

**Minutes of a Meeting of the Undergraduate Council**  
**Wednesday, April 9, 1997**  
**#5**

Harold Lang, Chair; Gordon Atkins, Secretary; Thomas Chittick, Arthur Coetzee, Paul Denton, Ann Gibson, Patricia Mutch, Malcolm Russell, Patricia Scott, Wes Shultz, Curtis VanderWaall,

VOTING  
MEMBERS  
PRESENT

Linda Closser, Loretta Johns, Gary Williams

NON-VOTING  
MEMBERS  
PRESENT

Harold Lang

PRAYER

The minutes from the Feb. 12/97 meeting were discussed and approved.

MINUTES

The following change to the graduation policy was voted, which reflects a similar action taken by the Graduate Council:

GRADUATION  
POLICIES  
96-97, #11

Students completing a degree program with Andrews University are invited to participate in the graduation ceremonies provided by the University. Students may choose to graduate *in absentia*. Students completing degrees at affiliated sites, may choose to participate in graduation on the main campus at the next appropriate ceremony. Only students completing Andrews University degrees will be permitted to participate in the official graduation ceremonies.

Patricia Mutch presented a report on the scheduling of General Education Classes for the 1997-98 school year (see attached). A potential problem was noted for freshman in departments that require the first year to be all or mostly General Ed offerings. This will not be possible if the courses are only offered at the indicated times.

GENERAL  
EDUCATION  
SCHEDULING  
REPORT

Guidelines for departments completing Academic-year schedules that were sent this year are outdated and needs revision. Arthur Coetzee indicated that his office will work on a revision

SCHEDULING  
POLICIES

Patricia Scott brought a report from the Academic Policies Subcommittee (see attached) regarding admissions policies. The recommendations will be voted on next meeting of the Undergraduate Council. Questions were raised by the council members regarding the basis used for establishing the minimum requirements.

CHANGES IN  
ADMISSIONS  
POLICY

  
\_\_\_\_\_  
Harold Lang, Chair

  
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Gordon Atkins, Secretary

# interoffice

## MEMORANDUM

**To:** Harold Lang, Chair, Undergraduate Council  
**From:** Patricia Scott  
**Subject:** **Recommendations from Academic Policies Subcommittee**  
**Re: Admissions Policies**  
**Date:** April 6, 1997

1. Admission standards for enrollment be presented in a table; text of Undergraduate Policy Manual be edited to reflect the change.
2. Move in the direction of using ACT/SAT results for placement tests for English and reading. Linda Closser to supervise ACT/SAT research on correlation of scores and achievement. (Note that only AU, in SDA education system, uses Nelson-Denny reading test.)
3. Affirm the use of AU mathematics placement test.
4. The Undergraduate Council to receive and review reports from the Deans regarding the admission of students not meeting admission criteria. (There was little support for the establishment of an admissions committee to decide on exceptions.)
5. Change admission categories from Regular, Provisional and Probationary to Regular and Probationary only.
6. Change minimum scores for Regular Admission from:  
2.75 overall GPA or 2.5 overall GPA and college-bound percentile of 35 on ACT/SAT or  
2.25 overall GPA and a college-bound percentile of 25 on ACT/SAT  
To: 2.75 overall GPA or college-bound percentile of 50 on ACT/SAT
7. Minimum scores for Probationary Admission to read: 2.25 overall GPA and college-bound percentile of 25 on ACT/SAT.
8. Minimum TOEFL score be 550, plus 5 on TWE or minimum of 80 on MELAB for both admission categories.
9. *Certification:* for Regular Admission, add to present: OR 12 quarter credits or 8 semester credits of college general education courses with minimum 2.5 GPA. For Probationary Admission, add to present: OR 12 quarter credits or 8 semester credits of college general education courses with minimum 2.00 GPA.
10. Change: "Sign a statement on application agreeing to respect and abide by Andrews rules and standards" to Agree to respect and abide by Andrews standards of conduct. Move the statement in the table from *Character References* to *Required of both Categories*.

### Andrews University Admission Standards for Enrollment

Category	Certification	Character References	Orientation Tests	English Proficiency
Required of All Categories	Certification from an accredited secondary school or Official transcript from equivalent overseas secondary school (transcript to be assessed by AACRAO <sup>1</sup> guidelines) or For the secondary-school senior in final year of secondary school, academic performance which, at the time of assessment, fulfills all the stated academic requirements	Two references from secondary-school principal, guidance counselor, residence-hall dean, teacher, employer, or pastor. Sign a statement on application agreeing to respect and abide by Andrews rules and standards.	Take, prior to arrival at Andrews, during orientation week, or within the first quarter in residence, the ACT or SAT test, Mathematics Placement Test, and the Nelson-Denny Reading Test.	Complete grades 7-12 in an English-speaking country
		Minimum Units	Minimum GPA	
Regular	Above or Official GED <sup>2</sup> certificate with a minimum average score of 60 on five sections of test (with no section lower than 50)	13 units of solid subjects	2.75 overall GPA or 2.5 overall GPA and college-bound percentile of 35 on ACT/SAT or 2.25 overall GPA and a college-bound percentile of 50 on ACT/SAT	Above or Score of minimum of 550 on TOEFL, plus 5 on TWE (if available) or Score a minimum of 80 on MELAB <sup>3</sup>
Provisional	Above or Official GED <sup>2</sup> certificate with a minimum average score of 50 on five sections of test (with no section lower than 35)	Minimum of 11 units of solid subjects	2.25 overall GPA minimum or 2.00 overall GPA and college-bound percentile of 25 on ACT/SAT <sup>2</sup>	Score a minimum of 450 on TOEFL, plus 3 on TWE (if available) or Score a minimum of 70 on MELAB <sup>3</sup>
Probationary	Above or Official GED <sup>2</sup> certificate with a minimum average score of 45 on five sections of test (with no section lower than 35)	Minimum of 11 units of solid subjects	Overall GPA is lower than 2.00	Score a minimum of 450 on TOEFL, plus 3 on TWE (if available) or Score a minimum of 70 on MELAB <sup>3</sup>

<sup>1</sup> Overseas transcripts are evaluated according to AACRAO (American Association of Collegiate Registrars and Admissions Officers) guidelines - the criteria by which foreign transcripts are evaluated for U.S. equivalency.

<sup>2</sup> GED - General Education Development program whereby students without a secondary-school diploma may complete an equivalency program and receive a GED certificate in lieu of a diploma.

<sup>3</sup> TOEFL (Test of English as a Foreign Language); TWE (Test in Written English); MELAB (Michigan English Language Assessment Battery) - three tests that evaluate English proficiency levels of students from non-English-speaking countries. English programs require higher scores.

# Final Draft

Andrews University Admission Standards for Enrollment				
Category	Certification	Character References	SAT/SAT Tests	English Proficiency
<b>Required of both categories</b>  Agree to respect and abide by Andrews standards of conduct.	Certification from an accredited secondary school OR Official transcript from equivalent overseas secondary school (transcript to be assessed by AACRAO guidelines) OR For the secondary school senior in final year of secondary school, academic performance which at the time of assessment fulfills all the stated academic requirements	Two references from secondary school principal, guidance counselor, residence hall dean, teacher, employer, or pastor.	ACT/SAT tests must be taken and results sent, prior to coming to Andrews.	Complete grades 7-12 in English, in an English speaking country.  OR Minimum score of 550 on TOEFL, plus 5 on TWE  OR Minimum score of 80 on MELAB
		Minimum Units	Minimum Scores	
Regular	Above OR Official GED certificate with a minimum average score of 60 on five sections of test with no section lower than 50 OR 12 quarter credits or 8 semester credits of college General Education courses with minimum 2.5 GPA	13 units of solid subjects	2.75 overall GPA OR a college-bound percentile of 50 on ACT/SAT	
Probationary	Above OR Official GED certificate with a minimum average score of 50 on five sections of test with no section lower than 35 OR 12 quarter credits or 8 semester credits of college general education courses with minimum 2.00 GPA	11 units minimum of solid subjects	2.25 overall GPA minimum and college-bound percentile of 25 on ACT/SAT	

# interoffice

## MEMORANDUM

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**to:** Harold Lang  
**from:** Patricia Scott *Patricia Scott*  
**subject:** Reworded item from previous recommendation  
**date:** April 27, 1997

In response to discussion in the last Undergraduate Council, the Academic Policies Subcommittee has reworded the following item submitted as a recommendation on April 6.

Original (#4)

The Undergraduate Council to receive and review reports from the Deans regarding the admission of students not meeting admission criteria.

Reworded #4

The Undergraduate Council to receive and review in November, annual reports by term from the Deans regarding the fraction of students in their school not meeting admission criteria.

# interoffice

## MEMORANDUM

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**to:** Harold Lang, Chair, Undergraduate Council  
**from:** Patricia Scott *Patricia Scott*  
**subject:** Recommendation from Academic Policies Subcommittee  
**date:** May 9, 1997

The subcommittee recommends the adoption of the following policy:

A student may complete more than one major in fulfilling the requirements for a degree. One of the majors must be designated as the primary major, which will determine the degree the student will receive. The student must complete all the requirements for that major and degree including cognates and core. Most BA and BS majors may be used as secondary majors. Professional degree majors may not be used as secondary majors.