

Undergraduate Council
Working Policy
Manual

March 2003

PART I
ADMISSION

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 However, admission to the University is a privilege and not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its mission and its function.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 Standards¹

UGC1990.06.06

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

UGC1992.02.12

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 Standards

Individual degree programs may set their own admission standards which may not be lower than the general admission standards prescribed by the Undergraduate Council. These specific standards are published in the appropriate sections of the University Bulletin.

1-2:3 3. Affiliated Campus Admission Standards

Admissions standards for each of the affiliated undergraduate campuses are spelled out in the respective affiliation agreement.

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

The undergraduate schools of Andrews University will have **regular** and **probationary** admission categories and **permission to take classes (PTC)**. The admission/enrollment status of a student is recorded on the student's academic record. The admission/enrollment status of a person may change depending on the fulfillment of admission requirements.

1-3:1 1. Regular Admission

To qualify for **regular** admission, an applicant must meet the standards listed below:

1-3:1.1

- a. As a secondary school graduate**, an applicant must meet all of the following standards. Evidence that these have been met must be provided prior to matriculation of an accepted applicant.
- i. Present official documentation that he or she has completed secondary-school studies at an accredited secondary school with:
 - a) A minimum of 13 units of solid subjects in secondary school.
 - b) A college bound ACT/SAT composite score at the 50th percentile.
 - c) High school GPA no lower than 2.25.
 - ii. Present two appropriate character references. One of these must be from a person who knows the applicant while attending secondary school (secondary school principal, guidance counselor, residence-hall dean, or teacher) and include information about the applicant's citizenship and class attendance pattern. An employer or pastor or other non-family member may be chosen for the second character reference.
 - iii. Sign the appropriate section of the application form agreeing to respect and abide by the rules and standards of the University.
 - 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) on the TOEFL (Test of English as a Foreign Language) a minimum score of 550 on the written test with no section score less than 52 or a minimum score of 213 on the computerized test with a score of at least 20 on the English section, and no score less than 19 on the other sections.

OR

 - c) a minimum score of 80 on the MELAB (Michigan English Language Assessment Battery) with no section score less than 72.
 - v. All first-year students (including international students) must take the ACT or SAT prior to coming to Andrews University or during the Freshman Orientation Week but prior to matriculation for the student's first semester:

1-3:1.2

b. An applicant who has Secondary School Equivalency must meet all of the following standards. Evidence that these have been met must be provided prior matriculation of an accepted applicant.

- i. meet all of the admission requirements listed in C,1,a,ii-v above
- ii. present evidence of having secondary school equivalency as follows:
 - 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 international secondary school [transcripts are evaluated according to criteria for equivalency laid down by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)].

OR

- c) an official copy of the General Education Development (GED) certificate in which he or 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.

1-3:1.3²

c. An applicant who has completed secondary education in a Home School context must meet the following standards. Evidence that these have been met must be provided prior to matriculation of an accepted applicant:

UGC1999.11.08

- i. meet all of the admission requirements listed in C,1,a,iii-v above
- ii. present a detailed description of the home-based program of study by the one who directed the program (this portfolio could include the courses, length of study, texts used, samples of graded work, and books read), together with reflections on the value of this Home School experience by the student or meet the requirements for Secondary School Equivalency (see C 1 b above).
- iii. a college-bound ACT/SAT composite score at the 50th percentile.
- iv. two recommendations from non-relatives.

1-3:1.4

d. As a transfer student from another university/college, an applicant

- i. with fewer than 27 college semester credits on a **regular** acceptance basis, must meet all of the requirements for a first time in college student as listed above.

- ii. with at least 27 college semester credits completed on a **regular** acceptance basis prior to coming to Andrews University will be evaluated on his/her college GPA. ACT or SAT scores and two character references must be submitted with the application.

1-3:1.5

- e. A **prospective secondary school graduate in the final year of secondary school study** may be assigned **regular** admission. Regular admission status at that time will be assigned on the basis of the applicant's current performance in the secondary school but subject to review. Such an applicant must, at the time of application, meet the following standards:

- i. Two college preparatory mathematics courses.
- ii. A college bound ACT/SAT composite score at the 50th percentile.
- iii. Other admission standards as outlined above.

1-3:1.6

- f. **Regular Admission to the Andrews University Gifted Scholars Baccalaureate Degree Program³**

UGC2000.05.10

- 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 admissions, and the director of the AU Honors Program). The University offers this program to those whose particular circumstances and level of maturity suggest they will benefit from early enrollment in college.
- ii. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program are admitted on **regular** admission status.
- iii. For a student to become eligible for admission to the Andrews University Gifted Scholars Baccalaureate Degree Program he or 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 above.
 - 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 for an interview with the Gifted Scholars Admissions Committee composed of the following:
 - i) Chairman of the Admissions Committee (chair)
 - ii) Director of the Honors Program (secretary)
 - iii) Registrar
 - iv) Faculty member designated by the Dean of the school
 - v) The Dean of the school for which the student is applying
- iv. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program must also take the Mathematics Placement Exam either prior to enrollment or within the first semester of residency.
- v. If accepted, the applicant must join the AU Honors Society and have the honors director as an advisor. When a major is selected, a major departmental advisor should be included in the advising process.

1-3:2

2. Probationary Admission⁴

UGC2000.03.09

1-3:2.1

- a. The **probationary** admission status may be initially assigned by the Undergraduate Admissions Committee based on the recommendation of the appropriate school dean to an applicant who does not qualify for regular admission status.
 - i. Exceptions to these standards must be considered by the Undergraduate Admissions Committee upon the recommendation of the appropriate school dean and based, if possible, on an interview process with the prospective student and/or upon a written personal statement submitted by the student.
 - ii. An applicant who has not had all of his/her education from at least the seventh grade through the twelfth grade (or equivalent) in English in an English-speaking country must present official documentation that he or 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.

1-3:2.2

- b. The Admissions Committee 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** status. **Probationary** admission status will be assigned at the time on the basis of:
 - i. the student's ACT or SAT scores.
 - ii. College-bound courses taken in secondary school, particularly performance on college-bound math.
 - iii. Patterns of course attendance and citizenship.
 - iv. Evidence of motivation to achieve in college.

- 1-3:2.3 c. The number of students admitted on **probationary** admission status will not exceed ten percent (10%) of the number of entering freshmen that enrolled the previous school year.
- 1-3:2.4 d. At the time a student is admitted on **probationary** admission status the chair of admissions committee will 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.
- 1-3:2.5 e. During the first semester of attendance, the relevant dean will advise the student on the following in order for him/her to achieve **regular** admission status:
- i. The specific listing of weaknesses to be rectified as revealed by the transcript, the English proficiency achievement, and tests taken as prescribed.
 - ii. The time line identified at the time of admission (usually no more than two semesters) 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.)
 - iii. A requirement to:
 - a) participate in the Academic Probation plan as prescribed by their dean.
 - b) achieve an overall GPA of 2.00 on all studies done after two consecutive semesters of study and satisfactory progress measured every semester 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 initial enrollment.

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 four (at most) consecutive semesters of study at Andrews University.
 - (c) Regain the **regular** admission status within one semester after relapsing into **probationary** status for the second time.

- ii) In elaboration of the criteria outlined in C,3,e,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 semesters in attendance at the University.

Semesters at AU	Min. AU Cumulative GPA Required
1	1.40
2	1.60
3	1.80
4	2.00

1-3:3 3. Permission to Take Classes (PTC) Enrollment Status

1-3:3.1 a. PTC enrollment status is assigned to any one of four categories of students enrolled at Andrews University, namely: (a) guest students, (b) persons seeking certification, (c) adult persons not seeking a degree, and (d) gifted non-graduates of a secondary school enrolled in special programs:

- 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.)
- ii. Persons seeking certification are those who require certain courses without needing to complete a specific degree program.
- iii. Adult persons not seeking a degree 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.
- iv. Gifted non-graduates of a secondary school enrolled in a special program are students who participate the College Enrichment Program while still enrolled in secondary school.

1-3:3.2 b. Persons enrolled on a PTC basis as described 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.

1-3:3.3 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.

1-3:3.4 d. Persons applying for admission to a degree program who met the freshman admissions standards for such a degree program prior to taking courses on a PTC basis may petition to count up to 24 credits taken on a PTC basis towards the proposed degree provided a

grade of C- or better has been obtained for each of the courses for which the degree credit is sought.

1-3:3.5 e. Academic transcripts are not normally required when enrolling students on PTC status.

1-3:4 **4. Change of Admission Status**

1-3:4.1 a. **Regularizing Admission Status.** For a student on **probationary** admission status to achieve **regular** admission status, he or she must remedy the identified deficiencies by fulfilling the requirements specified by the dean within the stated time line (as outlined in 1-3:3.4 and 1-3:3.5) while achieving a 2.00 GPA.

1-3:4.2 b. **Loss of Regular Status**

1-3:4.2.1 i. A secondary-school senior accepted on **regular** admission status who fails to achieve the required standards by the time of registration shall have his/her admission status changed to **probationary**.

1-3:4.2.2 ii. At any time a student on **regular** 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 term, the previous admission status is reinstated. See Part III, 3-2.2

1-3:5 **5. Exceptions to Andrews University Undergraduate Admission Standards**

1-3:5.1 a. Exceptions to the Andrews University Undergraduate Admissions Standards are made by the Admissions Committee 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.

1-3:5.2 b. The Undergraduate Council shall periodically (at least every three years) review the undergraduate admissions standards with a view to confirmation or amendment.

1-3:6 **6. Denial of Admission**

An applicant may be denied admission when

1-3:6.1 a. he or 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;

1-3:6.2 b. he or she submits transcripts or records found to be fraudulent at the time of application. Such an applicant is automatically denied admission to the University.

1-3:7 7. Annulment of Admission and Enrollment

The admission status of a student may be canceled/annulled when

- 1-3:7.1 a.** the student does not meet the conditions specified for continuing his/her education;
- 1-3:7.2 b.** the admission status of the student was based on documents later found to be fraudulent.

1-3:8 8. 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 Councils.

1-4:0 D. Admission Procedures

1-4:1 1. Admissions Committee

1-4:1.1 a. Admissions Committee Membership

The Admissions Committee shall consist of one representative from each college/school/division that admits undergraduate students, one representative from Student Services, one representative from Academic Support and Advising Services and one representative from Enrollment Services. The chair shall be elected by the committee from among its members. The Enrollment Services representative shall serve as secretary.

1-4:1.2 b. Admissions Committee Responsibilities

- i.** The Admissions Committee shall oversee the admission of undergraduate students and shall make admission decisions for:
 - a.)** all students admitted on probation
 - b.)** special cases referred to it by Enrollment Management
- ii.** A minimum of four members of the committee are required for an admission decision.
- iii.** The Admissions Committee reports to the Undergraduate Council
- iv.** The Admissions Committee shall recommend changes in admission standards/policies to the Undergraduate Council's Standards Committee for review.

1-4:2 2. Operational Procedures

The Admissions Committee shall delegate to an admissions officer in Enrollment Services the authority to make decisions admitting applicants who meet regular admission standards. However, the Admissions Committee can specify certain situations in which it wants

applications referred to the committee for decision. The admissions officer shall refer to the committee any application he or she has questions about.

1-4:3 3. International Students

On the recommendation of the admissions and the student finance offices, the international student services office with approval of the vice president of student services shall issue an I-20 (certificate of eligibility) or the IAP-66 (a document issued by the General Conference of SDA) and any other information that may be necessary for an international student to enter the United States of America. Should the director of the international student services office have a question about the issuance of the I-20 or other information, the matter shall be brought to the the admissions office and/or the student finance office for further clarification.

1-5:0 E. English Proficiency Level of International Students

WP 2:433

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 80 or whose TOEFL paper test score is less than 550 or with any section score less than 52 or whose computerized test score is less than 213 with a score less than 20 on the English section or a scores less than 19 on any other section 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.

PART II

ADVISING, REGISTRATION AND RECORDS

2-1:0 A. Advising

Students are assigned academic advisors based on the major the students have chosen. These advisors function as academic guidance counselors to help students to schedule their courses, to learn how to follow academic rules and regulations, and to make decisions regarding their future.

2-1:1 1. Freshman Tests

All freshmen are expected to take the ACT or SAT and submit the results prior to matriculating at Andrews University. If this has not been done in advance, the student must take the ACT during Freshman Orientation.

The University's Mathematics Placement Exam must be taken before registration for the student's first term. These tests are provided during Freshman Orientation.

2-2:0 B. Registration

WP 2:425:3

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 academic 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.

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.

2-2:1 1. Registration: Help for the Student WP 2:425:5

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.

2-2:2 2. Course Membership WP 2:425:4

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:

2-2:3 3. Change of Study Program WP 2:425:4:1

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 semester.

2-2:4 4. Auditing Privilege WP 2:425:4:2

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.

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

2-2:5 5. Class Load for Visa Requirements WP 2:434

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 semester in the undergraduate schools.

2-2:6 6. Dual Enrollment⁵ UGC1992.03.11

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

2-2:6.1 a. Undergraduate Dual Enrollment (available to undergraduate students nearly finished with an undergraduate degree who wish to begin work on a graduate program):

i. the student must satisfy all of the following requirements:

a) be an undergraduate student at Andrews University

- b) be within 16 semester credits of finishing an undergraduate degree
 - c) have applied for admission into a graduate program and have clearly met all other **regular** admission standards for a graduate program
 - d) normally take no more than 16 credits (combined graduate and undergraduate) each semester.
- ii. the limitations on the graduate credits taken are:
- a) graduate credits may not be used to satisfy undergraduate requirements
 - b) a maximum of 24 semester credits of graduate course work may be reserved and applied to a subsequent graduate degree at Andrews University
 - c) taking graduate courses does not guarantee or imply the future admission to a degree program

2-2:6.2

b. 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):

- i. The student must satisfy all of the following requirements:
- a) Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
 - b) Be accepted on **regular** or **provisional** status into a graduate program at Andrews University
 - c) Normally take no more than 16 credits (combined graduate and undergraduate) each semester.
- ii. The limitations on the undergraduate credits taken are:
- a) 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
 - b) The grade-point average on the undergraduate credits does not count towards the graduate grade-point average

2-3:0 C. 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 semester students are classified as follows:

Freshman	0-24
Sophomore	25-55
Junior	56-86
Senior	87-

2-4:0 D. 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.

2-5:0 E. Release of Student Information

WP2:457

- 2-5:1** 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.
- 2-5:2** 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:
- a. Properly identified representatives from federal, state, or local government agencies.
 - b. Business firms from which students have requested credit, or possible employment.
 - c. Scholarship donors.
- 2-5:3** 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.

2-6:0 F. 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.

PART III
ACADEMIC POLICIES

3-1:0 A. GRANTING CREDIT ⁶

UGC1999.05.12

3-1:1 1. Transfer Credit

- a. A grade below C- is not accepted.
- b. The overall grade-point average of Transfer work accepted must be at least 2.0.
- c. 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.
- d. The academic department(s) involved will determine which transfer courses may be counted toward majors, minors, cognates and core. The same requirements for grades that apply to majors, minors, cognates and core also apply to transfer work that is used for these.
- e. Transfer courses used for general education will be determined by the Undergraduate Records Office as per guidelines established by the General Education Committee. Transfer credits outside of the guidelines may be petitioned for approval by the Director of General Education in consultation with the appropriate academic dean or academic department.
- f. Transfer work is not placed on an Andrews University transcript.
- g. 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.

3-1:2 2. International Transfer Credit

In addition to the above transfer credit policies, the following apply to transfer credit from schools outside of the United States.

3-1:2.1 a. Evaluation of Transfer Credit

Transfer credits from schools outside of the United States are evaluated according to American Association of College Registrars and Admission Officers (AACRAO) recommendations.

3-1:2.2 b. Advanced Credit

Forms of education beyond the equivalent of 12 years of elementary and secondary school in the United States may be awarded advanced credit. For example, students with A-level passes may be awarded up to 10 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.

3-1:3 3. Credit for Special Learning Experiences

3-1:3.1 a. Advanced Placement Program

Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates with the Advanced Placement Program, awarding college credit for all AP courses passed with a score of three (3) or better.

b. International Baccalaureate Program

The International Baccalaureate (IB) is an internationally recognized program of study for highly motivated high school students who desire advanced standing at the university level. Advanced standing will be considered for students who present an official copy of the IB diploma.

- i. For course work that falls in the domain of the general education requirements a score of at least four for work taken at the higher level (HL) will be considered for general education credit. Assessment will be made by the appropriate department(s) for individual courses in cooperation with the Director of the General Education Program.
- ii. For major level course work a score of at least five for work taken at the HL will be considered for credit after review by the appropriate department. It was recommended that the student could be allowed to enroll in a sophomore major level course with the purpose of validating the IB experience in that subject area. With a grade of at least B minus in this course, credit for the freshman major's level sequence would be given.

3-1:3.2 c. Credit by Examination

Some students have achieved college-level proficiency on the basis of work experience and informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (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 an academic departments within the University.

Regardless of the method, the maximum amount of credit by examination that may be applied to a baccalaureate degree is 32 semester credits. All *CLEP* and *DANTES* examinations must be taken during the student's first year in residence. Department administered examinations may not be taken during the last semester immediately preceding graduation.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews University.

3-1:3.2.1

i. CLEP or DANTES

Transfer students wishing to apply *CLEP* or *DANTES* credits to their Andrews degree, are required to have a *CLEP* or *DANTES* transcript sent to the Andrews University Counseling and Testing Center for evaluation by Andrews University standards. A fee is charged for this evaluation. Credit is allowed if the student scores at or above the 50th percentile in a *CLEP* Subject Examination. Selected *DANTES* Subject Standardized Tests have been approved as a basis for credit at Andrews University.

3-1:3.2.2

ii. 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 formed professional examinations administered by the individual departments.

3-1:3.3

c. 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 or she wants to transfer from an unaccredited college. For further information write to the respective dean.

3-1:3.4

d. 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 or she should be guided by the following criteria and procedures:

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

- iii.** 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
 - d) The nature of the final report to be submitted, including a written report
 - e) Course numbers under which credit is to be granted
 - f) Amount of credit recommended (see 8 and 9 below)
 - g) Recommendation of the department chair(s)
- iv.** The dean approves or disapproves each proposal after consultation with the department chair(s) and others as seems appropriate.
- v.** 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.
- vi.** 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.
- vii.** 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.
- viii.** Forty-five clock hours of intensive study is considered a normal amount of time to be spent per credit granted.
- ix.** A maximum of 10 credits through off-campus programs may be granted toward a baccalaureate degree under one or more of the following categories (*x.* and *xi.*), provided the prior planning outlined in the above procedures has been followed:
- x.** 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.
 - xi.** 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.

3-1:3.5

e. Distance Education

Distance education courses are offered in partnership with Home Study International (HSI). Undergraduate courses completed through this partnership earn Andrews University credits. All course materials and teachers are approved by Andrews University, which issues all transcripts and grade reports. Students register for these courses through the HSI office on campus.

3-1:3.6

f. Correspondence Courses

A maximum of 16 credits by correspondence, other than credits taken through Andrews University distance education courses, is accepted toward a baccalaureate degree. However, such credit may be applied on a major 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 a conflict. Permission must be obtained in writing from the dean of the respective school. The correspondence work is counted as part of the regular college load. A course should be completed six months from the time of enrollment.

Only 6 transfer credits, including correspondence credits, may be applied on the last 36 credits of a baccalaureate degree. 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.

3-1:3.7

g. Prior Learning Assessment

Credit for Prior Learning Assessment (PLA) is validated and granted through a prescribed portfolio presentation process. This credit-granting option is available only to students 24 years of age or older. It is for adult learners who desire tangible recognition through academic credit for their achievements and expertise. Credit can be given for knowledge already acquired in designated course subject areas as a result of on-the-job training, community service activities, non-credit courses, and/or special accomplishments.

3-1:3.8

h. Cooperative Education

Andrews University has developed official cooperative educational opportunities for students. In this program 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.

3-2:0 B. SATISFACTORY ACADEMIC PROGRESS - ACADEMIC PROBATION

3-2:1 1. Satisfactory Academic Progress⁷ UGC1999.05.12

Students are expected to maintain a cumulative GPA of 2.00 (average grade of C) for courses taken at Andrews University. A student who fails to maintain a GPA of 2.00 for courses taken at Andrews University, or earns less than a GPA of 1.50 in any term will have his/her enrollment category changed to probationary status.

Some academic programs have additional requirements and/or higher standards of academic progress published in the bulletin. Students who do not meet these requirements and/or standards may not be able to continue in that program but may continue in another program at Andrews University

3-2:2 2. Academic Probation⁸ UGC2001.09.25

Students whose cumulative grade-point average (GPA) for courses taken at Andrews is below C (2.00) or who earn a GPA of 1.75 or less in any term are placed on academic probation the following term. Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean. Freshmen who are admitted on academic probation will participate in a structured program which guides and monitors progress in achieving regular academic status.

Students who are on academic probation (1) are expected to limit extracurricular activities and part-time employment, (2) may be required to take special courses as shown in the current Bulletin, and (3) may be restricted to taking no more than 12 credits per semester including special courses. This program ensures students have ample time to concentrate on their courses and develop personal habits for greater success in future terms. Students on academic probation for any two semesters may not be permitted to re-register.

3-2:3 3. Academic Suspension/Dismissal⁹ UGC2001.09.25

Students become subject to academic dismissal in four ways:

- a. Earning during a given semester a grade-point average of 1.25 or less.
- b. Being on academic probation for two semesters.
- c. Failure to meet Probation Student Guidelines for their academic probation program outlined by their dean.
- d. 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.

Academically suspended students may appeal to the dean for semester-by-semester admission.

3-3:0 C. STUDENT CONDUCT

3-3:1 1. 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.

3-3:2 2. 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.

3-3:3 3. Academic Dishonesty¹⁰

WP2:444

UGC2001.10.01

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

3-3:3.1 a. Scope

WP2:444:1

Student academic dishonesty includes, but is not limited to, the following acts:

- i.** Falsifying official documents;
- ii.** Plagiarizing, which includes copying others' published work, and or failing to give credit properly to other authors and creators; (see further definition below)
- iii.** Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- iv.** Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive, or defraud;
- v.** Presenting another's work as one's own (e.g. homework assignments);
- vi.** Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- vii.** Stealing, accepting or studying from stolen quizzes or examination materials;

- viii. Copying from another student during a regular or take-home test or quiz;
- ix. Assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

3-3:3.2

b. Specific Disciplinary Action

WP2:444:2

Incremental discipline for multiple offenses and severe penalties for some offenses will be implemented for academic dishonesty. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program, or university.

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

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.

3-3:3.3 c. 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.

3-3:3.4 d. 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*:

- i. Failure to properly indicate direct quotations and to credit the source
- ii. Failure to credit the source for paraphrases
- iii. "Presenting another's line of thinking in the development of an idea as though it were your own"

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.

3-3:3.5 e. 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.

3-3:4 4. 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 or 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.

3-4:0 D. Classes

3-4:1 1. 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.

3-4:2 2. 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.

3-4:3 3. Examinations WP2:436

Prior to the last two weeks of the semester, 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 semester. 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.

3-4:4 4. 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 semester. 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 cars and experienced, competent drivers.

3-4:5 5. 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.

3-4:5.1 a. 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 semester by one in residence during the preceding semester, 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.

3-4:5.2 b. 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.

3-5:0 E. GRADING

3-5:1 1. 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:

3-5:1.1 a. Grades and Quality Points

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

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

3-5:1.2

b. Additional Grades and Definitions

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

AU—Auditing

A grade of AU is given for an audited course if the student has met the obligations of the audit agreement.

It is possible to audit any class except private music lessons and independent study courses, provided (1) there is room in the class, (2) the student has an appropriate background, and (3) 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.)

A student may change from “credit” to “audit” registration and *vice versa* for any course within the published time schedule. To do this the student must present the Registrar’s Office with a drop/add form with the appropriate signatures including that of the instructor.

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 semester free of charge.

DG—Deferred Grade

A DG may be given in certain courses recognized to be of such a nature that all their requirements are not likely to be completed within one semester. It may properly be given for tours, field/clinical experiences, internships, project and independent study courses, courses containing research, and courses where mastery level learning is required. The Record’s Office records a DG only for courses previously recommended by a department and approved by the relevant dean/graduate programs committee.

An instructor may designate a time limit for a given course or for a specific situation for the DG to be changed to a grade. An instructor may change the DG to a **DN – Deferred and Not completable**, signifying that the course has not been completed and no longer can be completed due to an elapsed time limit.

A DG may remain on a student's transcript at graduation if the course does not count toward the degree.

I—Incomplete

An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. An I may be received upon mutual agreement between the teacher and the student by completing an Incomplete Contract signed by both the teacher and the student. In exceptional cases, the signature of the student may not be required. The "I" is assigned to an undergraduate student and a contract signed only when the major portion of the work for the course has been completed. 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. The Incomplete Contract, signed by both the student and faculty member, is to be filed in the Registrar's Office by the faculty member along with the grade sheet at the appropriate time.

Ordinarily an I must be removed during the following semester--though an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be 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. For undergraduates, a student with eight (8) credits of incomplete shall not register for more than twelve (12) credits of new courses. An undergraduate student with twelve (12) or more credits of incomplete will have the number of new credits limited by the dean of the college/school in which he or she is enrolled. All I's must be removed before the student's graduation.

R—Reregister

Assigned only for designated remedial courses.

S/U—Satisfactory/Unsatisfactory

The trading pattern for lecture and lecture/laboratory courses is A-F. Certain designated courses, such as individual study/readings, independent research, research projects, workshops, seminars, field/clinical experiences, and practica may be graded with either an S/U or A-F pattern as the school/college determines. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period. An S means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade U signifies unsatisfactory performance. Credit is earned only if an S is received. No quality points are assigned S/U courses and an S/U notation does not affect the grade point average.

W—Withdrawal

Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated in the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

3-5:2 2. 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.

3-5:3 3. 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.

3-5:4 4. 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.

3-5:5 5. Revision of Grades

WP2:437:4

Grade changes are made for I and DG symbols at the Registrar's Office. These are to be changed in the appropriate grade book, initialed and dated by the instructor of record or relevant dean should the instructor have left the employment of the University. Alterations to the official grade record are allowed only in the case when Instructor Error is discovered and not because of additional work completed since the grade was assigned. These errors are reported on the official grade change form provided by the Registrar's Office and must be signed by the instructor 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 faculty member's cessation of employment with the University or the death of the faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, the dean of the relevant school may sign for the instructor.

Any change of grade must normally be made within the semester following the semester for which the grade was assigned. In no case should revision of grades be made after two semesters following the semester in which the course was offered except as provided for by a specific faculty voted policy. Any resulting changes in the grade point average subsequent to the issuing of the diploma shall not be cause for revision of the diploma.

PART IV

POLICIES ON DEGREE REQUIREMENTS, BULLETIN, HONORS, and GRADUATION

4-1:0 A. General Graduation Requirements¹¹

4-1:1 1. Baccalaureate Degrees

The general requirements for baccalaureate degrees are:

- a. A minimum of 124 credits.
- b. Completion of the General Education requirements for the degree as specified in the bulletin.
- c. For a Bachelor of Arts or Bachelor of Science degree, completion of all of the requirements for a major, a minor if required, and specified cognates.
- d. For Professional degrees, completion of the specific requirements for the degree as specified in the bulletin, including core, major, emphasis, and cognates as required.
- e. A minimum of 30 credits from courses numbered 300 or above.
- f. A minimum of 30 of the last 36 semester 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 6 credits at a school other than Andrews University.
- g. A minimum of 1/3 of the credits required for a major, and 3 credits required for a minor must be taken in residence in courses numbered 300 or above.
- h. Both cumulative and Andrews University minimum grade-point averages of 2.00 in all credits used to meet degree requirements, unless a school or department requires higher grade point averages.
- i. Both cumulative and Andrews University minimum grade-point averages of 2.25 in all credits counted for a major, and 2.00 in all credits counted for a minor, unless a school or department requires higher grade point averages.
- j. No course with a grade below C- may count toward a major, or minor.
- k. A student may earn more than one major for a single degree. All requirements for each major must be met including cognates. If the majors are offered for different degrees the student must specify which degree he/she wishes to receive, and complete the General Education requirements for that degree. If one of the majors is for a professional degree, the specific requirements for that degree must be met.

- l. A course may be used to fulfill the requirements for more than one major, or minor provided that at least 75% of the credits used for any major, or minor are not also counted for another major, or minor. A course may not be used to fulfill the requirements of more than one major, or minor used for teacher certification.
- m. Completion of senior assessment examinations.
- n. A request for graduation, approved by the student's advisor and a designated records officer.

4-1:2 2. Second Baccalaureate Degree Requirements

If a student wishes to earn a second baccalaureate degree he or she must:

- a. Complete 30 credits in residence beyond those required for the first baccalaureate degree.
- b. Meet all published requirements of the second degree major/professional component, including prerequisites, cognates and General Education requirements specific to the program of study for the second degree.
- c. If the first degree did not include a comparable General Education component in religion, complete a minimum of 3 credits in religion

4-1:3 3. Associate Degrees

The general requirements for associate degrees are:

- a. A minimum of 62 credits.
- b. Completion of the General Education requirements for the degree as specified in the bulletin.
- c. Completion of the specific requirements for the degree as specified in the bulletin, including core, concentration, major, emphasis, and cognates as required.
- d. A minimum of 15 of the last 21 semester 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 6 credits at a school other than Andrews University.
- e. A minimum of 9 credits of the major must be taken in residence.
- f. Both cumulative and Andrews University minimum grade-point averages of 2.25 in all credits used to meet degree requirements, unless a school or department requires higher grade point averages.

- g. Both cumulative and Andrews University minimum grade-point averages of 2.00 in all credits counted for an associate degree major, unless a school or department requires higher grade point averages.
- h. A request for graduation, approved by the student's advisor and a designated records office.

4-2:0 B. General Education Requirements¹²

UGC1999.04.28

Bachelor of Arts and Bachelor of Science Degrees

Religion

12 credits

One religion class each year

REL T 100 God and Human Life 3

and three of the following:

RELB 210 Jesus in His Time and Ours 3

REL T 225 Doctrines of the Adventist Faith 3

REL T 250 Personal Spirituality and Faith 3

REL T 340 Religion and Ethics in Modern Society 3

RELP 400 Senior Seminar: Area 3

Language/Communication

8-12 Credits

ENGL 115 English Composition I 3

ENGL 215 English Composition II 3

COMM 104 Communication Skills 2

Intermediate Language (B.A. only) 4

Arts/Humanities

11 credits

HIST 117 Civilization and Ideas I 2

HIST 118 Civilization and Ideas II 3

IDSC 211 Creativity and the Arts 3

and one of the following:

ENGL 255 Studies in Literature 3

PHTO 210 History of Photography 3

MUHL 214 Enjoyment of Music 3

ARTH 220 Language of Art 3

PHIL 224 Introduction to Philosophy 3

INLS 220 Great Classics of European/Latin American

Culture 3

Studio Art/Ensemble Music 3

Natural Science and Mathematics**12 credits**

Most BS and many professional degree students may fulfill this requirement with science major and cognate requirements.

Other students must take:

IDSC 321,322 Scientific Inquiry I, II	6
MATH 145 Reasoning with Functions (or a more advanced Math course). <i>Requires Math Placement Score of at least P2.</i>	3

and one of the following:

PHYS110 Astronomy	3
BIOL208 Principles of Environmental Science	4
BIOL330 History of Earth and Life	3
PHYS 115 Concepts of Physics	3
PHYS 405 Acoustics of Music and Hearing	3
CHEM 110 Introduction to Inorganic/Organic Chemistry	4

Computer**0-3 credits**

INFS 110 Computer Tools, 1-3, or pass competency examination

Social Science and Service**8+ credits**

One foundation course selected from the following:

ANTH 124 Introduction to Anthropology	3
PSYC 101 Introduction to Psychology	3
SOCI 119 Principles of Sociology	3
GEOG 110 Survey of Geography	3
PLSC 104 American Government	3
ECON 225 Macroeconomics	3

One interdisciplinary course selected from the following:

BHSC 220 Contemporary Social Issues	3
BHSC 235 Culture, Place and Interdependence	3
IDSC237 The Individual, State and Marketplace	3

and

BHSC100 Philosophy of Service	2
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and Service Fieldwork. Alternatives include: departmental "S" courses, completing an approved plan for individual service or enrolling in a specific fieldwork course (BHSC 300 Fieldwork).

Physical Education/Wellness **4 credits**

HELD130 Essentials of Wellness 2

Two Activity courses (0.5 cr each) 1

The three required courses must be taken in separate academic years.

Totals

Bachelor of Science **58-61+**

Bachelor of Arts **54-57+**

+ indicates the service fieldwork if S courses are not taken in major, etc.

4-3:0 C. Responsibility of the Student

It is the responsibility of the student 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.

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

A student who after earning at least 8 semester credits at Andrews University temporarily drops out and upon his/her return presents for transfer not more than 12 newly earned semester 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.

4-5:0 E. Honors Program¹³

UGC2002.11.04

4-5:1 1. Admissions

Admission to the Honors Program and SAGES normally takes place during the summer preceding the first full-year registration at Andrews University, for applicants meeting two measures of likely academic success: high grades (3.50 GPA minimum) in secondary school, and commendable performance on standardized national tests (minimum: 1200 SAT or 25 ACT. These approximate the 80th percentile). An activity fee is charged after registration.

Recognizing that for some students either high school grades or standardized test scores may not satisfactorily predict the potential for academic success in college, a small number of students who show considerable promise on one measure but not the other may be admitted to the program upon the director's discretion based on a specific recommendation from the high school.

Admission for Students with significant College-level Credit: (Andrews & Transfer Students):

After the freshman year, students may apply to enter Honors based on a successful collegiate record and a minimum GPA of 3.33. Both Andrews and transfer students should contact the honors director to evaluate Transfer Credits when shifting from the regular general education program to SAGES.

4-5:2 2. SAGES (Scholar's Alternative General Education Studies) Program¹.

Required Registrations		Credits
HONS 105	Western Heritage I	5
HONS 106	Western Heritage II	5
HONS 115	Transcribing the Self	3
HONS 215	Scripture	3
HONS 265	Language of the Fine Arts	3
HONS 345	What Is "Other"? The Non-Western World	3
HONS 365	Cosmos	3
HONS 415	Thinking Theologically: Christian Life and Faith	3
HONS 398	Research Pro-Seminar	1
HONS 496/7	Senior Project/Thesis	2 (minimum)

¹ The Honors Council has voted small variations of this basic program for students in education (e.g., involving substitution of religion courses required for SDA certification), and for degrees in architecture and business.

Plus two courses from the following:	6
HONS 225 Materialism and Idealism	
HONS 245 Meanings of America	
HONS 325 Justice	
 Additional Science (disciplinary courses or IDSC 321/2)	 6
Math (minimum acceptable level: College Algebra)	3
Physical Activity Courses (two 0.5 credit courses)	1
 Total Requirements, Bachelor of Science	 47
 Total Requirements, Bachelor of Arts + (Intermediate Language)	 <u>+ 4</u>
	51

4-5:3 3. Progress in SAGES.

Students in SAGES who fail to enroll in honors courses, or whose cumulative GPA falls below 3.33, will be asked to withdraw from the program at the end of the academic year.

4-5:4 4. Graduation as a John Nevins Andrews Honors Scholar

At graduation, the university confers the distinction “John Nevins Andrews Scholar” on students recommended by the Honors Council who display outstanding scholarship, achieve a minimum overall college and honors GPA of 3.50, and complete SAGES. Titles of the senior thesis or project are listed in the graduation bulletin.

4-5:4 5. Honors Audits

An honors member enrolled full time (a minimum of 12 regular credits) may honors audit one course free each semester. 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 semester. Other regulations for any audited course apply.

4-6:0 F. Undergraduate Senior Examinations

WP2:465

All seniors in the undergraduate schools are required to take the specified general and departmental assessment examinations, including the senior exit examination. The assessment results will be reviewed by departments and the General Education Committee as part of the University's commitment to the continuous improvement of student learning.

4-7:0 G. Graduation

4-7:1 1. 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.

4-7:2 2. Participation in Graduation¹⁴

UGC2002.11.04

Participation in graduate ceremonies is for students who have completed all degree requirements and for those who meet the minimum requirements to participate without completion. Specific procedures for application and final clearance to participate in graduation are found in the current University Bulletin.

4-7:2:1 a. Marching without completion

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

- i. Such undergraduate students are authorized academically to participate in Spring or Summer graduation ceremonies if they lack no more than 6 semester credits for degree completion, and,
- ii. meet both overall and major GPA requirements.
- iii. Credits lacking include I's, DG's and unregistered work.

Those who participate in a graduation ceremony before completing all degree requirements as described above may not participate for a second time when they complete their requirements.

b. Graduation in absentia.

Students are expected to participate in all of the services unless graduating in absentia. At the time of application for graduation/marching, students must indicate whether or not they plan to participate in the ceremony.

4-7:3 3. Academic Garb¹⁵

UGC1992.05.13

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:

- a. The appropriate academic gown, hood and cap.
- b. The following signs of distinction associated with academic societies officially recognized by Andrews University:
 - i. A total of two cords officially issued either by Andrews University or by the national honor society in question.
 - ii. Medallions officially issued by the national honor society in question.

4-7:4 4. Distinctions at Graduation

Bachelor and Associate degree students who have completed 30 credits at Andrews University at the time of evaluation the semester before graduation will have the following designations based on their overall grade-point averages:

Summa Cum Laude	3.900-4.000
Magna Cum Laude	3.750-3.899
Cum Laude	3.500-3.749

Students who have completed the requirements for graduation with honors will have the designation "J. N. Andrews Honors Scholar" in addition to the above.

PART V

CURRICULA AND COURSE DEVELOPMENT POLICIES

5-1:0 A. DEPARTMENT DETERMINANTS¹⁶

UGC1996.05.15

Departments shall be organized to offer a coherent grouping of majors and/or professional programs consistent with their mission. The number of faculty in a department shall be sufficient to adequately support the programs offered. The following represent minimum standards.

5-1:1 1. Minimum Department Size

2.

There must be at least two FTE faculty members in a department. At least half of the courses offered by a department must be taught by full-time faculty of that department.

5-1:2 2. Minimum Number of Faculty per Major/Minor

a. There must be at least two faculty available to a department for each major (or program) offered. At least one of these faculty must be a full time (at least 90%) member of the department. Where the same courses are used for more than one major the same faculty may be counted for both majors in proportion to the amount of course overlap.

b. There must be at least one faculty available to the department for each minor offered in a field of study in which a major is not offered.

5-1:3 3. Faculty Expertise

There must be at least one faculty with advanced course work and/or demonstrable experience within a given area in order to offer a major, minor and/or emphasis in that area. One faculty can be counted for a maximum of two areas of expertise.

5-1:4 4. Course Offerings

A department may offer courses that are approved for general education, degree core, service courses required for other programs, and courses for its majors/minors (or program). The number of credits in courses listed in the bulletin by the department for its majors/minors shall be limited to 135% of the number of departmental credits required for the majors/minors. Courses common to multiple majors/minors shall be counted only once.

5-2:0 B. DEGREE STRUCTURE¹⁷

UGC1998-1999

5-2:1 1. Definition of Degrees

Andrews University offers three types of baccalaureate degrees (Bachelor of Arts, Bachelor of Science and professional degrees), and associate degrees.

- a. A Bachelor of Arts (BA) degree is conferred upon a student who completes requirements at the baccalaureate level in the arts, humanities and related areas.
- b. A Bachelor of Science (BS) degree is conferred upon a student who completes requirements at the baccalaureate level in the sciences, applied sciences and related areas.
- c. Professional degrees (Bachelor of Science in _____, or Bachelor of _____,) are conferred upon students who complete requirements at the baccalaureate level in professional programs.
- d. Associate degrees are awarded to students who complete two-year general studies or para-professional program.

5-2:2 2. Baccalaureate Degree Requirements

A baccalaureate degree program shall consist of the following components for a minimum of 124 credits.

5-2:2.1 a. Bachelor of Arts/Bachelor of Science Degree Components

i. General Education

As formulated by the General Education Committee and approved by the Undergraduate Council. If a program is specifically accredited or certified, the requirements of the accreditation/certification body must be considered in establishing general education requirements for that program.

ii. A Major

A BA/BS major shall consist of a specified set of courses ranging from 30 to 40 credits taken within a single field of study. An interdisciplinary major which combines courses from two or more fields of study may not exceed 60 credits, with a maximum of 40 credits coming from any one field of study. It is recommended that at least 25% of its course work be reserved for electives in the major.

iii. A Minor

A minor is not required. However, minors may be required for specific majors or programs. A minor shall consist of a specified set of courses taken within a field of study consisting of 20 to 22 credits. A minor used for teacher certification that includes courses from more than one field of study shall consist of 20 to 24 credits with no more than 20 credits from a single field of study.

iv. Cognate Courses, if required by the major

v. General Electives

5-2:2.2 b. Restrictions for Bachelor of Arts/Bachelor of Science Degree Programs

Departments shall not require major, minor and/or cognate requirements in excess of 66 credits.

5-2:2.3 c. Exceptions

The restrictions on the maximum number of credits, that can be required for a major and the total number of credits required for major, minor and/or cognates combined, may be exceeded only where certification, licensure, professional accreditation or established standards of practice clearly make it necessary.

5-2:2.4 d. Professional Degree Components

i. General Education

As approved by the General Education Committee and the relevant professional degree council or school courses and curricula committee/faculty. If a program is specifically accredited or certified, the requirements of the accreditation/certification body must be considered in establishing general education requirements for that program.

ii. One of the following

- i. Professional program requirements, or**
- ii. A professional degree core with majors.**

Majors for professional degree programs shall consist of a minimum of 27 credits.

iii. Cognates may be required

iv. General Electives

5-2:3 3. Associate Degree Requirements

An associate degree program shall consist of the following components for a minimum of 62 credits.

b. Associate degree components

i. General Education

As formulated by the General Education Committee and approved by the Undergraduate Council for the Associate of Arts and Associate of Science degrees. Requirements for other associate degrees are approved by the General Education Committee and the relevant school courses and curricula committee/faculty.

ii. A Degree Core may be required

iii. A Major or Area of Emphasis
If a major is used, it shall consist of a minimum of 27 credits

iv. Cognate Courses may be required

v. General Electives

5-3:0 C. TERMINOLOGY

5-3:1 1. Naming of Degrees, Programs and Majors

The terminology used in naming degrees, programs, majors, etc. shall conform to the terms commonly used by other institutions of higher education

5-3:2 2. Definition of 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.

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.

Co-requisite

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

Prerequisite

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

Credit (semester credit)

A quantitative measure of the magnitude of a course. One credit represents at least three hours of learning experiences (including outside preparation) per week for one semester. One credit is given for each fifty minute period per week (with the expectation of two hours per week of outside preparation time) for lecture classes, for two to four hours of laboratory or studio work per week and a minimum of 45 hours for independent study. For coop work experiences and internships, etc., where the learning experience is not as intense, more hours are expected per credit.

Cognate

Courses required for a major/professional program that are in a related discipline. Normally, cognate courses are offered in another department.

General elective

Courses that do not meet a specific requirement, but count toward the total number of credits required for a degree.

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.

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.

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.

Option

An option is a group of electives within a major used to place emphasis on a particular area of study within that 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.

Emphases

Emphases are recorded on a student's records and the Record's Office checks to see that the requirements are met. An emphasis shall consist of 12 to 20 credits, 75% of which shall be unique to that emphasis. There must be faculty expertise in the area in which the emphasis is offered. An emphasis may be offered only in an area where there is a well defined career path that can not be entered by any other program offered by Andrews University.

5-4:0 D. COURSE DEVELOPMENT AND APPROVAL**5-4:1 1. Course Credits per Course**

The standard course credits per course shall be three, four, or five semester credits, depending on the needs of the department, the content emphasis, faculty needs, and student schedules. In addition, pairs of half-term courses totaling at least 4 credits are possible. Flexibility in credits may be allowed for professional programs to accommodate certain external factors such as accreditation and licensure. Courses of one or two credits will be allowed for independent study/reading, projects, research, certain departmental seminar courses, physical

education activity courses, private lessons, music or art studio courses, etc. Exceptions must be approved by the Undergraduate Council.

5-4:2 2. Approval of Courses to be Offered

5-4:2.1 a. Approval of Courses (General)

WP 2:412

The department in session, on the basis of a draft by the chair or curriculum coordinator, and normally after consultation with the dean, shall vote which courses shall be recommended for inclusion in the bulletin, which courses shall be withdrawn, and which courses shall be changed. These recommendations shall then be presented to the dean who will take them to the school committee on courses and curricula and if approved, to the school faculty for its vote.

The faculty of a school may vote to delegate its authority for course approval to its committee on course and curricula; such a decision to delegate is valid only for one academic year. Each year such a delegation of authority is voted, the minutes of the committee on courses and curricula shall be circulated to the members of the faculty and shall be implemented after ten days after the action has been conveyed to the faculty. If within ten days of circulation a department chair or a curriculum coordinator or ten percent of the members of the faculty request a school faculty session to discuss the minutes of the committee, the execution of the decision of the committee shall be held in abeyance until after the faculty session in which a discussion has taken place. It is understood that an action by the faculty will override an action by the committee.

5-4:2.2 b. Approval of General Education Courses

In addition to the course approval process described in section a. above, general education courses must also be approved by the General Education Committee.

5-4:3 3. Review of Course Offerings

5-4:3.1 a. Review of Courses (General)

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.

5-4:3.2 b. Review of General Education Courses

The General Education Committee shall be responsible for a periodic review of the courses required for general education.

One of the most important responsibilities of a teacher is to give clear and accurate information to students at the beginning of each term about the content and requirements for a course. This should take the form of a **syllabus** (or course outline) handed out to each student the first day of class. The course syllabus represents a form of contract with the enrolled student as to what the teacher will do and what the student is expected to do.

The teacher is responsible to assure that the course covers the content as described in the current bulletin and fulfills departmental and general education curricular expectations as applicable. If a major content change is desired for a given course, the usual approval mechanism of department and school courses/curricula should be used. The timing should coincide with preparation of copy for a new edition of the university Bulletin. (See WP: 2:411.)

A copy of the syllabus should be filed each time a course is taught with the department chair, the dean of the school, and the graduate dean if the course offers graduate credit. (See WP 2:415.)

Each syllabus should contain the following information, organized as the teacher desires:

5-4:4:1

a. General Syllabus Information

- i.* Course name, acronym, and number.
- ii.* The term taught (e.g. Fall semester, 2001)
- iii.* Credits offered.
- iv.* Any course costs beyond textbooks and fees (e.g. field trips supplies, etc.).
- v.* Classroom location
- vi.* Course web-site address, if used.
- vii.* The teacher's name, office location, office hours, e-mail address, and telephone. Home phone number is optional.

5-4:4:2

b. Course Description

The Bulletin description of the course (at minimum) and a statement of the topics studied in the course. An expanded description may be provided to remind the student of the scope of the course. The relationship of the course to the mission of the department or program is also an appropriate component. The length of this material is variable, but usually is possible to fit within 1-2 pages.

5-4:4:3

c. Textbook(s)

The author, title, edition, publisher, and date should be provided for each required textbook. If library reserve readings or web-site resources are utilized, these should be listed. Often, teachers include a schedule of reading assignments.

5-4:4:4 d. Objectives for the Course

The objectives of the course should be clearly stated. Writing these objectives as learning outcomes is recommended to facilitate easy assessment of the student's achievement. In succeeding sections, the teacher should show how the work of the course assists the student in meeting the learning outcomes.

5-4:4:5 e. Grading System, Evaluation Procedures, and Examinations.

The procedures for evaluating student achievement must be described in sufficient detail so the student (or any auditor) is able to determine from this section how a teacher will arrive at the final grade given to a student. Procedures should include the number, method and value of all assignments (quizzes, reports, papers), significant mid-term examinations, date and time of the final exam, and any other evaluation method which will contribute points to the final grade. See WP 2:436 which describes academic policy regarding examination schedules; 2:437 contains academic standards on evaluation and grading.

5-4:4:6 f. Course Procedures

The teacher's policy on absences (whether excused or not excused) including exams, tardiness, and assignments submitted late should be clearly stated. (NOTE: WP 2:437:2:5 states university expectations regarding class attendance and grades.) A specific statement about the use and timing of possible alternate grades should be made: W (Withdrawal), I (Incomplete), and DG (if authorized for the course).

5-4:4:7 g. Course Requirements and Directions

Specific directions for work expected from the student should be provided. These would include specific details on homework assignments, outside reading, on-line communication (with the teacher and with other students), keeping of journals, papers assigned, field trips, laboratory work, etc. Suggestions on how to approach the course experience may be offered and the location of samples of excellent work may be provided (e.g. library reserve file, web sites).

- 5-4:4:8 h. Academic Honesty

The procedures used to assure integrity of intellectual work should be described. Academic dishonesty, including plagiarism, is a serious offence. Reminder of disciplinary consequences for cheating is appropriate.

5-4:4:9 i. Disability Accommodations

Students with diagnosed disabilities should be informed that they may request accommodations. The following statement should be present in each syllabus: "If you qualify for accommodations under the American Disabilities Act, please see the instructor as soon as possible for referral and assistance in arranging such accommodations."

5-5:0 E. COURSE NUMBERING

5-5:1 1. Course Numbering System

Course numbers shall consist of a prefix of three or four alpha characters, a three digit number, and in some cases a one character alpha postfix.

- a. The prefix should relate to the discipline rather than the department in which the course is taught. (Departmental organization may change with time.)
- b. The first digit of the number indicates the level of the course as follows:
 - 0 - Courses enabling students to make up deficiencies, for which no credit is given.
 - 1 - Courses usually taken during freshman year
 - 2 - Courses usually taken during sophomore year
 - 3 - Courses usually taken during junior year
 - 4 - Courses usually taken during senior year
- c. The second digit of the number indicates the following:
 - 0 to 8 - No significance. Within a given 100-sequence there is no significance in one number being higher than another. (e.g. 265 does not necessarily indicate a higher level than 235.)
 - 9 - Independent study, project, and research-type courses
- d. The third digit indicates the following:
 - 1 - A course which is first in a sequence
 - 2 - A course which is second in a sequence and presupposes 1 as a prerequisite
 - 0, 3 to 9 - No designation; numbers assigned at the discretion of the department
- e. When a significant change is made in the course content, a new course number should be assigned.

5-5:2 2. Course Numbering Procedures

- a. The Academic Records Office keeps the official master file of courses that have been approved to be offered by all of the schools of the university. This file includes the course numbers.
- b. At the time a new course is proposed, the department will also propose a course number which must be cleared by the Academic Records Office, to determine whether the number is available and whether it conforms to the numbering system..
- c. When a course is discontinued, the same number may not be used again for a new course for a period of at least five years.

- d.** At the time a new course number is assigned, the department shall indicate a course type code (lecture, lab, independent study, home study, etc.) selected from list of codes maintained by the Academic Records Office.

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1. Admission/Enrollment Standards: Undergraduate Council: 6-6-90; Revised 2-12-1992.
2. Home Schooling: Undergraduate Council:10-13-99; 11-08-1999.
3. Gifted Scholars Baccalaureate Degree Program: Undergraduate Council:5-10-2000.
4. Probationary Admission: Undergraduate Council: 3-9-2000.
5. Dual Enrollment: Undergraduate Council:3-11-1992.
6. Granting Credit, Voted by Undergraduate Council: 4-28-1999.
7. Satisfactory Academic Progress: Undergraduate Council: 5-12-1999
8. Academic Probation: Undergraduate Council: 9-25-2001.
9. Academic Suspension/Dismissal: Undergraduate Council: 9-25-2001.
10. Academic Dishonesty: Undergraduate Council: 10-01-2001.
11. General Graduation Requirements: Undergraduate Council, 1-21-1998.
12. General Education Requirements: Undergraduate Council: 4-28-1999.
13. Honors Program: Undergraduate Council: 11-04-2002.
14. Participation in Graduation: Undergraduate Council: 11-04-2002.
15. Academic Garb: Undergraduate Council: 5-13-1992.
16. Department Size, Programs and Course Offerings: Undergraduate Council: 5-15-1996.
17. Degree Structure Definition: Undergraduate Council: 1998-1999.
18. Course Syllabi Requirements and Guidelines: Undergraduate Council: 11-4-2002.