

Minutes of the Undergraduate Council
Monday, November 5, 2001
#2

April Summitt, chair; Lynelle Weldon, secretary,
Delmer Davis, Thomas Lowing, Gary Marsh, Don
May, Merlene Ogden, Laun Reinholtz, Brad
Sheppard, Charles Tidwell, Patrick Williams, Rob
Zdor

**VOTING MEMBERS
PRESENT**

Charlotte Coy, Emilio Garcia-Marenko, Gary
Williams

**NON-VOTING
MEMBERS PRESENT**

Paula Dronen, Randy Graves, Jan Wrenn

REGRETS

Jeanette Bryson, LaVerne Tavarez

GUEST

Merlene Ogden

PRAYER

The council voted to approve the minutes from
October 1, 2001 with the correction of Paula Ogden
to Paula Dronen.

**APPROVAL OF
MINUTES**

LaVerne Tavarez requested approval of a list of
credits to be given to students passing the A-level
exams from the University of Cambridge, London.
(See attached.)

**A-LEVEL EXAMS
REFERRED**

The council referred the list to each department
involved for their determination of the specific course
credit to be granted.

Jeannette Bryson presented a request for updating the
policy of undergraduate general admission standards,
primarily to reflect the change in TOEFL exams.
The council voted the change as requested. (See
attached.)

**VOTED: REVISED
WORDING FOR
ADMISSION POLICY
(TOEFL SCORES)**

(See attached.) There was some discussion regarding
the usefulness of provisional admission status for
affiliated institutions. The admissions subcommittee
was asked to work with Merlene Ogden and Julie Lee
to draft a statement that would allow provisional
admission status to be used at affiliated institutions.
Satisfactory Academic Progress Policy: An ad hoc
committee consisting of Don May, Jerri Gifford, and
other implementers of the current policies was asked

**WORKING POLICY ON
ADMISSION**

to look into the possibility of having one policy for the academics and financial aid.

Stephen Payne reported briefly that we would have a much better idea of how well the fast track works after using it in recruiting this year. It was implemented too late last year to have much effect. He mentioned that a lot of effort was being focused on pre-registration. There was no time for any discussion on this.

FAST TRACK REPORT



April Summitt, chair



Lynelle Weldon, secretary

Date: November 5, 2001

To: The Undergraduate Council

From: La Verne Tavarez, Assistant to the Registrar for Transcript
Articulation and Evaluation

Subject: Awarding Credit for A-level (or equivalent) passes

For those not familiar with A-level examinations, they are Advanced level Examinations in various subjects, which are provided by the University of Cambridge, London, to international students, usually residing in the British Commonwealth states.

Before exiting secondary schools, international students, referred to above, prepare for O-level examinations, which are the ordinary level examinations, also given in varying subjects. We currently use the results of a student's O-level examination for admission purposes. In essence the A-level examinations are equivalent to the first year of tertiary level education.

The number of credits to be awarded would be equal to the completion of a freshman year of the given subject. Our affiliate campuses currently follow a similar policy of awarding credits for A-level passes. A copy of the A-level credit awards for Caribbean Union College is attached.

There are two other A-level examinations for which I have not made course recommendations; those are Art and Business studies. To account for all possible A-level examinations, please review and make recommendations for credit for those two exams.

Undergraduate Council – November 5, 2001

Awarding Credit for A-level (or Equivalent) Passes

The proposal herein is to award students with A-level passes up to 10 credits for each A-level pass as appropriate. These credits may then be used toward graduation requirements, including general education, a major, a concentration, a minor, and general electives.

Below is given a list of specific courses recommended as a guideline for A-level passes:

Other credits up

<u>A-level course</u>	<u>Andrews Equivalent</u>	<u>Semester Credits</u>
Accounting	Acct121 Fundamentals of Acct I	3
	Acct122 Fundamentals of Acct II	3
Biology or Zoology	Biol165 ^{Foundation} Fundamentals of Biol I	3
	Biol166 Fundamentals of Biol II	3
Chemistry	Chem131 General Chemistry I	4
	Chem132 General Chemistry II	4
Economics	Econ225 Principles of Macroeconomics	3
	Econ226 Principles of Microeconomics	3
English	Engl115 English Composition I	3
	Engl255 Studies in Literature	3
	Engl186 A literary Experience	3
French	Fren172 Elementary French	4
	Fren275 Intermediate French	4
Geography	Geog125 Introduction to Regional Geog	3
History	Hist117 Western Civilization I	3
	Hist118 Western Civilization II	3
Math	Math165 College Algebra	3
	Stat285 Elementary Statistics	3
	Math141 Calculus I or	4
	Math182 Calculus with Applications	3
Physics	Phys141 General Physics I	4
	Phys142 General Physics II	4
Psychology	Psyc101 Introduction to Psychology	3

Spanish	Span172 Elementary Spanish II	4
	Span275 Intermediate Spanish	4
Sociology	Soci119 Principles of Sociology	3

can be added by section

NB: An A-level pass would be awarded as A or B equivalent to A;
C or D equivalent to B;
E equivalent to C.

- b. Transfer students with no CXC math in programs requiring math should be evaluated as follows: If the transfer student has already passed the same math course or its equivalent as required in the respective program (in most cases MATH165) then the student does not need to take the CXC math. If the transfer student has not already passed the required math course, then the student should take the MATH Placement Test and be treated as in No. 4.a. above.

5. Students Transferring from Caribbean Union College Programs to Andrews University Programs

- a. A student who fulfilled regular admission requirements for Andrews University programs and took Andrews University courses while completing a Caribbean Union College degree will be required to complete a minimum of an additional 30 Andrews University credits as the residency requirement. The student must complete all major and minor requirements with their prerequisites and cognates as part of or in addition to the 30 credits in residency.
- b. A student who did not have five O-level GCE or CXC passes before entering the Caribbean Union College degree program will be required to subtract 6 semester (9 quarter) credits from those earned in the CUC program for each missing O-level pass, up to a maximum of 30 credits. Thus the student would be required to complete the 30 Andrews University residency requirements plus up to 30 additional credits to a total of 60 in order to be eligible for graduation. The student will also have to complete all major and minor requirements with their prerequisites and cognates.
- c. The regular Andrews University published policy related to number of residency credits taken in the major and minor by transfer students will apply at all times.

B. Awarding Credit for A-level (or Equivalent) Passes

Students with A-level passes may be awarded up to 10 credits for each A-level pass as appropriate. These credits may be used as applicable toward graduation requirements, including general education, a major, a concentration, a minor, and general electives. The following list of courses may serve as a guideline for the application of specific credits for A-level passes. Other credits up to a total of 10 per A-level pass may be recorded as general electives in the specific area. See also the Handbook, Part II, Form IUG, pp 3-5

<u>A-Level Courses</u>	<u>CUC Equivalent Courses</u>	<u>Semester Credits</u>
Math	STAT285	Elementary Statistics
		3
	MATH165	College Algebra
		3
Economics	MATH141	Calculus I
	MATH182	Calculus with Applications
		OR
		3
English	ECON225	Principles of Macroeconomics
	ECON226	Principles of Microeconomics
Accounts Geography		3
	ENGL115	English Composition I
	ENGL255	Studies in Literature
	ENGL186	A Literary Experience
Accounts Geography		3
		3
Accounts Geography	ACCT121-122	Fundamentals of Accounting I, II
	GEOG125	Introduction to Regional Geography: _____
Accounts Geography		3, 3
		3

Biology or Zoology	BIOL165, 166	Foundations of Biology	5, 5
Chemistry	CHEM131, 132	General Chemistry I, II	4, 4
Physics	PHYS141, 142	General Physics	4, 4
History	HIST104	World Civilizations I	3
	HIST105	World Civilizations II	3
	HIST147	West Indies History	3
Spanish	SPAN172	Elementary Spanish II	4
French	FREN172	Elementary French II	4
Home Economics	FMST350	Family Cultural Perspectives	3
	FDNT124	Food Science	3
Sociology	SOCI119	Principles of Sociology	3
	SOCI325	Caribbean Society	3
Psychology	PSYC101	Introduction to Psychology	3
General Paper	Counts for an O-level English		

C. General Graduation Requirements (Baccalaureate Degrees)

1. A minimum of 124 semester credits must be earned, including a major and a minor (if required) plus specified cognates and General Education requirements.
2. A minimum grade point average of 2.00 (C) is required in all credits used to meet degree requirements, and in all credits earned at Andrews University. (Individual programs may have higher minimum GPA requirements.)
3. For Elementary and Secondary education students a minimum overall grade point average of 2.50 is required in all courses taken at Andrews University and those transferred, plus a 2.50 in all majors and minors and in all professional education courses, with no grade lower than a C. Students in the Educational Services program will have their transfer work from teacher training programs considered as a block of courses without consideration for individual grades.
4. A minimum grade point average of 2.25 is required in all transfer and Andrews University credits counted for a major and 2.00 in all transfer and Andrews University credits counted for a minor. (Individual programs may have higher minimum GPA requirements.)
5. No course with a grade below C- can count toward a major or minor.
6. A minimum of 1/3 of the credits required for a major and 3 credits required for a minor must be earned in residence, in courses numbered 300 or above.
7. A minimum of 30 of the last 36 semester credits applied to a baccalaureate degree, must be earned in residence. The Vice Rector for Academic Administration must approve the student's taking non-Andrews University courses for any part of the other 6 semester credits.
8. Baccalaureate degree candidates must complete all general and departmental assessment activities required for the respective major.
9. Students 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, students must specify which degree they wish to receive and complete the General

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical analysis performed.

3. The third part of the document presents the results of the study. It includes a series of tables and graphs that illustrate the findings of the research. The data shows a clear trend of increasing activity over time.

4. The fourth part of the document discusses the implications of the findings. It suggests that the results of the study have significant implications for the field of research and may lead to further developments in the future.

5. The fifth part of the document concludes the study. It summarizes the main findings and provides a final statement on the importance of the research.

UNDERGRADUATE PROGRAMS

Admission

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission. Any qualified student who would be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, disability, national or ethnic origin, sex, marital status, or handicap.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.

HOW TO APPLY

- Request application materials
Telephone: 800-253-2874 toll free
Web site: <http://www.andrews.edu>
Postal Address:
Undergraduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740
- Return a completed *Undergraduate Application* form with the \$30 fee.
- Use a *Transcript Request* form(s) to request official transcript(s) to be sent directly to Andrews University from the secondary school and/or any college attended.
- Give the *Evaluation Forms* to two appropriate persons for recommendations and request that they fill them out and send them in.
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Apply Early. Some departments have admission deadlines. Consult departmental sections of this bulletin for details. All students should apply several months before they plan to enroll at the university.

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office to assign a *provisional* admission category. All students must submit a final secondary-school transcript and ACT or SAT scores before they complete their first registration. This usually will change the provisional enrollment to a regular admission status.

GENERAL ADMISSION STANDARDS AND REQUIREMENTS

All undergraduate students must meet minimum general admission standards. Individual schools or departments may set additional standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed by the Undergraduate Admissions Committee using recommendations from the academic dean of the college or school in which admission is sought. After the review, the student will receive a

letter outlining the conditions to be achieved for regular-student standing or indicating that admission has been denied.

Undergraduate General Admission Standards

Official documentation of completion of secondary-school studies from

- an accredited secondary school
- or an equivalent overseas school (to be assessed by AACRAO guidelines)
- or GED certification with a minimum average score of 60 on five sections of the test with no section lower than 50.

A minimum of 13 units of solid subjects in secondary school.

Minimum GPA of 2.25 overall and college-bound 50th percentile on ACT/SAT.

Two character references from secondary-school principal, guidance counselor, teacher, residence-hall dean, employer, or pastor.

Completion of grades 7-12 using English in an English-speaking country, or a minimum score of 550 on TOEFL or a minimum score of 80 on MELAB.

HOME-SCHOOLED STUDENTS

Students who have completed their high-school education in a home-school setting must submit the following documentation along with the regular undergraduate application:

- The GED certificate or a detailed description of the home-based program of study. The description must be written by the person who directed the program and include the courses taught, the length of study, texts used, samples of graded work, books read and other experiences, as well as reflections on the value of this home-school experience by the student.
- ACT (or SAT) test results.
- Two recommendations from non-relatives.

Commitment to Abide by Rules and Standards. Each prospective student must sign a statement on the *Undergraduate Application* form agreeing to respect and abide by the rules and standards of the university.

English Proficiency Requirement. All students whose mother tongue is not English must demonstrate that they can read, speak, and understand English. A minimum score of 550 on the TOEFL exam or 80 on the MELAB exam must be submitted for clearance to take a full academic load. Students who score below these levels must complete preparatory study in the English Language Institute (ELI) and successfully complete an exit exam.

Required Medical Records. In accordance with recommendations from the Centers for Disease Control, the Michigan Health Department, and the American College Health Association, all first-time students must supply certain medical records to the school they plan to enter before registration can be completed.

Tuberculosis Screening. Students with a previous positive TB skin test must submit a report of a chest X-ray taken anytime within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization. Each student born after December 31, 1956, must

Bulletin Concerns

Center for Intensive English Programs:

Page 25 (Right column, top, fifth section of the outlined area)
Current: Completion of grades 7-12 using English in an English-speaking country, or a minimum score of 550 on TOEFL or a minimum score of 80 on MELAB.

Read: Completion of grades 9-12 using English in an English-speaking country, or a minimum score of 550 on the paper TOEFL, 213 on the computer TOEFL, or a minimum score of 80 on MELAB.

**Probationary Status Admission
Recommendations for Consideration**

Required Documents for Probationary Admission:

- 1. High School Transcripts and ACT/SAT Scores**
- 2. Math Placement Test**
- 3. Letters of Recommendations from core subject teachers**
- 4. Personal Essay on Goals**
- 5. Signed Agreement to a Specified Remedial Plan**
- 6. Signed Agreement to Work With a Specified Mentor/Case Manager**

Required Remedial Plan for Probationary Students:

- 1. To be Created by the Academic Success Team in Consultation with Undergraduate Council and Financial Aid**
- 2. To Include Courses Specific to Student Needs at 90 to 100 Level.**
- 3. Demonstration of Student Ability in Regular College Level Courses Before Moving to Regular Admission Status.**

Other Questions To Consider:

- 1. Currently, we admit no more than 10% at Probationary Status. Is this percentage too high (does not include those already enrolled who drop into probation status)?**
- 2. Should we require all students to take the ACT/SAT before coming to Andrews? Why allow them to take it during orientation week? Drop this provision from bulletin?**