

Andrews University's renewal application to operate as  
an out-of-state institution in Maryland in accordance  
with COMAR 13B.02.01

## OOS RENEWAL

### MARYLAND HIGHER EDUCATION COMMISSION

Application for Renewal Approval for Out-of-State Degree-Granting  
Institutions to Operate in Maryland

**Please Note:** A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

#### PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

Washington Adventist University, 7600 Flower Avenue, Takoma Park, MD 20912

#### PROPOSED START DATE OF CONTINUED OPERATION.

Applications should be submitted at least 5 months prior to the proposed start date.

#### NAME AND ADDRESS OF INSITUTION APPLYING FOR APPROVAL.

Name of Institution: Andrews University

Web Address: www.andews.edu

OPEID Code: 00223800

U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer: Andrea Luxton

Mailing Address: Andrews University, Berien Springs, MI 49104

Telephone: 2694713100

Email: dalry@andrews.edu

**Institutional Liaison:** Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: John Gavin

Title: Coordinator Off-Campus Social Work Program

Mailing Address: 7600 Flower Avenue, Takoma Park, MD 20912

Telephone: 3018914153

Email: jgavin@wau.edu

\*\*\*\*\* CERTIFICATION \*\*\*\*\*

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

Nov. 1, 2018

Date

Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission  
Division of Planning and Academic Affairs  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
410-767-3268  
[acadprop@mhec.state.md.us](mailto:acadprop@mhec.state.md.us)

A copy of these regulations can be found at the Maryland Higher Education Commission's web site [www.mhec.state.md.us](http://www.mhec.state.md.us) (under Academic Approval Process) along with an on-line application form.

\*\*\*\*\*

**I. DURATION OF APPROVAL**

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during or after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?

☒ Yes, we wish to be approved for \_\_\_\_\_ years.

**II. SUPPORTING DOCUMENTATION**

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

☒ Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? ☐ Yes ☒ No If yes, please submit new copies.

☒ Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- ☒ Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- ☒ Registration as an Out-of-State Corporation. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: [www.dat.state.md.us](http://www.dat.state.md.us). Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- ☒ Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- ☒ Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- ☒ Advertisements COMAR 13B.02.01.07D(3)(p)

**Are there new advertisements in print format related to your programs in Maryland?**  
☐ Yes ☒ No **If yes, please provide copies of the new advertisements.**

- ☒ Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- ☒ Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

## II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

### 1. Programs.

#### ➤ CURRENTLY OFFERED PROGRAMS.

**INSTRUCTIONS.** Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
Social Work	BSW	Classroom	124	Yes

#### ➤ NEW PROGRAMS

**INSTRUCTIONS.** Is the institution proposing any new programs at this location? ☐ Yes ☐ No  
If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
NOT APPLICABLE				

- (b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

NOT APPLICABLE

- (c) Please provide a brief description of the student population to be served by the proposed new programs.

NOT APPLICABLE

**2. Educational Need.** Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

**INSTRUCTIONS:** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

- (a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

NOT APPLICABLE

- (2) If the programs serve societal needs (include the traditional liberal arts education), provide a

Description of how the proposed programs will enhance higher education in Maryland and contribute society

NOT APPLICABLE

- (b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

NOT APPLICABLE

- (c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

☐ Yes ☒ No

**If yes**, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

**3. Administrative Staff.** The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

**INSTRUCTIONS:** Has any previously reported Administrative Staff information changed since your last approval at this location? ☐ Yes ☒ No

**If yes**, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

- (a) How are you planning to meet the above standard on Administrative Staff?

NOT APPLICABLE

- (b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

NOT APPLICABLE

#### 4. Faculty

**INSTRUCTIONS:** Has any previously reported Faculty information changed since your last approval at this location? ☐ Yes ☒ No

**If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:**

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

NOT APPLICABLE

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

**5. Library Resources.** Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

**INSTRUCTIONS:** Has any previously reported library information changed since your last approval at this location? ☐ Yes ☒ No

**If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.**

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

NOT APPLICABLE

**6. Student Services.** COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.



**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

NOT APPLICABLE

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

NOT APPLICABLE

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?

☐ Yes ☐ No How will it make this available to its students at the proposed instructional site? \_\_\_\_\_

If this statement is in the Catalog you submitted with the application, please indicate the page number: \_\_\_\_\_

If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? ☐ Yes ☐ No If this procedure is in the Catalog you submitted with the application, please indicate the page number \_\_\_\_\_. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

**7. Facilities.** (See COMAR 13B.02.01.19).

**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? ☒ Yes ☐ No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

NOT APPLICABLE

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

NOT APPLICABLE

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

NOT APPLICABLE

8. **Distance Education.** "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

**INSTRUCTIONS.** Is the institution providing distance education as defined above? ☐ Yes ☒ No  
**If yes,** please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application

## Accreditation



## HIGHER LEARNING COMMISSION

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312.263.0456 | 800.621.7440  
Fax: 312.263.7462 | hlcommission.org

August 7, 2017

Dr. Andrea Luxton  
President  
Andrews University  
Administration Bldg. 318  
4150 Administration Drive  
Berrien Springs, MI 49104-0670

Dear President Luxton:

This letter serves as formal notification and official record of action taken concerning Andrews University by the Institutional Actions Council of the Higher Learning Commission at its meeting on July 31, 2017. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action with Interim Monitoring.** IAC continued the accreditation of Andrews University with the next Reaffirmation of Accreditation in 2026-27. In conjunction with this action, IAC required the following interim monitoring.

**Interim Report.** An Interim Report due 10/15/2019 on (S.A.) Enrollment Trends, Financial outcomes, and planning initiatives and on (S.A.) Continued monitoring on enrollment, tuition revenues and financial sustainability.

In this report, the University must demonstrate a consistent set of measures for enrollment, persistence and retention. All three of these measures should be constructed for undergraduate and graduate schools. All administrative units must work from the same set of metrics. The institution should provide evidence that the metrics tie explicitly to planning, program resource allocation and budgeting, so that the Commission can review progress toward the goals of a break-even budget in 2016-17 and a surplus by 2017-18. The fiscal year 2017 and 2018 Financial Statements should accompany the report. The institution will also address the following areas as these relate to the financial sustainability of the institution:

- Results of the Academic Program Prioritization process
- Results of the initiatives described in the three-year plan
- Results of the increased and targeted marketing on enrollment
- Progress on anticipated program accreditations

**Rationale:** The institution provided a response that clarified the institution's focus and determination to address the issues within the rationale for the interim reports. In addition, action plans were provided in the response indicating the concerns are realized and they are prepared to address them.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

Andrews University  
Page 2

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Mary Vanis. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script, reading "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO

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OCT 24 2011



# COUNCIL ON SOCIAL WORK EDUCATION

STRENGTHENING THE PROFESSION OF SOCIAL WORK  
*Leadership in Research, Career Advancement, and Education*

1701 Duke Street, Suite 200, Alexandria, VA 22314 TEL 703.683.8080 FAX 703.683.8099 www.cswe.org

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BOARD OF DIRECTORS  
Mildred C. Joyner, M.S.W.  
West Chester University

October 15, 2011

Niels-Erik A. Andreasen, PhD  
President  
Andrews University  
4150 Administration Drive  
Berrien Springs, MI 49104-0670

Dear President Andreasen:

At its October 2011 meeting, the Commission on Accreditation (COA) reviewed materials submitted by the baccalaureate and master's level social work programs in support of the request for restoration to full-accredited status.

The COA voted to restore the program to full-accredited status. This action, in combination with the COA review of the program in June 2011 for reaffirmation of accredited status, means that the program is now accredited through June 2019.

Procedures regarding the process for the next reaffirmation may be found on our website at: <http://www.cswe.org/Accreditation/Reaffirmation.aspx>. For additional information or clarification, please contact Mary Deffley Kurfess, MSSW, Office of Social Work Accreditation.

Sincerely,

James P. "Ike" Adams, PhD, Chair  
Commission on Accreditation

JPA/MDK

cc: Curtis VanderWaal, PhD  
Chair of Social Work Programs

Copy → A. Linton  
10/24/2011

OCT 2011 FULL ACCREDITATION STATUS



# Directory of Accredited Programs

List of all baccalaureate and master's levels social work degree programs that are currently Accredited or in Candidacy.

Program Name MI Baccalaureate Concentration Dual Degrees Certificate Programs Filter

Reset Filters

Displaying results 1-10 (of 22)

< 1 - 2 - 3 >



**Adrian College**  
Website: <http://www.adrian.edu/>  
Phone: 517.264.3962  
Primary Contact: Monique James  
Program Director: Monique James  
Field Director:  
Institution Location: MI  
Accredited Campus Locations: Adrian  
Distance Education Options:  
Program Level: Baccalaureate  
Degree: B.S.W.  
Accreditation Status: Accredited  
Initial Accreditation Date: 2006  
Latest Accreditation Review: February 2014  
Next Accreditation Review: February 2022  
Program Outcomes Report:



**Andrews University**  
Website: <http://www.andrews.edu/>  
Phone: 269-471-6005  
Primary Contact: Curtis VanderWaal  
Program Director:  
Field Director:  
Institution Location: MI  
Accredited Campus Locations: Berrien Springs  
Distance Education Options:  
Program Level: Baccalaureate  
Degree: B.S.W.  
Accreditation Status: Accredited  
Initial Accreditation Date: 1990  
Latest Accreditation Review: June 2011  
Next Accreditation Review: October 2019  
Program Outcomes Report:

## Calvin College

Website: <http://www.calvin.edu>  
Phone: 616-526-8741  
Institution Location: MI  
Accreditation Status: Accredited

Course descriptions from the College's catalog



## EXHIBIT A

### APPROVED UNDERGRADUATE CURRICULUM FOR THE WASHINGTON ADVENTIST UNIVERSITY BACHELOR OF SOCIAL WORK PROGRAM

Although students may declare themselves as Social Work majors in their freshman or sophomore year, they must apply for acceptance into the Social Work program. Application is made in January of the sophomore year for formal acceptance into the program by the end of March.

#### A. Admissions Criteria

Students qualify for entry into the BSW program when they:

- Earn a minimum GPA of 2.50 overall.
- Receive grades of C- or better in all required program prerequisites and cognate courses
- Complete SWRK100, SWRK101, SOWK315, SOWK320, SOWK325. Maintain a GPA of at least 2.50 in these courses.
- Complete and submit BSW Program Application Packet.
- Receive an acceptance letter from the Undergraduate Program Director.

#### B. Degree Requirements:

AU	WAU Equivalent
<b>GENERAL EDUCATION</b>	
<b>RELIGION (12)</b>	
Religion Electives (12)	Religion Electives (12)
<b>ARTS &amp; HUMANITIES (9)</b>	
HIST117 Civilization & Ideas I (3)	HIST125 History of World Civilizations I (3)
HIST118 Civilization & Ideas II (3)	HIST126 History of World Civilizations II (3)
One course from Arts/Humanities/Music (3)	LITR235 World Literature & Fine Arts (3)
<b>MATH &amp; COMPUTERS (7)</b>	
STAT285 Elementary Statistics (3)	MATH110 – <i>See Cognates</i>
INFS120 Foundations of Information Tech (3) <i>Or pass computer test</i>	CPTR105 Introduction to Computers (3)
<b>NATURAL SCIENCE (4)</b>	
BIOL100 Human Biology (4)	BIOL140 – <i>See Cognates</i>
<b>LANGUAGE/COMMUNICATION (9)</b>	
ENGL115 College Writing I (3)	ENGL101 Composition (3)
ENGL215 College Writing II (3)	ENGL102 Research and Literature (3)
COMM104 Communication Skills (3)	COMM105 Intro to Human Communication (3)
<b>SOCIAL SCIENCES (9)</b>	
<i>See Cognates (9)</i>	PSYC105, SOCI105, PSYC440 – <i>See Cognates</i>
<b>PE/WEELLNESS (3)</b>	
Two courses (2)	HLSC110 Healthier Living (2)
	PEAC Activity Course (1)



# EXHIBIT A

<b>COGNATES (30)</b> <i>No grade below a C-</i>	
PSYC101 Introduction to Psychology (3)	PSYC105 Introduction to Psychology (3)
SOCI119 Principles of Sociology (3)	SOCI105 General Sociology (3)
BIOL100 Human Biology (4)	BIOL140 Human Body in Health and Disease (4)
PLSC104 American Government (3)	PLST250 American Government (3)
ECON225 Principles of Macroeconomics (3)	ECON265 Macroeconomics (3)
STAT285 Elementary Statistics (3)	MATH110 Probability and Statistics (4)
SPAN171 Elementary Spanish (3)	SPAN101 Introduction to Spanish (3)
<i>4 credits upper division Social Work related courses in consultation with student's advisor.</i>	PSYC440 Dynamics of Group Counseling (3)
	<i>4 credits upper division Social Work related courses in consultation with student's advisor.</i>
<b>MAJOR (40)</b> <i>2.25 GPA required</i>	
SOWK100 Introduction to Social Work (3)	SWRK100 Introduction to Social Work (3)
SOWK101 Orientation to Human Services (2)	SWRK101 Orientation to Human Services (2)
SOWK220 Critical Thinking (2)	SWRK220 Critical Thinking (2)
SOWK315 Values, Ethics, and Diversity (2)	<i>Take AU course</i>
SOWK320 Intro to Counseling Skills (3)	<i>Take AU course</i>
SOWK325 Social Welfare (3)	<i>Take AU course</i>
SOWK331 Human Behavior Social Environ I (3)	<i>Take AU course</i>
SOWK332 Human Behavior Social Environ II (3)	<i>Take AU course</i>
SOWK350 Social Work Policy (3)	<i>Take AU course</i>
SOWK401 Foundations of Practice I (4)	<i>Take AU course</i>
SOWK402 Foundations of Practice II (4)	<i>Take AU course</i>
SOWK420 Social Work Methods Seminar (0.5)	<i>Take AU course</i>
SOWK420 Social Work Methods Seminar (0.5)	<i>Take AU course</i>
SOWK435 Field Instruction (4) <i>400 clock hours required</i>	<i>Take AU course</i>
SOWK461 Social Work Research I (2)	<i>Take AU course</i>
SOWK462 Social Work Research II (2)	<i>Take AU course</i>
SOWK489 BSW Professional Seminar (0.5)	<i>Take AU course</i>
SOWK489 BSW Professional Seminar (0.5)	<i>Take AU course</i>
<b>TOTAL CREDITS REQUIRED FOR DEGREE: 124</b>	



OCT 24 2011



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STRENGTHENING THE PROFESSION OF SOCIAL WORK

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October 15, 2011

Niels-Erik A. Andreasen, PhD  
President  
Andrews University  
4150 Administration Drive  
Berrien Springs, MI 49104-0670


Dear President Andreasen:

At its October 2011 meeting, the Commission on Accreditation (COA) reviewed materials submitted by the baccalaureate and master's level social work programs in support of the request for restoration to full-accredited status.

The COA voted to restore the program to full-accredited status. This action, in combination with the COA review of the program in June 2011 for reaffirmation of accredited status, means that the program is now accredited through June 2019.

Procedures regarding the process for the next reaffirmation may be found on our website at: <http://www.cswe.org/Accreditation/Reaffirmation/asp>. For additional information or clarification, please contact Mary Deffley Kurfess, MSSW, Office of Social Work Accreditation.

Sincerely,

  
James P. "Ike" Adams, PhD, Chair  
Commission on Accreditation

JPA/MDK


cc: Curtis VanderWaal, PhD  
Chair of Social Work Programs

Copy -> A. Linton  
10/24/2011

OCT 2011 FULL ACCREDITATION STATUS

\*\*\*\*\* CERTIFICATION \*\*\*\*\*

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

<u>Nov. 1, 2018</u> Date	 Signature of Chief Executive Officer
-----------------------------	--

**Please Submit All Information To:**

Maryland Higher Education Commission  
Division of Planning and Academic Affairs  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
410-767-3268  
[acadprop@mhec.state.md.us](mailto:acadprop@mhec.state.md.us)

A copy of these regulations can be found at the Maryland Higher Education Commission's web site [www.mhec.state.md.us](http://www.mhec.state.md.us) (under Academic Approval Process) along with an on-line application form.

\*\*\*\*\*

**I. DURATION OF APPROVAL**

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?

☒ Yes, we wish to be approved for 5 years.

**II. SUPPORTING DOCUMENTATION**

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

☒ Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? ☐ Yes ☒ No If yes, please submit new copies.

☒ Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.



# Andrews University

*The Board of Trustees, by virtue of the authority granted by the State of Michigan  
and on the recommendation of the University Faculty, has conferred on*

THE DEGREE OF

## Bachelor of Social Work

Summa Cum Laude

*with all rights, privileges, and honors pertaining thereto.*

*Given at Berrien Springs, Michigan, United States of America,  
on the Sixth Day of August, 2017.*

  
CHAIRMAN OF THE BOARD OF TRUSTEES

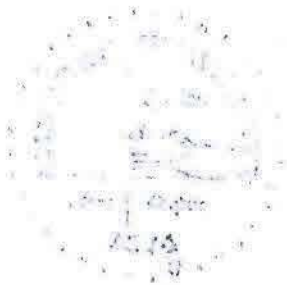


  
PRESIDENT OF ANDREWS UNIVERSITY

## Secretary's Certificate

I certify that I am the duly elected and qualified Secretary of Andrews University, a Michigan non-profit corporation (the "Corporation") and the keeper of the records of the Corporation. I also certify that on January 31, 2019 the Controller of Andrews University, Glenn Meekma, confirmed that Andrews University is currently financially solvent. I further certify that the Secretary of Higher Education in the State of Maryland may rely on the above-mentioned confirmation.

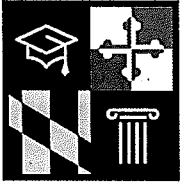
So Certified this 1<sup>st</sup> day of February, 2019



(Seal)

By: Theresa C. Popp  
Theresa C. Popp,  
Secretary of the Corporation

## Recent Approval Letter



**MHEC**

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13058

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor

Anwer Hasan  
Chairperson

Danette G. Howard  
Secretary

December 17, 2013

Dr. Neis-Erik Andreason  
President  
Andrews University  
8975 Old U.S. 31  
Berrien Springs, MI 49104

Dear President Andreason,

The Maryland Higher Education Commission has received a renewal application from Andrews University to continue to offer one program at Washington Adventist University in Takoma Park, Maryland. I am pleased to inform you that Andrews University is authorized to offer the program as listed below until August 31, 2018.

Approved Program:

I. Bachelor of Social Work

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at [www.mhec.state.md.us](http://www.mhec.state.md.us). In order to operate at the approved location after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2018-2019. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

Danette G. Howard, Ph.D.  
Secretary of Higher Education

DGH:JF:nl

C: Dr. John Gavin, Coordinator of Off-Campus Social Work Program, Andrews University at WAU