cases credit may be granted under GCAS294 or GCAS394 Off-Campus Study in \_\_\_\_ (for the College of Arts and Sciences, School of Business, and School of Education) or GTEC295 or GTEC395 Off-Campus Study in \_\_\_\_ (for the College of Technology) 4-15 credits.

#### **5-6:0 F. Cooperative Education**

Andrews University has and is continuing to develop official cooperative educational opportunities for students. This is a program through which students are employed off-campus for specific periods of time as an integral part of their academic program. The employment is related as closely as possible to the student's course of study and provides involvement in the practical application of theory. The working period may be full-time or part-time. Students are usually paid for services by the cooperating employer and may receive college credit for the experience. Arrangements are made in consultation with the student's department chair.

#### **5-7:0 G. Correspondence Work**

Home Study International of Washington, D.C., a correspondence school holding membership in the National University Extension Association and accredited by National Home Council, is officially recognized by Andrews University and is recommended for students needing correspondence credit.

A maximum of 24 credits by correspondence is accepted toward degree requirements. However, such credit may be applied on a major/concentration or a minor only with the approval of the department chair. Normally students do not take correspondence courses while in residence but may be allowed to do so because of conflict in schedules. Permission must be obtained in writing from the respective dean. The correspondence work is counted as part of the regular college load. Six months from the time of enrollment is normally allowed for the completion of a course.

Graduation requirements stipulate that a minimum of 45 of the last 55 quarter credits must be earned in residence immediately preceding conferment of the degree. Thus, only 10 transfer credits, including correspondence credits, may be applied on the last 55 credits.

Correspondence courses cannot be used to replace failures or other low grades earned in residence.

All transcripts for correspondence work must be in the Records Office at least fifteen days prior to commencement.



## **PART VI CONTINUED ENROLLMENT**

### **6-1:0 A. Attendance Limitations**

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of a degree 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.

The deans reserve the right to review at intervals the work of their students and, in consultation with the faculty, to recommend that those who are not doing work of a high caliber be advised to discontinue courses leading to a degree.

The disciplinary authority of the University is vested in the president by right, and in the vice presidents, deans, and other officers on whom jurisdiction may be conferred for specific cases and in restricted areas.

### **6-2:0 B. Classroom Discipline**

**WP2:443**

Maintenance of classroom discipline shall be the responsibility of the faculty member. In a case of serious or repeated disorderliness, a student may be suspended from the class by the faculty member, who shall report to the department chair and the dean. The dean may, upon the recommendation of the faculty member, disallow the student to continue in the class. Problems of discipline which are particularly serious or involve an area wider than the classroom shall be reported to the vice president for student affairs by the dean of the school.

### **6-3:0 C. Academic Dishonesty**

**WP2:444**

#### **6-3:1 1. Scope**

**WP2:444:1**

Student academic dishonesty includes, but is not limited to, falsifying of official documents; plagiarism (see C.4. for definition of plagiarism); presenting assignments or reports (laboratory, reading, etc.) that are not based on the student's own work; using materials during a quiz or examination other than those specifically allowed by the instructor; stealing, accepting or studying from stolen quizzes or examination material relating thereto; and working or copying from the paper of another during a formal or a take-home examination or quiz. A student who collaborates in dishonest academic acts is culpable.

Academic dishonesty is a serious offense, punishable by warning, receipt of a lower or failing grade, dismissal from a class, suspension, expulsion, degree annulment, or, in the case of falsification of official documents, non-admission or admission annulment.

A faculty member who believes an act of dishonesty has occurred in his/her class, shall first discuss the situation with the student(s) in question. Faculty members shall keep written records of all such discussions and copies of relevant documents. At the discretion of the faculty member and dependent upon the gravity of the offense, the faculty member reports the incident to his/her department chair. If, in the judgment of the faculty member and chair, the case merits further counsel, they shall consult the dean of the school in which the offense occurred.

Cases which involve individual class assignments, daily quizzes, examinations other than midterm or final examinations, and writing assignments that constitute less than 30% of the final grade may be handled within the department in which the offense has occurred. More serious cases of academic dishonesty, such as theft of an examination before it is administered, participation in a cheating ring, wholesale plagiarism of a major paper, or any type of dishonesty involving a final examination, shall be handled, upon consultation, by the faculty member, the department chair, and the dean of the school in which the offense occurred. Offenses of this magnitude shall be reported to the dean of the school in which the student is enrolled and the vice president for academic administration who shall also counsel with the vice president for student affairs.

If the action taken involves a recommendation for suspension or dismissal from the University, the above parties must present their evidence to the vice president for academic administration for final action. In the process of deciding the vice president for academic administration shall consult with the vice president for student affairs and the president. The written records of all discussions will be kept in the offices of the relevant faculty members, department chairs, dean(s), and vice president(s) involved.

Dishonesty, including the violations of copyrights and licensing agreements using the University's equipment to make illegal copies of copyrighted and/or licensed materials such as computer software, music recordings, or printed materials, or making and using unauthorized copies of such materials that the University has provided for controlled student use, shall be considered as serious as other forms of academic dishonesty. In addition to the possible disciplinary action taken by the University, the student may be faced with possible legal action.

**6-3:3****3. Dishonesty in Course Requirements****WP2:444:4**

Course work (quiz, assignment, report, examination, etc.) in which a student has been dishonest will receive zero points towards the grade in fulfillment of a course requirement, or may receive a failing grade for the course.

When a student cheats in a major or final degree assignment such as a comprehensive examination or presents plagiarized material in a major or final degree assignment such as a thesis or dissertation, that student shall be dismissed and barred from completing or receiving the degree.

**6-3:4****4. Plagiarism****WP2:445**

Plagiarism is a serious form of academic dishonesty for which a student may be expelled. For written material, Andrews University endorses the definitions of plagiarism as found in section 1.6 of the 3rd edition of the *MLA Handbook for Writers of Research Papers*:

**6-3:4.1**

- a. Failure to properly indicate direct quotations and to credit the source

**6-3:4.2**

- b. Failure to credit the source for paraphrases

**6-3:4.3**

- c. "Presenting another's line of thinking in the development of an idea as though it were your own" (p. 23)

Students who in the presentation/distribution/publication of written material in their own name for academic credit, neglect to specifically or generally acknowledge their indebtedness to the sources used as defined in the *MLA Handbook for Writers of Research Papers* shall be guilty of plagiarism and liable to discipline.

**6-3:5****5. Falsification of Official Documents****WP2:444:3**

Students who falsify official documents are judged dishonest and will be dismissed. Prospective students who are discovered prior to admission to have presented falsified admission documents shall automatically be denied admission to any of the programs of the University. Should it be discovered after admission that a student presented falsified documents for admission, such admission shall be annulled and the record of academic achievement removed from the academic record with appropriate notations (see D. below). Such annulments or denials may be reviewed after one year.

6-4:0

**D. Degree Annulment**

WP2:444:5

If the University should discover evidence of plagiarism, falsification of "official documents" or other academic dishonesty after a degree has been granted, the degree may, after due process procedures and the opportunity for an appeal, be annulled by the Board of Trustees and a notification affixed to the student's official transcript record.

In order for the annulment of a degree to stand, it shall require the majority vote at a full Board of Trustees meeting after recommendation of the president to the Board of Trustees and after he/she had been advised by the department offering the degree, the dean(s) of the relevant school(s), and the vice president for academic administration.

6-5:0

**E. Academic Probation**

Any student whose cumulative grade-point average is below 2.00 is placed on academic probation. A new or transfer student who is admitted on academic probation is removed from probation after earning at Andrews a minimum of 12 credits with a grade-point average of at least 2.00. A student who is on academic probation is expected to limit extracurricular activities and part-time employment and is to carry a load of no more than 12 credits per quarter. Failure to achieve satisfactory progress toward getting off academic probation may result in academic dismissal.

Any new or returning student whose cumulative grade-point average for previous work is less than 2.00 (C = 2.00) is placed on academic probation. Many academic probationers are students who have excellent potential, but who, for one reason or another, have never learned to make use of the potential which they have. For this reason freshmen admitted on academic probation may be required to take four special courses:

6-5:1

1. **GCAS110 College Success Strategies** is designed to help clarify personal goals and values and also to give specific experiences to help the student develop a package of effective study skills. All students accepted on academic probation are expected to enroll in a special section in this course designed for freshmen admitted on academic probation and to attend the Scholastic Study Lab as assigned by the dean.

6-5:2

2. **ENGL110 Basic Writing Skills** is designed to help students learn to write clear, effective sentences and paragraphs, with a minimum of mechanical errors.

6-5:3

3. **EDTE150 Reading Techniques** is designed to improve the reading skill of the person who has a reading problem. Since reading is so basic to almost all educational work, this course can make a very significant difference in the educational experience.

- 6-5:4**            4. **MATH105, 106 Mathematical Skills** are designed to remedy inadequacies in the student's mathematical background.

Students on academic probation are normally restricted to taking no more than 12 credits per quarter and are required to attend a supervised study laboratory. This is done in order to insure the student has ample time to work on courses and also to develop personal habits which will make for success in future quarters. After the student has accumulated at least 12 credits and earned a cumulative grade-point average of 2.00, he/she is removed from academic probation. A student who remains on academic probation for a period of one year may not be permitted to register.

**6-6:0            F. Academic Suspension Policy**

Students become subject to academic dismissal in one of the following ways:

- 6-6:1**            1. By earning during a given quarter a grade-point average of 1.0 (D) or less.
- 6-6:2**            2. By failure for three successive quarters to reach the standards of "satisfactory academic progress for financial-aid purposes." (See G.)
- 6-6:3**            3. By displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments. Failure to honor the Scholastic Study Lab contract is sufficient grounds for academic dismissal.

Students who become subject to academic dismissal may appeal to the dean for quarter-by-quarter admission with the understanding that they must successfully complete a minimum of 12 credits per quarter with a grade-point average for the quarter of at least 2.00. Failure to achieve this level results in academic dismissal. The dean does not normally consider such individuals for readmission for at least two quarters and then only after being satisfied that the chances of success are greatly improved.

**6-7:0            G. Satisfactory Academic Progress Policy for Financial Aid**

Part of the eligibility to receive financial aid is that students must make "Satisfactory Academic Progress" toward the completion of their associate, bachelor's or master's degree. All who receive assistance from any financial-aid program requiring a determination of Satisfactory Academic Progress (SAP) must adhere to this policy. Financial-aid recipients' past academic work at Andrews University must be reviewed and must meet the standards established in the following Satisfactory Academic Progress policies.

**6-7:1****1. Minimum Standards for Undergraduate Students**

The Satisfactory Academic Progress policy requires undergraduate students to maintain the following minimum standards:

**6-7:1.1**

- a. Students must successfully complete at least 60 percent of the number of credits taken with a passing grade, regardless of their enrollment status (full-time, half-time, etc.). The Financial Aid Office verifies the student's compliance with this requirement at least once a year, at the beginning of the student's new enrollment period. The student may attempt up to 317 credits over a six-year time frame. Of those credits attempted, 60 percent or the 190 credits necessary for graduation must be successfully completed.

<b>Enrollment</b>	<b>Min. Registered Cr. Hrs. Req.</b>	<b>Min. Cr. Hrs. 60% Required to Be Completed</b>
Full-time	12	7
Half-time	6	4

**Note:** *Credit grades* include A, B, C, and D. *Non-credit grades* include withdrawal after drop-add date, audit, incomplete, failing, and non-credit.

**6-7:1.2**

- b. In addition to the criteria in a. above, to make satisfactory academic progress, the student must maintain an Andrews cumulative grade-point average at or above the minimum levels specified below according to the number of quarters completed at Andrews University.

<b>Quarters at Andrews University</b>	<b>Minimum Average Cumulative Grade-point Average Required</b>
1	1.30
2	1.45
3	1.60
4	1.75
5	1.90
6	2.00

The student's grade-point average is verified as of the end of the University's drop/add period of the following quarter. Any subsequent change in grade-point average due to completion of "incomplete" or "deferred" grades or any other reason is taken into account for aid eligibility the quarter following the change in grade.

**6-7:2            2. Continued Financial Aid Eligibility**

Continued eligibility for financial aid is partially determined, as described above, by the student's academic progress. At the beginning of each school year the student is placed in one of the following categories based on the previous year's performance.

**6-7:2.1            a. Satisfactory Progress.** Students meeting all criteria outlined in the Satisfactory Academic Progress policy, and students beginning their academic work at Andrews University with the minimum grade-point average requirements for acceptance are making SAP.

**6-7:2.2            b. Probation.** Students failing to meet all the criteria set forth by the SAP policy are placed on a one-quarter probation. During the probationary quarter, the student is eligible to receive financial aid as awarded. Performance during the probationary quarter determines subsequent aid. If the student raises his/her cumulative grade-point average to the minimum (see table above) and accumulates the minimum number of successfully completed credit hours required (60% of all hours attempted), the student is returned to Satisfactory Progress status. If the student fails to reestablish minimum standards, aid is terminated.

**PART VII**  
**ACADEMIC TERMS/PROGRAMS**

**7-1:0      A.    Academic Terms**

**UGC:3-10-93**

**7-1:1            1.    General Terms**

***class***

- a.    A body of students meeting regularly to study the same subject, the period of assembly of such a body.
- b.    A body of students whose year of entrance into college and/or graduation from college is the same.

***class standing***

Class standing is based on credits earned and/or credits required for graduation.

**7-1:2            2.    Course Related Terms**

***course***

A unit of instruction in a particular subject area for which a student registers and receives credit. A course normally lasts for one term.

***credit***

A quantitative measure of the magnitude of a course. One credit is the equivalent of one hour of class time per week for one term. Since each hour of class time normally requires two hours of preparation time outside of class, three hours of laboratory or studio work, requiring no outside preparation, are generally equivalent to one credit.

***prerequisite***

A requirement that must be met prior to enrollment in a course.

***corequisite***

A requirement that must be met while enrolled in a course.

***major***

A specified set of courses, taken within a field of study, which provides the student with an in depth understanding of the field. Typically the courses for a major are taken in a single department; however, closely related courses may be taken in another department. Interdisciplinary majors combine courses from two or more departments. A BA major shall consist of 45 to 48 credits, and a BS major 60 credits. A minor (or second major) is required to go along with a major for BA and BS degrees. An AS major shall consist of 32 to 52 credits.



***minor***

A specified set of courses (smaller than a major), taken within a field of study, which provides the student with some understanding of the field. A minor shall consist of 30 to 32 credits. A minor used for teacher certification that includes courses from more than one field of study shall consist of 30 to 36 credits with no more than 30 credits from a single field of study.

***emphasis***

One of several sets of courses defined by a department to place emphasis on a particular area within a concentration or major. Emphases are recorded on the student's records and the records office checks to see that the requirements are met. An emphasis shall consist of 16 to 20 credits for a 45-credit major, 20 to 28 credits for a 60-credit major, or 24 to 32 credits for a 90-credit concentration. There must be faculty expertise in the area in which the emphasis is offered.

***option***

A group of electives within a concentration or major used to place emphasis on a particular area of study within that concentration or major. An option is not considered to be a separate curricular entity. While options may be mentioned in the bulletin, they are not recorded on the student's transcript. Control of what courses a student takes for an option is done by advising.

***degree core*** (professional degrees only)

The central common courses (in addition to general education courses) required for all students pursuing a particular professional degree. Not all professional degrees have degree cores.

**7-1:3****3. Bachelor of Arts Degree****Major-Minor Alternative**

General Education:	100- 63 credits (currently)
Major:	45- 48 credits
Minor:	30- 32 credits (30-36 for teacher certification)
Cognates:	Optional
General Electives:	
<b>Total:</b>	<b>190 credits</b>

**Concentration Alternative**

General Education	99- 61 credits (currently)
Concentration:	90-100 credits in concentration and cognates with a minimum of 60 credits in the concentration itself
General Electives:	
<b>Total:</b>	<b>190 credits</b>

7-1:4

**4. Bachelor of Science Degree****Major-Minor Alternative**

General Education: 84- 56 credits (currently)  
 Major: 60 credits  
 Minor: 30- 32 credits  
 Cognates: Optional  
 General Electives:  
**Total: 190 credits**

**Concentration Alternative**

General Education: 84- 56 Credits currently  
 Concentration: 90-100 credits in concentration and cognates with a minimum of 60 credits in the concentration itself. (The following BS degree professional concentrations are exempt from the 100 credit limit: Anatomy and Physiology (Physical Therapy), Industrial and Operations Engineering, Media Technology, and Nursing.)  
 General Electives:  
**Total: 190 credits**

7-1:5

**5. Professional Baccalaureate Degrees****Single Curricula Alternative**

General Education: As approved  
 Specified Curricula: May include a core, emphases, or options and cognates  
 General Electives:  
**Total 190 credits minimum**

**Concentration Alternative**

General Education: As approved  
 Concentration:  
 General Electives:

**Total 190 credits minimum**

7-2:0

**B. Minimum Criteria for Program Development and Review****UGC:Incomplete**