

Minutes of the Undergraduate Council  
Monday, November 4, 2002  
#3

April Summitt, chair; Lynelle Weldon, secretary,  
Delmar Davis, Doug Jones, Ben Maguad, Pat Mutch,  
Merlene Ogden, Laun Reinholtz, Bill Richardson, Brad  
Sheppard, Charles Tidwell, Patrick Williams, Rob Zdor

Gary Williams

Delmar Davis

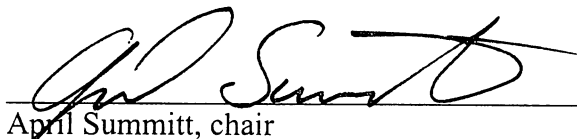
The council voted to approve the minutes of Sept.  
9.2002. with the addition that the approved BA degree  
in Islamic studies is for Newbold College.  
The council voted to approve the minutes of Oct. 7,  
2002 with the addition that Susan Zork was present.

The council voted to approve the proposal by College  
of Technology to replace the B.T. in Automotive  
technology with a B.T. in Automotive Management  
(see attached) subject to a review of the enrollment in  
the fall. If there is sufficient increase in enrollment  
each of the next two years then the program may  
continue.


By consensus the council enabled Pat Mutch to make  
small changes in wording that are needed in Part I of  
the Working Policy.

The council voted to accept the changes in Parts IV and  
V of the Working Policy (see attached).

Note: The question was raised if the ADA applies to  
the university in any operations overseas.



April Summitt, chair



Lynelle Weldon, secretary

**VOTING MEMBERS  
PRESENT**

**NON-VOTING  
MEMBERS PRESENT**

**PRAYER**

**MINUTES**

**B.T. AUTOMOTIVE  
MANAGEMENT**

**WORKING POLICY  
REVISION**

## Current

### B.T. Automotive Technology

#### Major Requirements – 40

AUT0	135	Engine Performance I	4
	140	Brakes, Suspension & Steering	3
	150	Auto Electrical Systems I	4
	330	Engine Performance II	4
	380	Heating & Air Conditioning	2
	425	Automotive Service	4–5
TCED	140	Welding	2
	250	Machine Shop	3–4
	254	Technical Space Utilization	3
	456	Safety & Loss Control	3

Electives 7cr

Emphasis in Auto Mechanics 20

AUTO	325	Engine Repair	4
	340	Brakes, Suspension & Steering II	3
	350	Automotive Electrical Systems II	4
	425	Automotive Service	4

Electives 5cr

## Proposed

### B. T. Automotive Management

#### Automotive

**44 CR**

AUTO 135	Engine Performance I	4
140	Brakes, Suspension & Steering I	4
150	Auto Electrical Systems I	4
325	Engine Repair	4
330	Engine Performance II	4
340	Brakes, Suspension & Steering II	4
350	Automotive Electrical Systems II	4
380	Heating & Air Conditioning	2
TCED 140	Welding	2
250	Machine Shop	3
456	Safety & Loss Control	3
390	Internship	6

#### Business

**24 CR**

##### Accounting & Finance

**9**

ACCT 121	Fundamentals of Accounting	3
122	Fundamentals of Accounting	3
FNCE 317	Business Finance	3

##### Management

**9**

BSAD 355	Management & Organization	3	
210	Small Business Management	3	Select 6 CR
341	Business Law I	3	
384	Human Resource Management	3	
410	Entrepreneurship	3	

##### Marketing

**6**

MKTG 310	Principles of Marketing	3	
320	Consumer Behavior	3	Select 3 CR
368	Advertising & Promotion	3	
450	Retailing	3	

**Total**

**68 CR**

##### Cognate

ECON225	Macroeconomics	3
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*over max*

**PART IV**

**POLICIES ON DEGREE REQUIREMENTS, BULLETIN, HONORS, and GRADUATION**

**4-1:0 A. General Graduation Requirements<sup>1</sup>**

**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.

1 l. A course may be used to fulfill the requirements for more than one major, or minor  
2 provided that at least 75% of the credits used for any major, or minor are not also  
3 counted for another major, or minor. A course may not be used to fulfill the  
4 requirements of more than one major, or minor used for teacher certification.  
5

6 m. Completion of senior assessment examinations.  
7

8 n. A request for graduation, approved by the student's advisor and a designated records  
9 officer.  
10

11 4-1:2

12 2. **Second Baccalaureate Degree**

13 To earn a second baccalaureate degree from Andrews University a student must:

14 a. Complete 30 credits in residence beyond those required for the first baccalaureate  
15 degree.  
16

17 b. Meet all published requirements of the second degree major/professional component,  
18 including prerequisites, cognates and General Education requirements specific to the  
19 program of study for the second degree.  
20

21 c. If the first degree did not include a comparable General Education component in  
22 religion, complete a minimum of 3 credits in religion  
23

24 4-1:3

25 3. **Associate Degrees**

26 The general requirements for associate degrees are:

27 a. A minimum of 64 credits.  
28

29 b. Completion of the General Education requirements for the degree as specified in the  
30 bulletin.  
31

32 c. Completion of the specific requirements for the degree as specified in the bulletin,  
33 including core, concentration, major, emphasis, and cognates as required.  
34

35 d. A minimum of 15 of the last 21 semester credits must be earned in residence. The  
36 dean of the college/school in which the student is enrolled must give approval for the  
37 student to take any part of the other 6 credits at a school other than Andrews  
38 University.  
39

40 e. A minimum of 9 credits of the major must be taken in residence.  
41

42 f. Both cumulative and Andrews University minimum grade-point averages of 2.00 in  
43 all credits used to meet degree requirements, unless a school or department requires  
44 higher grade point averages.  
45

46 g. Both cumulative and Andrews University minimum grade-point averages of 2.00 in  
47 all credits counted for an associate degree major, unless a school or department  
48 requires higher grade point averages.  
49

- h. A request for graduation, approved by the student's advisor and a designated records office.

## 4-2:0 B. General Education Requirements<sup>2</sup>

### Bachelor of Arts and Bachelor of Science Degrees

#### Religion 12 credits

One religion class each year

RELB100 God and Human Life, 3

and three of the following:

RELB210 Jesus in His Time and Ours, 3

RELB225 Doctrines of the Adventist Faith, 3

RELT250 Personal Spirituality and Faith, 3

RELT340 Religion and Ethics in Modern Society, 3

RELP400 Christian Perspectives and Human Knowledge, 3

#### Arts/Humanities 11 credits

HIST115 Ideas and Civilization I, 2

HIST116 Ideas and Civilization II, 3

IDSC211 Creativity and the Arts, 3

and one of the following:

ENGL255 Studies in Literature, 3

PHTO210 History of Photography, 3

MUHL214 Enjoyment of Music, 3

ARTH220 Language of Art, 3

GCAS224 Introduction to Philosophy, 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:

IDSC321, 322 Scientific Inquiry I, II, 3, 3

MATH<sup>165</sup> College Algebra, 3

and one of the following:

PHYS110 Astronomy

BIOL204 Principles of Environmental Science

BIOL300 History of Earth and Life

#### Computer 0-3 credits

~~DSY107, 108~~ Computer Tools, 0-3 or pass competency examination

INFS 110

#### Social Science and Service 8+ credits

One foundation course selected from the following:

ANTH123 Introduction to Anthropology, 3

PSYC101 Introduction to Psychology, 3

SOCI119 Principles of Sociology, 3

GEOG110 Survey of Geography, 3

PLSC104 American Government, 3  
 ECON225 Macroeconomics, 3  
 one interdisciplinary course selected from the following:  
 BHSC220 Contemporary Social Issues, 3  
 BHSE235 Culture, Place and Interdependence, 3  
 IDSC237 The Individual, State and Marketplace, 3  
 and  
 BHSC100 Philosophy of Service, 2  
 and fieldwork. Alternatives include: departmental "S"  
 courses, completing an approved plan for individual service  
 or enrolling in a specific fieldwork course

**Physical Education/Wellness** 3 credits  
 HELD130 Essentials of Wellness, 2  
 PE activity course, 1

**International Language (BA only)** 4 credits  
 Intermediate Language, 4

**Totals**  
 Bachelor of Arts 58-61+  
 Bachelor of Science 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 12 semester credits at Andrews University temporarily drops out and upon his/her return presents for transfer not more than 18 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 Program

##### 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 80<sup>th</sup> 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.

The criteria for freshman admission to the Honors Program are (1) an overall grade-point average of 3.50 on all secondary credits; (2) a high percentile on an ACT or SAT test score; (3) a recommendation from a secondary-school teacher; and (4) an essay. Transfer students and current Andrews students with a 3.3 grade-point average on all college work may also apply. Application for admission to the Honors Program can be made to the honors office. An activity fee is charged at the time of application.

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All Andrews Scholars must maintain a 3.3 grade-point average to remain in the Honors Program. Students whose average falls below 3.3 are dropped from the program. They may rejoin when a grade-point average of 3.3 is again achieved. Also during the first two years of college, honors students must take a minimum of two scheduled honors courses. Upper division students missing these classes are dropped from the program unless they submit and follow an acceptable proposal to remedy the lack of honors courses.



**4-5:2 SAGES (Scholar's Alternative General Education Studies) Program<sup>1</sup>,**

**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)

**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**

**47 + 4 (Intermediate Language)**

**4-5:3 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 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.

<sup>1</sup>

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.

#### 4-5:2 4. Graduation with Honors

Graduation with honors is a recognition which is given outstanding honors students representing more than mere compliance with academic requirements. A student is recommended for graduation with honors by the Honors Council if he/she (1) shows outstanding scholarship and has minimum overall college and honors grade-point averages of 3.50; (2) has taken a minimum of 10 honors credits including 1-4 credits of HONS497 and 1 credit of HONS498 with a minimum of B- in that course; (3) demonstrates the ability to propose, carry out, and successfully present the results of significant research or project work in an area of specialization; (4) submits the final project paper to the Honors Office for the James White Library collection; (5) demonstrates outstanding ability and competence in the major indicated by good recommendations from the departmental faculty of the student's major. In addition, the Honors Council strongly recommends that an honors section of ENGL 306 be taken to facilitate design and production of the senior honors research project.

#### 4-5:4 4. 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.

4-5:3 *The section on Graduation Distinctions has moved to 4-7:2:4 (Graduation) below.*

#### 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. - COMP/ACT 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, at least three weeks before graduation.

*Question: Is three weeks the appropriate time length?*

**2. Participation in Graduation**

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.

**4-7:2:2****3. Academic Garb<sup>3</sup>**

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.

1                   ii. Medallions officially issued by the national honor society in question.

2  
3 *The following section was moved down from 4-5.*

4 **4-7:2:4 5. Graduation Distinctions at Graduation**

5  
6 Bachelor and Associate degree students who have completed 30 credits at  
7 Andrews University at the time of evaluation the semester before graduation will  
8 have the following designations based on their overall grade-point averages:

9

10	Summa Cum Laude	3.900-4.000
11	Magna Cum Laude	3.750-3.899
12	Cum Laude	3.500-3.749

13  
14 Students who have completed the requirements for graduation with honors will  
15 have the designation "J. N. Andrews Honors Scholar" in addition to the above.

16  
17 **Question: Is 3.5 still the right cut-off point for cum laude?**

END NOTES

1  
2  
3

1. Voted by Undergraduate Council, 1-21-1998.
2. Voted by Undergraduate Council, 4-28-1999.
3. Voted by Undergraduate Council, 5-13-1992.



## PART V

### CURRICULA AND COURSE DEVELOPMENT POLICIES

#### 5-1:0 A. DEPARTMENT DETERMINANTS<sup>1</sup>

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

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 STRUCTURE<sup>2</sup>

##### 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 ~~67~~ 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

1 be exceeded only where certification, licensure, professional accreditation or established  
2 standards of practice clearly make it necessary.

3  
4 **5-2:2.4 d. Professional Degree Components**

5  
6 **i. General Education**

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

12  
13 **ii. One of the following**

- 14 a) Professional program requirements, or  
15 b) A professional degree core with majors.

16  
17 Majors for professional degree programs shall consist of a minimum of 27 credits.

18  
19 **iii. Cognates may be required**

20  
21 **iv. General Electives**

22  
23 **5-2:3 3. Associate Degree Requirements**

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

26  
27 **b. Associate degree components**

28  
29 **i. General Education**

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

34  
35 **ii. A Degree Core may be required**

36  
37 **iii. A Major or Area of Emphasis**

38 If a major is used, it shall consist of a minimum of 27 credits

39  
40 **iv. Cognate Courses may be required**

41  
42 **v. General Electives**

43  
44  
45  
46 **5-3:0 C. TERMINOLOGY**

47  
48 **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.

**Corequisite**

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.

5-4:4

**4. Course Syllabi Requirements and Guidelines**

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** 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.**

**5-4:4:1**

**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.)**

~~The teacher needs to make sure that the course covers the content as described in the current bulletin and fulfills departmental and general education expectations where applicable. A teacher who wishes to make major content changes in a course should plan to make the changes so that they coincide with the publication of a new bulletin. Preparation of the~~

1 syllabus should include the teacher, the department chair, and the dean where applicable.  
2 The teacher should file a current syllabus for each course taught with the department chair  
3 and the academic dean.  
4

5 **5-4:4:2**  
6 **desires:**  
7

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

8 **a. General Information.**

- 9 i. Course name, acronym, and number.  
10 ii. The term taught (e.g. Fall semester, 2001)  
11 iii. Credits offered.  
12 iv. Classroom location  
13 v. Course web-site address, if used.  
14 vi. The teacher's name, office location, office hours, e-mail address, and  
15 telephone. Home phone number is optional.

16 *vi. Any course costs for books, materials, etc. as a student in course*  
17 Each syllabus should contain the following information in the order which best suits  
18 the individual teacher's plan of organization:  
19

20 **a. General Information**

21 ~~The teacher should include the course number, title, credits and classroom~~  
22 ~~location along with the teacher's name, office location, office hours and phone~~  
23 ~~number.~~  
24

25 **b. Course Description**

26 The Bulletin description of the course (at minimum) and a statement of the topics  
27 studied in the course. An expanded description may be provided to remind the  
28 student of the scope of the course. The relationship of the course to the mission  
29 of the department or program is also an appropriate component. The length of  
30 this material is variable, but usually is possible to fit within 1-2 pages.  
31

32 ~~The bulletin description of the course or an expanded description should be given~~  
33 ~~to remind students of the scope of the course. In addition, this section should~~  
34 ~~contain the statement of the topics studied in the course. This statement may vary~~  
35 ~~from lecture outlines to a bound document with the topics presented in full detail~~  
36 ~~to an outline with some commentary on the topics covered. The length of this~~  
37 ~~material will probably vary with the experience of the teacher in the course and~~  
38 ~~the nature of the course. It may be possible to describe the content of a course in~~  
39 ~~sufficient detail for the purpose of this type of syllabus in only one or two pages.~~  
40

41 **c. Textbook(s)**

42  
43 The author, title, edition, publisher, and date should be provided for each required  
44 textbook. If library reserve readings or web-site resources are utilized, these  
45 should be listed. Often, teachers include a schedule of reading assignments.  
46

1 The author, title, edition, publisher and date should be given for each required  
2 textbook. Some teachers include a schedule of reading assignments and  
3 supplementary non-required texts.  
4

#### 5 **d. Objectives for the Course**

6  
7 The objectives of the course should be clearly stated. Writing these objectives  
8 as learning outcomes is recommended to facilitate easy assessment of the  
9 student's achievement. In succeeding sections, the teacher should show how the  
10 work of the course assists the student in meeting the learning outcomes.  
11

12 In the sections of the syllabus which follow, the teacher should show how the work of  
13 the course meets the stated objectives.  
14

#### 15 **e. Grading System, Evaluation Procedures, and Examinations.**

16  
17 The procedures for evaluating student achievement must be described in  
18 sufficient detail so the student (or any auditor) is able to determine from this  
19 section how a teacher will arrive at the final grade given to a student. Procedures  
20 should include the number, method and value of all assignments (quizzes,  
21 reports, papers), significant mid-term examinations, date and time of the final  
22 exam, and any other evaluation method which will contribute points to the final  
23 grade. See WP 2:436 describes academic policy regarding examination  
24 schedules; 2:437 contains academic standards on evaluation and grading.  
25

#### 26 **e. Course Procedures**

27  
28 The teacher's policy on absences (whether excused or not excused) including  
29 exams, tardiness, and assignments submitted late should be clearly stated.  
30 (NOTE: WP 2:437:2:5 states university expectations regarding class attendance  
31 and grades.) A specific statement about the use and timing of possible alternate  
32 grades should be made: W (Withdrawal), I (Incomplete), and DG (if authorized  
33 for the course).  
34

35 The teacher's policy on absences, tardiness, make-up work and plagiarism should be  
36 clearly stated as well as any other general expectations for the course. The teacher may  
37 wish to describe in general how he/she conducts the course as well as what his/her  
38 general philosophy of the course and its objectives are.  
39

#### 40 **f. Course Requirements and Directions**

41  
42 Specific directions for work expected from the student should be provided.  
43 These would include specific details on homework assignments, outside reading,  
44 on-line communication (with the teacher and with other students), keeping of  
45 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).

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

**g. Examinations and Grading Policy**

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

**g. 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.

**h. Disability Accommodations.**

(Courses taught in USA)

Students with diagnosed disabilities should be informed that they may request accommodations and be directed to the Office of Student Success for assistance. 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:

1                   0 to 8 - No significance. Within a given 100-sequence there is no significance  
2                   in one number being higher than another. (e.g. 265 does not necessarily  
3                   indicate a higher level than 235.)  
4                   9 - Independent study, project, and research-type courses  
5

6                   d. The third digit indicates the following:  
7

8                   1 - A course which is first in a sequence  
9                   2 - A course which is second in a sequence and presupposes 1 as a prerequisite  
10                  0, 3 to 9 - No designation; numbers assigned at the discretion of the department  
11

12                  e. When a significant change is made in the course content, a new course number  
13                  should be assigned.  
14

15       **5-5:2       1. Course Numbering Procedures**  
16

17                  a. The Academic Records Office keeps the official master file of courses that have  
18                  been approved to be offered by all of the schools of the university. This file  
19                  includes the course numbers.  
20

21                  b. At the time a new course is proposed, the department will also propose a course  
22                  number which must be cleared by the Academic Records Office, to determine  
23                  whether the number is available and whether it conforms to the numbering  
24                  system..  
25

26                  c. When a course is discontinued, the same number may not be used again for a new  
27                  course for a period of at least five years.  
28

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

## END NOTES

1. Voted by Undergraduate Council, 1995-96, Action #17.
2. Voted by Undergraduate Council, 1998-99, Action #2.