

# **ACADEMIC POLICIES & PROCEDURES**

## **Graduation Requirements**

Graduation requirements are structured to assure that you become familiar with those areas of knowledge important for all individuals. You are also expected to develop knowledge and skills in a major of your choice. To earn your degree, you must meet the requirements which are in effect at the time you enter Bethel College. **If your enrollment is interrupted for more than two academic years, you must meet the requirements in effect at the time of your readmission.** Candidates for degrees in May must have their graduation applications filed with the registrar by April 30 of the preceding academic year (a \$100 late fee is assessed for late graduation applications). It is expected that graduates will attend commencement exercises.

**Candidates for the bachelor's degree complete the following requirements:**

1. A major consists of courses specified by each division and outlined in this catalog. A minimum total of 124 semester hours of courses (not including the basic skills courses) with at least a "C" cumulative grade point average (2.0 on the four-point scale). The last 30 hours of a bachelor's degree must be completed at Bethel College. In special cases a maximum of six semester hours of the required 30 may be completed at another institution, provided the course is approved in advance by the vice president for academic services or designee. In cooperative programs (e.g., engineering) the 30-hour requirement is to be fulfilled prior to completing work at Bethel. Courses for which a grade below "C-" are received will not be credited as hours earned in a major or minor (some programs require a "C" for courses in the major).
2. **The General Studies Program:** These courses are specifically designed to achieve the goals of a Bethel College education. Courses for which a grade below "D-" is received will not be counted as earned hours for General Studies requirements. A "C-" or higher must be earned in ENGL101.
3. Transfer students must complete a minimum of 18 semester hours in their major at Bethel College. Transfer students must also meet all requirements listed in the preceding sections.
4. A minor consists of a planned concentration of course work as specified by the division and catalog. Unless specified with a given major, a minor is not required. A minimum of one-half of the required courses for the minor must be completed at Bethel College.
5. Full financial settlement with the college. Financial settlement consists of paying in full the amount due the college. Academic credits, transcripts and diploma are withheld if the account is not paid in full.

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## **Candidates for the associate's degree complete the following requirements:**

1. A major consists of courses specified by each division and outlined in this catalog. A minimum total of 62 semester hours of courses (not including the basic skills courses) with at least a "C" cumulative grade point average (2.0 on the four-point scale). The last 18 hours of an associate's degree must be completed at Bethel College. In special cases a maximum of three semester hours of the required 18 may be completed at another institution, provided the course is approved in advance by the vice president for academic services or designee. Courses for which a grade below "C-" is received will not be credited as hours earned in a major or minor. (Some programs require a "C" for courses in the major.)
2. **The General Studies Program:** These courses are specifically designed to achieve the goals of a Bethel College education. Each student is expected to follow the program as outlined on page 44. Courses for which a grade below "D-" is received will not be counted as earned hours for General Studies requirements. A "C-" or higher must be earned in ENGL101.
3. Transfer students must complete a minimum of nine semester hours in their major at Bethel College. Transfer students must also meet all requirements listed in the preceding sections.
4. Full financial settlement with the college. Financial settlement consists of paying in full the amount due the college. Academic credit, transcripts and diploma are withheld if the account is not paid in full.

## **Multiple Major Policy**

Multiple majors will be awarded and recorded on a student's official transcript upon fulfillment of all course work for each program under the conditions of the multiple major policy.

## **Bachelor's Degree Policy**

The student must pass 21 distinct hours of course work that are unique between the two majors earned. No course can be counted in both majors and count toward the 21 distinct hour rule.

## **Associate Degree Policy**

The student must pass 15 distinct hours of course work that is unique to any other Associate major earned. No course can be counted in both majors and count toward the 15 distinct hour rule.

## **Minor Policy**

The student must pass nine distinct hours of course work that are unique to any other major or minor earned. Only students earning a bachelor's degree may be awarded a minor.

## **General Policies**

1. Student with multiple majors must complete 130 hours for the bachelor's and 65 for an associate's degree.
2. Students must meet all general studies requirements for each program.

Clarification: If one program requires a specific general studies course, Introduction to World Civilization for example, and the other program lists only a history elective, the specified course in the first major will meet the history elective required for the other program.

If each program were to list specific, but different, general studies courses for their major, the student would need to pass both classes.

3. The distinct hours requirement applies to courses within each major only, and do not include general studies courses or free electives. A course listed as a general studies requirement can meet specific major requirements in another program but can not be used as distinct hours.

Example: Compare *English Major: Literature Track* and *English Education: World literature* is listed as a general studies requirement for the English Major: Literature Track, but as a general studies requirement for English Education. The student must take World Lit. to meet the gen. ed. requirement. However, World Lit. is an option for meeting a major requirement in English ed. The class can be used to meet requirements for both majors but may not be used as a distinct hours class.

Clarification: No course can be used in both majors to meet the distinct hours requirement.

Courses can be used in both majors to meet major requirements of both programs, but again, cannot be used to meet the distinct hours requirement.

4. Students pursuing multiple majors in both bachelor and associate programs must meet the 21 distinct hour rule.
5. Multiple majors which include Liberal Studies also use the distinct hours rules listed above. There must be 21 distinct hours between the major and the concentration requirements.
6. Professional Education courses cannot be used to fulfill the distinct hour requirement.
7. The distinct hours requirement does not apply to completion of a B.A. and B.S.

## **Transfer Credit Policies**

### **Regionally Accredited Institutions**

Semester hour credit will be granted based on the following criteria:

Any grade of "C-" or better will transfer. A "C-" may be used to meet specific course requirement in a major. *Some programs require that only a grade of "C" or higher may be used for courses in the major.*

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Any grade of “D” will transfer from a regionally accredited (ABHE included) institution if the cumulative grade point average from that institution is a 2.0 or greater. A grade of “D” or higher may be used to meet general studies requirements. The Registrar will determine which courses meet general studies requirements.

Any course meeting the above grade guidelines, but not specific general studies or major requirements, will have credit transferred as elective hours.

Students transferring credit from a quarter system of study will receive ? credit.

### **Non-Accredited Institutions**

Transfer credit may be granted for courses at non-accredited or proprietary schools with a grade of “C-“ or better. (*Certain divisions require higher grade levels.*) If allowed, this credit is granted at 2/3 credit.

### **Transfer Credit Applied Toward Graduation Requirements**

At least 18 hours in the major field and the last 30 hours must be taken at Bethel College in order to earn a baccalaureate degree. For the associate degree, the student must complete at least 9 hours in the area of concentration and the last 18 hours at Bethel.

### **Transferring English Credit**

Students who have passed an ENGL 101 or its equivalent at a regionally accredited institution will be given give credit for Written Communication II (ENGL 101) at Bethel. Students wishing to transfer in a composition course for Written Communication III must have passed a course that included a major research paper. Courses without the research paper component may be transferred for ENGL 102 credit by taking ENGL102R Research Writing II at Bethel.

### **Consortium Programs**

Through its membership in the *Northern Indiana Consortium for Education (NICE)*, Bethel College offers certain courses and, in some cases, majors in cooperation with other local colleges and universities. Cross-registration between Bethel College and the other colleges is permitted on a space-available basis. Using Bethel as the “home base,” students taking 12 or more hours of Bethel College courses can select courses from the other colleges to alleviate scheduling problems. NICE classes may not be taken by Private Tutorial or Independent Study. Other members of the consortium are Goshen College, Holy Cross Junior College, Indiana University at South Bend, Ivy Tech State College and St. Mary’s College. Bethel College also has a combination engineering program through the formal agreement with the University of Notre Dame. All except one of these colleges and universities are within a five-mile radius of Bethel College. Transportation to another college or university for courses offered there is the individual student’s responsibility.

Bethel College has an enrollment agreement with the University of Notre Dame enabling Bethel students to participate in the Air Force and Army ROTC program.

### **Registration**

Every student admitted to the college is classified and assigned to an academic advisor. The academic advisor is to help students schedule the courses that will meet the specific major requirements and personal interests of the student. The advisor must sign the registration form, any drop/add forms and the application for graduation. The student, however, remains the one responsible to see that all catalog requirements are met and completed for the target major and degree, and in time to graduate. Official registration is completed in person during assigned registration days for each semester or session. Late registration is possible for a limited period but involves a late fee.

The last day of late registration is given in the college calendar.

A full-time college student is enrolled for at least 12 semester hours credit. The usual load is 15 to 16 hours per semester. No student may enroll in more than 18 hours without permission from the academic services office, which will evaluate the student's prior academic achievement before granting permission. Registration for more than 20 hours in a semester requires advance approval by the Academic Services Committee of the faculty.

### **Changes in Registration or Withdrawal**

In order to add or withdraw from a course, the proper procedure must be followed to assure correct records. Academic Advisors are able to make registration changes online until the end of the first week after classes have begun. After this point in the semester, classes can no longer be added to a student's schedule. Dropping a class will require completion of an Add/Drop form available in the registrar's office. Enrollment is not considered officially changed until the forms are completed, signed by the advisor, and filed in the registrar's office. The amount of refund, if any, is determined by the week in which the forms are completed and filed in the registrar's office. Unauthorized withdrawal from any class results in a grade of "F" on the permanent academic records.

### **Institutional Withdrawal Policy**

#### **Official Withdrawals**

The date of withdrawal will be the date that the College is notified in writing of the student's decision to withdraw (the date the student actually begins the withdrawal process). If there are extenuating circumstances determined to be beyond the student's control such as illness, accident, or grievous personal loss, the dean can, prior to the last day of classes, set a withdrawal date based upon the last documented date of attendance at an academically-related activity.

A student has established an academic record once the student registers for a class. In order to complete the official withdrawal process, the dean of students will have the student complete the "Procedures for Withdrawal" form found in the office of student development. The student must complete the entire form and end with the registrar. A grade of W will be given for all courses. Withdrawal is not possible after the last day given in the college calendar (except in special emergencies).

#### **Unofficial Withdrawals**

For financial aid purposes, an unofficial withdrawal date will be set as the last date the student utilized any campus services (dining commons, chapel attendance, bookstore purchases, etc.) if the student "drops out" without notifying the dean of students of their intentions. It is also an unofficial withdrawal if the student does not pass at least one attempted class since the College cannot make a presumption that the student attended. Tuition, fee, or room and board charges will not be adjusted for unofficial withdrawals; however, Federal grants and loans, both student and parent, will be prorated per the Federal Return of Funds Policy.

#### **No-Show Policy**

Students who do not attend any of the classes for which they have registered will be granted a 100% refund of tuition paid. Each Adult 7-week session will be considered separately when applying Tuition and No-Show refunds. Students who do not attend any classes in one course but do attend one class or more in that semester will not be considered a no-show and will be subject to the applicable refund schedule.

**Classification of Students**

**Credit Students:**

- Freshman** - Satisfaction of the entrance requirements
- Sophomore** - Minimum of 24 semester hours
- Junior** - Minimum of 56 semester hours
- Senior** - Minimum of 88 semester hours
- Graduate** - Post-baccalaureate study at the graduate level
- Unclassified** - Studies not leading toward a degree

**Full-Time Students - Undergraduate:**

- In a semester** - Minimum of 12 semester hours
- In a summer session** - Minimum of 6 semester hours

**Full-Time Students - Graduate:**

- In a semester** - Minimum of 9 semester hours
- In a summer session** - Minimum of 6 semester hours

**Part-Time Students:**

Those enrolled in fewer than the minimum number of hours listed above for full-time students

**Noncredit Students:**

**Audit** - No academic credit earned. Audit fee per credit hour applied. Audit/Special Student Admission Application must be completed with application fee.

**Credit Students:**

- Guest** - Student attending another institution may enroll in a Bethel course with letter from home institution. No Admission Application required. Current tuition rates apply.
- Special** - Attending one class without guest letter. Audit/Special Student Admission Application must be completed with application fee.

**Grading System**

The grades and their significance in computing the grade point averages is as follows:

4.0 grade points per semester hour .....	A
3.67 grade points per semester hour .....	A-
3.33 grade points per semester hour .....	B+
3.0 grade points per semester hour .....	B
2.67 grade points per semester hour .....	B-
2.33 grade points per semester hour .....	C+
2.0 grade points per semester hour .....	C
1.67 grade points per semester hour .....	C-
1.33 grade points per semester hour .....	D+
1.0 grade points per semester hour .....	D
0.67 grade points per semester hour .....	D-
Failure; 0 grade points per semester hour .....	F
Incomplete; not counted in grade average.....	I
Pass; not counted in grade average .....	P*
Not passed; not counted in grade average .....	NP
Authorized withdrawal; not counted .....	W

\* A pass grade (P), equates to a grade of "C-" or higher

The grade point average is calculated by dividing the number of grade points earned by the number of semester hours attempted (excluding those courses receiving I, P, NP and W). **See pages 35-36 for graduation requirements and acceptable grades.**

When an “F” is received, the course must be repeated if credit is to be received. If a required final examination is not taken, the student shall receive an “F” for the course. The grade of “I” may be given when completion of work is delayed by agreement of the instructor and student and approved by the academic services office. The deficiency of the incomplete must be removed no later than the time grades are due the following semester or an “F” is given for that particular grade and the final average determined accordingly.

### Good Standing and Satisfactory Progress

A student remains in academic good standing by maintaining a cumulative grade point average of 2.0 or above. Eligibility for certain extracurricular activities depends on good standing. Maintaining good standing and successfully completing at least 12 hours each semester constitute satisfactory progress.

### Academic Probation and Dismissal

A student whose cumulative grade point average is less than 1.20 is immediately dismissed for poor scholarship. A student whose cumulative grade point average is less than 2.0 is placed on academic probation for one semester. At the beginning of the probationary semester, the student must meet with the Director of the Academic Support Center who is empowered to assign probation conditions to meet the needs of the student. In most cases, these conditions will include enrollment in COL 090 Academic Strategies (2 credit hours; does not count toward graduation). The student will then be required to meet all probationary conditions set by the Director of the ASC in order to continue enrollment.

A student on academic probation must earn at least a 2.0 average during the probationary semester. Anything less will result in dismissal for poor scholarship. If the semester average is 2.0 or better but the cumulative average is still less than 2.0, the student may be granted one (only) additional semester on academic probation. The student who does not reach good standing after two probationary semesters will be ineligible to return to Bethel College.

Bethel College expects all students to strive for excellence in their academic work. Students who do unsatisfactory work or fail to meet the requirements of probation will be barred from returning to Bethel College for at least one semester unless allowed to remain by permission of the vice president for academic services. In the event of dismissal, they may be readmitted only by permission of the vice president for academic services.

The student’s permanent academic record and transcripts will contain academic status notations such as academic probation, elevation to good standing, dean’s list, etc.

### Honors

Semester honors are granted to students who complete at least 12 semester hours of courses, with at least eight hours graded, and earn a minimum grade point average of 3.50 for the semester; there must be no more than two hours of NP and no Incompletes at the time of evaluation (which is three weeks after the close of the semester). This achievement is recognized through publication of the **dean’s list**.

Graduation honors are granted to baccalaureate students. Three levels of achievement based on the cumulative grade point average are recognized:

**Cum Laude** - At least a 3.50 grade point average

**Magna Cum Laude** - At least a 3.75 grade point average

**Summa Cum Laude** - At least a 3.90 grade point average

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel College in order to be eligible for graduation honors. Credit hours earned through prior learning papers, and credits awarded through merely completing a test or examination may not be included in these hour requirements.

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To receive honors recognition at commencement service, all graded classes must be completed and final grades received by the registrar by Tuesday noon before the commencement ceremony.

### **Transcripts**

Official transcripts of a student's academic record are released by the registrar's office upon written authorization of the student. A signed and faxed request may be submitted. The first five transcripts are provided free of charge. A fee of \$5, payable in advance, is charged for each additional transcript. Transcripts are issued only when all financial obligations with the college have been paid in full.

### **Privacy and Academic Records**

Reports of the student's academic standing include official transcripts, semester grade reports and letters from the academic services office relating to the student's status. Such reports may be released only to the student and to those to whom the student directs them. (Of course, members of the college's professional staff and faculty have access to this information related to their college responsibilities.) Students who wish to have their parents notified of their academic standing and semester grades may complete a request form at the registrar's office, directing that all such reports for an academic year may be released to the student's parents.

### **CLEP**

Bethel College generally follows the guidelines listed by CLEP and the College Board.

**General Examinations:** Credit will be entered on the permanent record in the same format that transfer credit from other institutions is entered. The record will indicate that the credit is for the College Level Examination Program and the specific examination for which credit is given will be listed with the hours of credit granted. See registrar for list of courses and credits.

**Subject Examinations:** Courses where no CLEP examination is available and are offered as specific classes applicable to a program at Bethel, may be eligible to receive credit through local testing (credit by examination). The amount of credit awarded is determined by the course credit that is being replaced.

A slight fee is charged for the transfer of credit from CLEP, PEP, and similar testing programs to cover the cost of evaluating and posting the credit.

### **Advanced Placement (AP) Program Credit**

Credit will be awarded for scores of three or higher on each of the AP subject exams. Where possible, specific course credit will be awarded. AP credit not meeting course requirements will be awarded as elective credit. Scores of four or five may be eligible for additional semester-hour credit.

The registrar, in consultation with the appropriate divisional chairperson, will evaluate credit on a case-by-case basis.

### **Prior Learning Assessment (PLA)**

Students, especially adult students, may have acquired knowledge and/or skills through nontraditional studies or through life learning experiences. If these are applicable to the student's degree program, they may be recognized. Bethel College provides two means by which such knowledge may be demonstrated for credit: by examination or by Prior Learning Assessment. The latter is used when validated examinations are not available; the Prior Learning Assessment includes essays which validate the knowledge and skills gained through life experiences. Prior Learning Assessment credit cannot be applied to programs for teacher certification. A fee per semester hour credit is charged;