

GRADUATE STUDIES

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Graduate Programs:

Master of Arts in Teaching

Master of Arts in Theological Studies

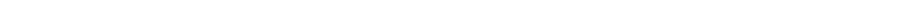
Master of Business Administration

Master of Education

Master of Ministries

Master of Science in Nursing

Transition to Teaching



GRADUATE STUDIES

Bethel offers graduate programs in business, education, ministries, theology and nursing. In keeping with the mission of Bethel College, graduate programs are dedicated to providing liberating academic programs that challenge the mind, enlarge the vision, and equip the whole person for lifelong service.

The following graduate student learning outcomes guide the requirements, curriculum and administration of each graduate program:

1. Students will demonstrate an understanding of a Christian worldview and system of ethics as applied to the phenomena and theory (events and ideas) of their respective disciplines.
2. Students will demonstrate expertise in the knowledge and skills of their respective professions.
3. Students will demonstrate the evaluation, integration and application of knowledge within their respective disciplines.
4. Students will gain the knowledge and skills necessary to respectfully engage and serve in diverse communities.
5. Students will demonstrate the ability to perform self-directed discovery and analysis.

In addition to the above learning outcomes, each graduate program has its own student learning objectives specific to its particular discipline. These can be found in each graduate program's student handbook.

Degrees offered include Master of Arts in Teaching, Master of Arts in Theological Studies, Master of Business Administration, Master of Education, Master of Ministries and Master of Science in Nursing. The following pages describe each degree program and its requirements in detail.

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

Description of Program

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

Format of Program

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

Admission Requirements

1. A baccalaureate degree from a college or university accredited by the Higher Learning Commission with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the M.B.A. program director.
2. A minimum of two years of appropriate work experience as determined by the program director.
3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College, M.B.A. Office.
4. Students entering the M.B.A. program must complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.
5. Satisfactory personal interview with the program director.
6. Acceptable oral and written skills must be demonstrated.
7. Students whose native language is not English must score 540 or higher on the paper version or 207 or higher on the computer version of the TOEFL.
8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

Application Procedures

1. Request a Graduate Admission Application from Bethel College, M.B.A. office.
2. When you receive the form, complete it and return it to Bethel College, M.B.A. office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.
3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that an official transcript be sent directly to Bethel College, M.B.A. office. If you

GRADUATE STUDIES – M.B.A.

have taken any graduate study, you also will need to request that an official transcript from your graduate school be sent directly to the Bethel College M.B.A. office.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, M.B.A. office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.

6. Arrange through the M.B.A. Office for an interview with the the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

Regular Admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

Conditional Admission may be granted at the discretion of the M.B.A. program director when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

Special Admission may be granted by of the M.B.A. program director for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

Permission to Audit is granted by the M.B.A program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a “B” or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. Successful completion of MBA graduate curriculum with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. Each student must complete the Educational Testing Services Major Field Test - M.B.A. The exam is three hours in length.
3. The M.B.A. degree must be completed within seven years from the point of matriculation. Requests for extensions may be made in writing to the M.B.A. program director and are subject to approval of the academic dean.
4. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

Academic Information

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time

employment are not permitted to enroll at the same time as full-time graduate students without permission of the M.B.A. program director. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer.

A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below “C-” is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

Financial Information

Graduate tuition and fees are available from the Graduate Studies Office or at the front of this catalog. The cost of books and materials is approximately \$100 per eight-week session.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department of their employer to determine eligibility for aid. The office of student financial services can provide details concerning the most recent financial aid information.

Curriculum

The M.B.A. curriculum consists of 36 hours in the following distribution:

| | | | Hours |
|--------------------------------|-----|--|-------|
| MBAD | 503 | Management in Action | 3 |
| MBAD | 506 | Global Business Environment | 3 |
| MBAD | 513 | Marketing Strategy & Policy | 3 |
| MBAD | 516 | Managerial Accounting | 3 |
| MBAD | 519 | Economic Analysis & Policy | 3 |
| MBAD | 520 | Managerial Economics | 3 |
| MBAD | 523 | Values, Ethics, & Leadership | 3 |
| MBAD | 526 | Managerial Finance | 3 |
| MBAD | 527 | Legal Environment of Business | 3 |
| Plus three from the following: | | | 9 |
| MBAD | 509 | Statistical Methods for Business | (3) |
| MBAD | 510 | Investments | (3) |
| MBAD | 511 | Human Resource Management | (3) |
| MBAD | 512 | Topics in Not-for-Profit Management | (3) |
| MBAD | 515 | Financial Accounting | (3) |
| MBAD | 529 | Contemporary Issues in Business Administration | (3) |
| MBAD | 531 | Entrepreneurship | (3) |
| MBAD | 533 | Integrated Learning Application | (3) |
| MBAD | 560 | Independent Study: Business | (3) |
| | | Graduate Elective | (3) |

GRADUATE EDUCATION PROGRAMS

The mission of Bethel College graduate degree programs in education is to prepare wise leaders for our nation's schools. The graduate program prepares teachers and school administrators to be wise leaders in their classrooms, in their schools and in their communities. Candidates will be enabled to competently perform the roles associated with excellence in teaching and with effective, ethical school leadership. Candidates view their own development (intellectual, social, physical, spiritual and professional) as a life long process.

Program completers will be educators who remain aware of current developments in education and in their field of specialization, model a spirit of inquiry, provide an atmosphere for the development of the whole person, make wise leadership decisions and who are professional in their approach to and attitude about teaching and school leadership.

Graduate Programs in Education

Graduate study in education at Bethel College can lead to a Master of Arts in Teaching (MAT) degree or a Master of Education (M.Ed.) degree. The MAT program is for individuals who want to earn an initial teaching license, and the M.Ed. program offers several options for individuals who already have a teaching license.

Description of Master of Arts in Teaching (MAT) Program

The MAT program is designed for candidates who are seeking initial teacher certification. The MAT program begins with the Bethel College graduate level Transition to Teaching program (18-24 credit hours) leading to an Indiana teaching license. Transition to Teaching is a one-year cohort program beginning each May. The Bethel College Transition to Teaching program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. Upon completion of the Transition to Teaching component and passing scores on all required licensure tests, candidates are eligible for an Indiana Teaching license. Transition to Teaching program completers are able to earn the Master of Arts in Teaching degree by taking an additional 12-18 credit hours, for a total of 36 credit hours of graduate study.

Curriculum for Master of Arts in Teaching

Transition to Teaching - Elementary License

Candidates seeking an elementary teaching license will complete the following 24 credit hours.

| | | HOURS |
|----------------|--|--------------|
| BLOCK 1 | SUMMER | 9 |
| EDTR 501 | Teaching in the 21st Century | |
| EDTR 520 | Reading Foundations | |
| BLOCK 2 | FALL SEMESTER | 9 |
| EDTR 512 | Field Placement – 120 hrs of participation in school | |
| EDTR 521 | Advanced Reading & Lang. Arts Methods | |
| EDTR 522 | Methods of Teaching – Elementary Mathematics, Social Studies, Science | |
| BLOCK 3 | SPRING SEMESTER | 6 |
| EDTR 502 | Classroom Environment (Block course) | |
| EDTR 590 | Student Teaching Full-time, semester-long | |

Transition to Teaching - Secondary License

Candidates seeking a secondary teaching license will complete the following 18 credit hours.

| | | HOURS |
|----------------|--|--------------|
| BLOCK 1 | SUMMER | 6 |
| EDTR 501 | Teaching in the 21st Century | |
| BLOCK 2 | FALL SEMESTER | 6 |
| EDTR 511 | Field Placement - 80 hours of participation in school | |
| EDTR 528 | Reading & Writing Across the Curriculum | |
| EDTR 5XX | Methods of Teaching – Secondary | |
| BLOCK 3 | SPRING SEMESTER | 6 |
| EDTR 502 | Classroom Environment (Block course) | |
| EDTR 590 | Student Teaching Full-time, semester-long | |

Completion of the MAT

The candidate for the Bethel College MAT is required to earn an additional 12-18 hours (depending on Elementary or Secondary) from among the following courses.

Required Core - 6 credits hrs.

| | |
|--|---|
| EDUC 500 Introduction to Professional Development & Leadership | 1 |
| EDUC 555 Educational Research | 3 |
| EDUC 690 Professional Development & Leadership - Capstone | 2 |

Electives to complete the degree selected from the following:

| | |
|--|-----|
| EDUC 521 Curriculum Development and School Improvement | 3 |
| EDUC 531 Effective Instruction and Assessment | 3 |
| EDUC 541 Meeting the Needs of Diverse Learners | 3 |
| Approved Seminars or other courses | 1-3 |

MAT and Transition to Teaching Admission, Retention and Exit Policies

Transition to Teaching Admission Requirements

- Official transcripts - A bachelor's or master's degree from an institution accredited by the Higher Learning Commission
- State-mandated minimum GPA in undergraduate program (3.0 or 2.5 exception for professional experience) or a Graduate Degree
- Content knowledge through undergraduate and/or graduate coursework
- Satisfactory criminal history search
- Satisfactory sexual offender screening
- Praxis I: Passing scores on all three components – mathematics, reading, writing
- Praxis II: Passing scores on all required tests for licensure in the appropriate content area. (secondary only)
- Recommendation letters (two)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by a panel of Bethel College faculty members and their representatives.
An on-demand writing sample is also required at the time of the interview.

MAT Admission Requirements

Individuals who have successfully completed the Bethel College Transition to Teaching program and have a valid teaching license with at least one year of teaching experience will be eligible to complete an application form, submit one additional recommendation letter and a copy of their teaching license to be approved to continue in the MAT program.

MAT Graduation Requirements and Program Completion

- Successful completion of graduate course work, including any required internships.
- Candidates must maintain a minimum GPA of 3.0 in all coursework required.
- Minimum of C- in all completed coursework.
- Content knowledge in the cognate area will be assessed by a complete or partial comprehensive exam near the end of the candidate's program.
 - If a candidate fails the comprehensive exam, a re-take may be scheduled.
 - Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
 - Minimum of C- in all completed coursework.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise leader.
 - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
 - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of coursework, a summative portfolio assessment will be scheduled during the final semester of courses.
 - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

Description of Master of Education (M.Ed.) Program

The M.Ed. program is designed for candidates who already have a valid teaching license, and, in most cases, who have completed an undergraduate degree in education. The M.Ed. program will help candidates meet professional development goals and assist the candidates to bring current research into practice in their schools. To earn the M.Ed., a candidate must complete 36 credit hours. The M.Ed. program affords the candidate a choice of three cognate areas: Literacy, School Leadership or a Generalist option. In addition to the three cognate options, candidates interested in becoming a school building principal may select the School Administration Licensure option leading to the Indiana K-12 Building Level Administrator License.

NOTE: Individuals who already have a master's degree, a valid teaching license and three years of successful teaching experience may complete the School Administrator Licensure coursework (20 hours) to be eligible for the Indiana K-12 Building Level Administrator license.

Format of the M.Ed. Program

The M.Ed. program can be completed in two years or longer if candidates take only one course per semester or sit out for a term. Candidates can begin the program during any term, but they are required to take the Professional Development and Leadership Introduction course within the first nine hours of coursework. The Professional Development and Leadership Capstone course, if required, must be taken within nine hours of program completion.

Curriculum for Master of Education (M.Ed.) Program

| | | HOURS |
|--------------|--|-------------------|
| M.Ed. | Required Core | 18 |
| EDUC | 500 Professional Development & Leadership (Intro) | 1 |
| EDUC | 521 Curriculum Development & School Improvement | 3 |
| EDUC | 531 Effective Instruction & Assessment | 3 |
| EDUC | 535 Mentoring and Supervision of Instruction | 3 |
| EDUC | 541 Meeting the Needs of Diverse Learners | 3 |
| EDUC | 555 Educational Research | 3 |
| EDUC | 690 Professional Development & Leadership (Capstone) | 2 |
| | Cognate Area: Leadership/Literacy/Generalist | 9-12 |
| | Electives (or 2nd Cognate) | <u>6-9</u> |
| | | 36 |

M.Ed. Cognate Areas

Literacy

| | | | |
|------|-----|--|---|
| EDLT | 501 | Folklore, Children’s & Adolescent Literature | 3 |
| EDLT | 521 | English Language Learning | 3 |
| EDLT | 631 | Writing Process | 3 |
| EDLT | 641 | Reading & Writing Difficulties: Assessment and Intervention | 3 |

Leadership

| | | | |
|------|-----|---|---|
| EDAD | 501 | Current Issues in Educational Leadership | 3 |
| EDAD | 541 | School-Community Relations & Accountability | 3 |
| EDAD | 685 | Ethics of School Leadership | 3 |
| | | Leadership course elective or Seminars | 3 |

Generalist

The candidate designs a purposeful concentration of courses selected from other cognate areas, elective offerings and seminars

**M.Ed. in School Administration
Licensure Program for K-12 Building Level Administrators**

| | | |
|--------------|---|-----------|
| M.Ed. | Required Core | 16 |
| EDUC | 500 Professional Development & Leadership (Intro) | 1 |
| EDUC | 521 Curriculum Development & School Improvement | 3 |
| EDUC | 531 Effective Instruction & Assessment | 3 |
| EDUC | 535 Mentoring and Supervision of Instruction | 3 |
| EDUC | 541 Meeting the Needs of Diverse Learners | 3 |
| EDUC | 555 Educational Research | 3 |
| | School Administrator Licensure | 20 |
| EDAD | 501 Current Issues in Educational Leadership | 3 |
| EDAD | 541 School-Community Relations & Accountability | 3 |
| EDAD | 651 Personnel & Staff Development | 2 |
| EDAD | 661 School Finance & Budgeting | 3 |
| EDAD | 681 Educational Policy & Legal Perspectives | 3 |
| EDAD | 685 Ethics of School Leadership | 3 |
| EDAD | 690 Internship in School Administration | <u>3</u> |
| | | 36 |

Upon completion of the licensure program, candidates must also achieve a qualifying score on the ETS Leaders Licensure Assessment to be eligible for the Indiana K-12 Building Level Administrator license.

M.Ed. Admission Requirements

- Official Transcripts - A bachelor's degree from an institution accredited by the Higher Learning Commission
- Undergraduate GPA: Minimum 2.75
- Current teaching certification
- Three years successful teaching experience
- Recommendation letters (three)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by the Bethel College graduate program director or representative.

M.Ed. Retention

- Maintain a minimum 3.0 GPA
- Minimum of a C- in all completed coursework
- Successful formative portfolio assessments
- Favorable assessments by graduate faculty members throughout the program
- Candidates whose GPA falls below 3.0, or those receiving unfavorable assessment from faculty members, or those making unsatisfactory progress on the professional portfolio will be required to meet with the graduate program director or a faculty member appointed by the director. A plan for remediation will be established. A candidate who is unable to meet the remediation plan may be required to drop out of the program.

M.Ed. Graduation Requirements and Program Completion

- Successful completion of graduate course work, including any required internships
- Candidates must maintain a minimum GPA of 3.0 in all coursework required in the degree program.
- Content knowledge in the cognate area will be assessed by a comprehensive exam near the end of the candidate's program.
 - If a candidate fails the comprehensive exam, a complete or partial re-take may be scheduled.
 - Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise school leader.
 - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
 - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of course work, a summative portfolio assessment will be scheduled during the final semester of courses.
 - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

MASTER OF NURSING (MSN) for Nurse Educators/ Administrators

Purpose of Master of Science in Nursing Program

The purpose of the Master of Science in Nursing (MSN) for Nurse Educators/ Administrators is to facilitate career preparation in a Christian liberal arts setting at the graduate level of nursing, enabling experienced nurses to develop skills for nursing education or administration. The graduate will be able to integrate concepts from the practice of nursing, nursing theories, research and professional role behaviors in the educational or administrative settings. Knowledge of information processes, financing and human resources, health care organizations, ethical, legal and regulatory issues in health care, educational pedagogy, curriculum development and evaluation processes will be synthesized in the educational and administrative settings. The MSN curriculum builds on knowledge and competencies of baccalaureate education and experience as a practicing nurse. The graduate is expected to demonstrate respect for life, a loving concern for individuals and an appreciation for ongoing education in nursing. The MSN graduate has a foundation for doctoral educating in nursing.

The purpose of the postmasters certificate programs for nurse educators and nurse administrators is to facilitate the professional nurse who already has a masters in nursing for career preparation in a specialty area.

Program Format for MSN

The MSN program involves five semesters of coursework, one summer of specialty practicum and a nursing thesis in a specialty area, which can be done in the semester of choice following MNUR 514. The MSN degree program requires completion of 36 semester hours. MNUR 699 may be taken for more than the required 3 hours if the thesis project requires more than one semester to complete.

The program uses a 15-week format of one night a week with two classes per night for the first, second, and third semesters. The fourth semester classes are taught in two seven week blocks.

In MNUR 521 Specialty Practicum, clinical hours are calculated at the rate of one credit hour to three clinical hours or two credits for 74.4 hours. In MNUR 621 Teaching Practicum and MNUR 622 Administrative Practicum, clinical hours are calculated at the rate of one credit hour to four clinical hour or five credits for 212 hours. In MNUR 521 and MNUR 621 & MNUR 622, one hour of credit is given for 9.3 hours of class. The post-masters certificate student will be incorporated into classes with students in the basic program tracks

Admission Requirements to MSN Program

1. Complete the School of Nursing application.
2. GPA of 3.0 from bachelor's program that has been accredited by NLNAC or ACCN.
3. Professional references by nurses or supervisors in the specialty area (3 needed).
4. Three years experience in specialty area.
5. A bachelor's degree in nursing from an accredited program, which includes courses in statistics, research, physical assessment and nursing theory. Other bachelor's degrees will be evaluated on an individual basis. Additional coursework may be required.
6. A current RN license.

Admission to the Post Master Certificate Program

1. Complete the School of Nursing application.
2. GPA of 3.0 from a master's program that has been accredited by NLNAC or ACCN.
3. Professional references by nurses or supervisors in the specialty area (3 needed).
4. Three years experience in specialty area.
5. A current RN license.

Graduation Requirements

1. Only grades of B- or higher will be accepted toward the major.
2. A minimum of 36 credits are required.
3. At least 30 credits must be completed at Bethel College.
4. The last 15 credits must be completed at Bethel College immediately prior to graduation unless an alternative plan of study has been approved.
5. Cumulative GPA of at least 3.0 is required.
6. All financial accounts must be fully paid to the college; academic credit, transcripts and diploma are withheld if the account is not paid in full.
7. All work must be completed in six years.
8. The successful completion of a thesis is required.

Academic Information

Six semester credit hours of academic work in a semester is considered full-time enrollment and enables the student to be eligible for some types of financial aid.

Students must maintain a 3.0 GPA to continue in the program. Students whose cumulative GPA is below 3.0 are placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g. harassment or sexual misconduct).

Transfer of Credit

Applicants who have completed graduate level courses from an NLNAC/CCNE accredited program may be awarded credit on a course by course basis. Only six credit hours can be transferred.

Financial Information

Graduation tuition and fees are available from the Graduate Studies Office or at the front of this catalog. The cost of books and materials is approximately \$100 perclass. Financial aid to graduate students is mostly in the form of loans, federal and private. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department to determine eligibility. The Office Student Financial Services can provide details concerning the most recent financial aid information.

Application Procedures

1. Request an MSN Graduate Admission Application packet from the Bethel College office of graduate studies.
2. When completed, return the forms to the Bethel College office of graduate studies with a \$25 nonrefundable application fee. The fee is not required of Bethel alumni.
3. Submit transcripts from all undergraduate colleges or universities attended and from where the bachelor's degree was granted as well as from any graduate school where work had been completed. Have the registrar at those institutions send official transcripts to the Bethel College office of graduate studies.
4. Request three references from nurse colleagues or supervisors in the specialty area using forms provided.

MSN Major

| | | | HOURS |
|-------------------|-----|--|--------------|
| Major Core | | | |
| MNUR | 511 | Nursing Roles in Health Care Organizations | 3 |
| MNUR | 512 | Statistics for the Health Sciences | 3 |
| MNUR | 513 | Advanced Nursing Theory | 3 |
| MNUR | 514 | Nursing Research | 3 |
| MNUR | 521 | Specialty Practicum | 3 |
| MNUR | 613 | Information Systems in Nursing | 3 |

| | | | HOURS |
|------------------------------------|------|---|--------------|
| MNUR | 699 | Nursing Thesis in Specialty Area | 3 |
| MNUR | 699B | Thesis Completion | <u>0</u> |
| Core Hours | | | 21 |
| Nurse Educator Track | | | |
| MNUR | 611 | Educational Pedagogy | 3 |
| MNUR | 612 | Curriculum Development in Nursing Education | 3 |
| MNUR | 614 | Evaluation in Nursing Education | 3 |
| MNUR | 621 | Teaching Practicum | <u>6</u> |
| Track Hours | | | 15 |
| Total Hours | | | 36 |
| Nursing Administrator Track | | | |
| MNUR | 615 | Health Care Organization and Delivery | 3 |
| MNUR | 616 | Health Care Financing, Budgeting and Human Resources | 3 |
| MNUR | 617 | Ethical, Legal and Regulatory Issues in the Health Care Organization | 3 |
| MNUR | 622 | Administrator Practicum | <u>6</u> |
| Track Hours | | | 15 |
| Total Hours | | | 36 |

Post Master's Certificates

Nurses who have a master's in nursing and would like to add a certificate in nursing education or administration will follow the application process as per catalogue requirements. The required courses for the certificate in post masters nursing administrators and nurse educators tracks are listed under Curriculum.

Requirements for Post Master's Certificate

1. Only grades of B- or higher will be accepted toward the certificate.
2. A total of 15 credits must be completed at Bethel College.
3. Cumulative GPA of at least 3.0 is required

All financial accounts must be fully paid to the college; academic credit, transcripts and certificate are withheld if the account is not paid in full.

Post Masters Certificate for Nursing Administrators

| | | | |
|--------------------|-----|---|-----------|
| MNUR | 615 | Health Care Organization and Delivery | 3 |
| MNUR | 616 | Health Care Financing, Budgeting and Human Resources | 3 |
| MNUR | 617 | Ethical, Legal and Regulatory Issues in the Health Care Organization | 3 |
| MNUR | 622 | Administrator Practicum | <u>6</u> |
| Total Hours | | | 15 |

Post Masters Certificate for Nurse Educators

| | | | |
|--------------------|-----|---|-----------|
| MNUR | 611 | Educational Pedagogy | 3 |
| MNUR | 612 | Curriculum Development in Nursing Education | 3 |
| MNUR | 614 | Evaluation in Nursing Education | 3 |
| MNUR | 621 | Teaching Practicum | <u>6</u> |
| Total Hours | | | 15 |

GRADUATE STUDIES IN MINISTRY AND THEOLOGY

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree (60 hours). These are professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society.

Description of Master of Ministries (M.Min.) Program

The Bethel Master of Ministries is a professionally focused graduate degree consisting of 30 credit hours of graduate study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. Courses are scheduled on a three-day intensive format. In addition, one six-week (one night per week) course is offered each semester. The student has two ways to complete the 30 hours.

1. Ten, three-hour courses, in any format (*three-day or six-week courses*), or
2. Nine, three-hour courses, plus a supervised position paper/project worth three credit hours.

Courses are taken in three major areas of study.

1. Biblical Studies (BBST), at least 9 hours required;
2. Theology, History, Ethics, and Society (THES), at least 6 hours required;
3. Church and Ministry (CHMN), at least 6 hours required.

The graduate student pursuing the Master of Ministries Degree shall use this distribution of courses unless specifically permitted by the assistant program director to follow a different distribution. **BBST 531 – Interpreting the New Testament**, **BBST 532 – Interpreting the Old Testament**, **THES 534A – Biblical Theology**, **BBST 541 – Interpretive Tools: Language, Literature and Culture**, **THES 535 – Christian Apologetics**, are five required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is granted by the assistant program director, and approved by the program director. Under the direction of the assistant program director, the student pursuing the M.Min. Degree is allowed no more than one graduate level course by Private Tutorial or Independent Study. Any exception to this must be approved by the assistant program director and the program director.

Description of the Master of Arts in Theological Studies (M.A.T.S.) Program

The Bethel Master of Arts in Theological Studies is an academically focused graduate degree with a professional emphasis. It consists of 60 credit hours of graduate study beyond the baccalaureate degree and can be completed in two years, or over a longer period of time. At least ten three-hour courses are offered each year, thereby allowing the graduate student the opportunity to complete the M.A.T.S. degree in two years. Courses are scheduled on a three-day intensive format. In addition, one (6) six-week (one night per week) course is offered each semester. Twenty courses (three credit hours each) are required to complete the M.A.T.S. degree. Under the direction of the assistant program director, the student pursuing the M.A.T.S. degree is allowed up to two graduate level courses by Private Tutorial or Independent Study. Any exception to this must be approved by the assistant program director and the program director. If the student pursuing the M.A.T.S. Degree has completed the M.Min. Degree, or has transferred graduate courses from another graduate school, any Private Tutorials or Independent Studies completed for that degree or transferred in, shall apply to the total of two Private Tutorial or Independent Study courses allowed for Bethel's 60 credit hour requirement.

GRADUATE STUDIES – RELIGION & PHILOSOPHY

The 20 courses (60 hours) are taken in three major areas of study.

1. Biblical Studies (BBST) – at least 15 hours required.
2. Church and Ministry (CHMN) – at least 15 hours required;
3. Theology, History, Ethics, and Society (THES) – at least 15 hours required;

BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, BBST 541 – Interpretive Tools: Language, Literature and Culture, THES 534A – Biblical Theology, THES 523 – History of Christian Thought, THES 535 – Christian Apologetics, or THES 536 - Philosophy of Religion, THES 534B – Old Testament Theology and THES 534C – New Testament Theology are eight required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is granted by the assistant program director, and approved by the program director. The assistant program director shall assist the graduate student in determining a meaningful distribution of courses in order to complete the curricular requirements as stated above, **and** to achieve the student's educational and professional ministry goals.

Format of Programs

Ten courses are offered each academic year, five in the fall semester and five in the spring semester. In addition, one class is usually offered during the May Term. The Supervised Field Experience (CHMN 518), Private Tutorials, Independent Studies or Directed Readings courses may be taken any time during the year. Study in Israel is available every other year, subject to world situations. This course may be substituted for any required BBST course.

It may be possible to complete the 30-hour Master of Ministries degree in one academic year, and the 60-hour Master of Arts in Theological Studies degree in two academic years by carefully selecting the courses offered and/or Private Tutorial or Independent Study courses. The student shall counsel with the assistant program director in order to register for any course. Courses should be selected with great care in order to meet future educational and/or ministerial goals and specific needs of the student. A maximum of **seven years** is allowed to complete the M.Min. degree, and a maximum of **ten years** is allowed to complete the M.A.T.S. degree. If either degree is not completed by the end of the stated time limit, additional time for completing the degree **may** be granted on the basis of an appeal filed with the assistant program director. If approved by the assistant program director, the graduate program director, and the dean of graduate studies, up to two additional years may be granted to complete the requirements of either degree.

The format of these degree programs allows students to enroll at any time during the year. If possible, however, students should pre-enroll in all courses they expect to take during a semester. Additionally, the format of the programs enables many students to continue to work full-time while pursuing their degree.

Admission Requirements

1. A baccalaureate degree from a college or university accredited by the Higher Learning Commission. Applicants from non-accredited schools will be considered individually. Degrees other than a bachelor of arts (e.g. bachelor of science, etc.) are acceptable.
2. An adequate undergraduate foundation, based on the standard established by the Association of Theological Schools, is the basis for full acceptance into Bethel College's Master of Ministries and/or Master of Arts in Theological Studies degree programs. This standard is as follows:

| | CREDIT HOURS |
|--|---------------------|
| Biblical Studies | 16–20 |
| Theological Studies | 4 |
| Church and Ministry Studies | 4-8 |
| English (including Speech Courses) | 12 |
| History | 3-6 |
| Philosophy | 3-6 |
| Foreign Language (Greek and/or Hebrew recommended) | 4-8 |

GRADUATE STUDIES – RELIGION & PHILOSOPHY

| | |
|-----------------|----|
| Natural Science | 4 |
| Social Sciences | 12 |

Successful studies in these academic areas assure an adequate undergraduate foundation as a preparation for graduate study, as well as meeting the pre-seminary academic curricular studies established by the Association of Theological Schools.

An applicant whose undergraduate degree program does not meet these minimum requirements will be accepted **conditionally**, and in consultation with the assistant program director determine the means of achieving the required adequate undergraduate foundation. The applicant may be allowed to register for graduate courses prior to satisfactorily meeting these requirements. If the applicant's undergraduate academic record lacks evidence of basic college level courses in Biblical Studies, the basic Bible Examination plus some reading in Old Testament and New Testament studies will be required prior to registering for a graduate course in Biblical Studies. Courses in theology may require some assigned reading prior to registration. The assistant program director is responsible to determine pre-registration requirements. No more than nine (9) graduate credit hours may be earned prior to completing all requirements for the adequate undergraduate foundation. Upon successfully completing the required academic work necessary for the adequate undergraduate foundation, the student's provisional status will be lifted to that of full acceptance.

There are several ways to achieve the status of full acceptance. These shall be included in the student's academic planning at Bethel College. They may be completed under the direction of the assistant program director as independent studies, special readings and reports, noncollegiate learning credit, testing, correspondence courses, or regular undergraduate or graduate courses, or other possible means approved by the assistant program director and the program director.

3. a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale ("A" = 4 points). An applicant whose average is below the standard may be admitted conditionally at the discretion of the assistant program director. The conditional period shall extend for a minimum of one semester, and during this period the student is expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College. Upon successfully completing a semester of graduate study with a 2.5 or higher grade point, the student's conditional status will be lifted to that of full acceptance, providing all other admission requirements have been met.
- b. Moral character consistent with the guidelines set forth in the Word of God and in accord with the ethos statement of Bethel College.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

Application Procedures

Applicants for graduate study in ministry and theology shall complete the following steps:

1. Request a graduate admission application packet from Bethel College, graduate studies office (574-257-3360).
2. Complete the application form included in the packet, and return it to Bethel College, graduate studies office, with a \$25 nonrefundable application fee. (*This fee is not required of Bethel College, Summit Christian College, or Fort Wayne Bible College alumni.*)
3. Schedule an interview with the Assistant Program Director; this may be done through the graduate secretary (574-257-3360). During this interview ministry goals and objectives of the applicant will be explored, the graduate degree programs explained, possible financial aid discussed and any questions regarding the programs answered.
4. Reference forms will be supplied to you. One each is required from (a) your pastor, minister or religious mentor, (b) a former professor or teacher, and (c) a person who knows you but is not a relative. Please instruct these persons to return the completed reference forms to Bethel College, graduate studies office.

5. Write the registrar of the college or university from which you earned your undergraduate degree, and request an official transcript be sent to the graduate studies office, Bethel College, 1001 Bethel Circle, Mishawaka, IN 46545.
6. If you have completed undergraduate or graduate courses in another college or university, you must request an official transcript for that academic work be sent to Bethel College, graduate studies office.
7. A biographical sketch that includes the student's reason for wanting to complete graduate studies and a statement of your personal religious faith (*approximately 300 words.*)
8. When all admission materials are on file in the graduate studies office, they will be reviewed by the assistant program director and a decision regarding the applicant's admission determined. The applicant will be notified by mail of the decision, together with any requirements for an adequate undergraduate foundation explained. This may require a second interview with the assistant program director.
9. Applicants desiring to live in campus housing must correspond with the office of student development (574-257-3304). Most graduate students stay in motels during the three-day courses.
10. Applicants desiring financial aid must complete the **Graduate Financial Aid Application** form included in the admission packet. Submit the form to Bethel College, graduate studies office. The assistant program director will review the application and, within guidelines established by Bethel College, determine the level of financial aid available to the applicant.
11. Applicants may indicate on the Application Form their intention to enroll in and complete either the M.A.T.S. **or** the M.Min. Degree. However, after the first nine credit hours of graduate study have been completed, the graduate student must declare which degree he/she plans to complete. If at any time the graduate student desires to change his/her declaration, an appeal for such change must be filed with and approved by the assistant program director.

Regular Admission is granted when it has been determined by the assistant program director that the applicant has fully met the admission requirements for the Master of Ministries and/or the Master of Arts in Theological Studies degree program(s).

Transfer Graduate Students may be granted transfer credit of graduate work successfully completed at other institutions when the work is determined by the assistant program director to be acceptable. Courses with a "C" or higher grade may be transferred. A **maximum** of 15 semester credit hours may be accepted toward the Master of Ministries degree, and a **maximum** of 30 semester credit hours toward the Master of Arts in Theological Studies degree. Credits accepted from nonaccredited institutions are transferred at two-thirds value and the student is on academic probation for one semester.

Conditional Admission may be granted at the discretion of the assistant program director when the applicant does not fully meet the admission requirements as stated above, but appears to have the potential to meet the requirements and profit from graduate study at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission status.

International Students: A student who is not a United States citizen or a United States permanent resident may be admitted to the graduate degree programs (M.Min. and M.A.T.S.) only after completing all requirements established by the office of admission, as set forth in the college Catalog governing the admission of international students to Bethel College. A valid, accredited baccalaureate degree must be documented prior to admission into the graduate degree programs at Bethel College. An international student applying for admission into the graduate degree programs who has an undergraduate degree from a foreign college or university *may* be admitted. His or her transcript will be evaluated according to Bethel College's evaluation procedure. Credits for the foreign undergraduate degree are assessed at a two-thirds value. If admitted to Bethel College, the international student will be required to complete all requirements for a valid, accredited baccalaureate degree. Undergraduate and graduate courses may be taken simultaneously as the student pursues his or her academic degrees from Bethel College. Graduate courses completed may not apply for credit on both undergraduate and graduate degrees. Graduate credits earned will be applied toward the desired graduate degree, but the graduate degree will not be awarded until all requirements for the accredited undergraduate degree have been met.

Admission to an Individual Course for credit may be granted by the assistant program director and the professor involved. This is on a "special student" basis, related to his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set that can be earned this way. If, however, a student later decides to pursue the Master of Ministries or Master of Arts in Theological Studies degree(s), he/she must meet all the specific requirements for admission into these degree programs.

Undergraduate Bethel College Students may register for graduate courses for which graduate credit is earned, provided they have completed at least 88 credit hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their undergraduate academic advisor and the assistant program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine (9) graduate hours of credit may be accumulated, and credit thus earned will be applied upon completion of the baccalaureate degree.

Permission to Audit a graduate course may be granted by the assistant program director upon the consent of the professor teaching the course. The admission process must be followed and the \$25 nonrefundable application fee paid at the time of registering to audit the first course. A graduate audit fee of \$175 is to be paid for each course audited.

Noncollegiate Learning is one of the ways an applicant may be able to satisfy the requirements for an adequate undergraduate foundation. Additionally, when advising and registering graduate students having been accepted into the M.Min. and/or M.A.T.S. degree programs, the assistant program director may take into consideration the noncollegiate learning experiences of such persons. This is one of the ways of individualizing the curricular program to help meet the academic and professional goals and plans of the graduate student.

Prior Learning Assessment

Definition: Learning that occurs outside a college or university classroom, commonly referred to as experiential learning, and that is considered by the graduate faculty of Bethel College to be worthy of receiving graduate level credit, is validated through a process known as Prior Learning Assessment (PLA).

Purpose: The faculty in the school of Religion and Philosophy of Bethel College recognizes that within the general parameters of its graduate curricula there are experiential learning experiences that are of an exceptional nature and may be considered valid evidences of learning at a graduate level and eligible to receive credit on a student's graduate academic record.

Standards: The standards for the PLA program allowing for graduate credit in Religion and Philosophy at Bethel College are herewith established as follows:

1. Credit may be awarded only on the basis of learning derived from experience.
2. Credit for graduate level learning derived from experience may be considered only for graduate students whose request for credit is based on eight (8) or more years of personal experience in the general field of Church and Ministry subsequent to having earned a valid baccalaureate degree.
3. Credit may be awarded only on the basis of written documentation disclosing the full scope of the project, program or practice to be considered for graduate level credit.
4. Credit may be awarded when the written documentation provides valid evidence of a balance between theory and practice in the area of Church and Ministry.
5. Documentation presented for consideration must include the student's personal assessment statement of the content of learning related to experience derived from the specific project, program or practice.
6. Credit may be awarded only when through an assessment of the documentation presented there is valid evidence that learning based on experience is considered graduate level learning that qualifies the student to be awarded three (3) graduate credit hours.
7. Credit may be awarded only on the basis of evidence of competence in the field of Church and Ministry as disclosed in the documentation presented by the student.

8. Credit awards and their transcript entries shall be monitored by the graduate academic advisor to assure that there is no duplication of credit for the same learning experience.
9. Documentary presentations by the student as a request for PLA graduate credit shall be evaluated by the graduate program director and/or the graduate academic advisor, or when advisable, by Bethel College graduate faculty in Religion and Philosophy whose expertise is in the area of graduate learning indicated by a particular presentation.
10. Fees charged by Bethel College for PLA credit shall be established by the administration of the college and stated in the college Catalog.
11. Remuneration granted to persons responsible for reviewing the documentary presentations should be based on the service performed and as determined by the administration of the college. (Currently, the amount of remuneration is a total of \$50 per document reviewed.)
12. The PLA program designed for graduate studies in Religion and Philosophy should be regularly monitored, reviewed, evaluated and revised as needed to reflect changes in the needs being served by the program.

Awarding Credit: Graduate level credit to be awarded for experiential learning will be considered within the following policy guidelines:

1. PLA credit may be awarded only in the area of Bethel College's graduate curriculum in Church and Ministry as identified in the Bethel College Catalog. Credit may not be awarded in the areas of Biblical Studies (BBST), Theology, History, Ethics and Society (THES).
2. No more than nine (9) graduate credit hours may be awarded for experiential learning.
3. Experiential learning considered graduate level must be validated on the basis of:
 - a. **Request** made by the graduate student in a personal interview with the graduate program director and/or the assistant program director, during which the student shall explain orally the nature of the project to be submitted for consideration, the level or focus of learning the student believes to have gained through the project and the plan to present documented evidence verifying graduate level learning through the field-tested project.
 - b. **Approval** to present valid documentation verifying the request may be granted by the graduate program director and/or the graduate academic advisor if the request is considered to be valid evidence of graduate level learning in the field of Church and Ministry experience.
 - c. **Presentation** of written documentation to include at least the following
 - i. A copy of all documents related to and describing the project, program or practice developed by the student in the context of Church and Ministry.
 - ii. The student's evaluation of the effectiveness of the project, program or practice, demonstrating a clear balance between theory and practice.
 - iii. The student's detailed statement disclosing what he or she learned about Church and Ministry in and through the project, program or practice.
 - iv. A completed formal request form provided by the office of the graduate academic advisor.
 - d. **Limitation:** PLA credit will not be awarded for a documentary presentation that duplicates a course completed by the student in Bethel College's graduate curriculum established for the Master of Ministries and Master of

Arts in Theological Studies degree programs. Conversely, a graduate student in these degree programs may not register for a course for which PLA credit has been awarded.

Prior Learning Evaluation Procedures: Graduate students who are in the process of applying for, or who have already been admitted to the Master of Ministries or Master of Arts in Theological Studies degree programs may petition for graduate academic credit for experience-based learning as outlined in the following procedural steps:

The Student's Responsibilities:

1. Submission of a completed form requesting graduate academic credit.
2. Presentation of all written documents describing the project, program or practice for which credit is requested.
3. Submission of the student's personal assessment statement of learning based on experience.
4. The foregoing form and documents must be presented to the graduate academic advisor.
5. The graduate student requesting prior learning credit must pay \$50 per credit hour requested prior to the evaluation by Bethel College personnel responsible for evaluating the documents presented.

The College's Responsibilities:

1. The assistant program director in consultation with the program director will review all documents presented and will notify the graduate student of his/her evaluation and include instructions if changes are to be made, further verification is required or additional documentation is to be presented.
2. All documentary evidence presented for consideration must be comprehensive enough, and of graduate level academic quality, to demonstrate that the project, program or practice qualifies for three (3) graduate credit hours applicable to the student's graduate academic record.
3. In the instance of evaluation by Religion and Philosophy faculty other than the assistant program director and the program director, the evaluation with the evaluator's notations and approval will be submitted to the office of the assistant program director for final disposition within the guidelines of the policies governing this program.
4. The assistant program director will advise the graduate student of the final decision to grant the request for graduate academic credit.
5. The assistant program director and the program director will sign an official request for graduate academic credit, attach a copy of the evaluation and submit the appropriate documents to the office of the registrar authorizing the academic credit to be entered on the student's official academic record.
6. The program director will approve and submit for payment the remuneration to be received by the person who evaluated the documentations presented by the student.

Due Process: A graduate student questioning the results of the evaluation of his or her prior learning experience documentation may:

1. Appeal to the program director by personal interview or letter.
2. Appeal to the faculty person who evaluated his or her documentation.
3. If the result of the appeal is unsatisfactory to the student, he or she may request that another graduate faculty member evaluate the documents, said evaluating faculty member to be designated by the program director.
4. If after all evaluations have been made credit is denied, the matter may be presented to an ad-hoc committee appointed by the program director.

5. If the decision of the ad-hoc committee is unacceptable, the student may follow the standard appeal process outlined in the Bethel College student handbook, for M.Min and M.A.T.S. degree programs.

Financial Information

Graduate tuition and fees are available from the graduate studies office or at the front of this catalog. Substantial grants and scholarships are available to all M.Min. and M.A.T.S. students. Additional financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its credentialed ministers and ministerial students in these graduate programs. A limited number of tuition discounts are made available by the program director. Students may also be eligible for direct student loans, the college work-study program and federal student loan programs. For specific details relating to grants and scholarships, contact the assistant program director (574-257-2667).

Graduation Requirements for M.Min. and M.A.T.S. Degrees

For the Master of Ministries and Master of Arts in Theological Studies candidates, the following requirements must be completed:

1. A total of 30/60 semester hours with at least a 2.5 cumulative grade point average.
2. Successful completion of BBST 531, BBST 532, BBST 541, THES 534A, THES 535, or THES 536 for both the M.A.T.S. and M.Min. Degrees, with the addition of THES 523, THES 534B and THES 534C for the M.A.T.S. Degree. If these or comparable graduate level courses were successfully completed at another accredited graduate school and transferred to the student's Bethel College graduate program, this requirement may be adjusted accordingly. The assistant program director and the program director must approve any exception to this.
3. Courses for which a grade below "C-" is received may not count as hours earned for either of these degrees.
4. The final 15 semester credit hours for either of these degrees must be completed at Bethel College immediately prior to graduation. Any exception to this must be on the basis of appeal through the assistant program director and submitted to the program director and the dean of graduate studies. The appeal will then be submitted to the vice president for academic services of Bethel College, with whom the final decision will rest.
5. All financial accounts must be fully paid to Bethel College. Academic credit, transcript and diploma are withheld until the account is paid in full.
6. A maximum of **one** Independent Study or Private Tutorial course and/or Field Ministry course for the M.Min. Degree, and a maximum of **two** Independent Study or Private Tutorial courses and/or Field Ministry courses for the M.A.T.S. degree are allowed. Any exceptions must be approved by the assistant program director and the program director.
7. An **Application for Graduation** form must be completed by the assistant program director, and signed by the graduate student. This **must** be completed and submitted to the office of the registrar **no later** than September 30 prior to the following spring commencement. Applications for graduation received after September 30 may be charged a \$100 late graduation application fee.

Academic Information

Six (6) hours of graduate academic work is the minimum required in order to apply for a student loan. However, a minimum of nine (9) hours of academic work may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dis-

GRADUATE STUDIES – RELIGION & PHILOSOPHY

missal from the program. A student who is placed on academic probation may register an appeal through the assistant program director, citing mitigating circumstances. The program director will rule on all such appeals. Normally a student may reapply through the assistant program director following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

The business office of Bethel College on the basis of approved financial arrangements must authorize registration for graduate courses.

Registration for courses may be done in person in the graduate studies office. Registration forms are available from the graduate secretary. The assistant program director must approve all registrations.

Registration may be completed by mail. The graduate secretary will mail a Registration Intent Form to each graduate student in the programs. This form will list all courses being taught in the academic year. The student must check the courses he/she wishes to complete, sign the form and mail it to Bethel College, graduate studies office. The assistant program director must approve such registrations.

The last day for registration for any regularly scheduled course in the M.Min. or M.A.T.S. degree programs is one calendar week (*seven days*) prior to the first day scheduled for the course to begin. A late registration fee of \$40 will be charged when a student fails to register at least one week before a course begins.

Registration for nonscheduled graduate courses including Supervised Field Experience, Directed Reading Experience, Private Tutorials, Independent Studies or a Position Paper or Project must be completed **before** the first week of a semester.

A continuation fee of \$50 will be required of a graduate student who carries the completion of a position paper/project to the following academic year.

Continuing registration is generally considered the approved plan for completing a graduate academic degree. Bethel College is aware of the fact that most graduate students enrolled in the M.Min. and/or M.A.T.S. degree programs are heavily involved in ministry. Therefore, it is understandable that there may be one or more semesters when the graduate student cannot register for a course. However, registering for graduate courses after a lapse of one year will require that a **Re-enrollment Form** be completed. This form is available in the registrar's office. **There is no re-enrollment fee.**

Curriculum

Required Courses:

| Biblical Studies Courses | | | HOURS |
|--------------------------|-----|--|-------|
| BBST | 531 | Interpreting the New Testament | 3 |
| BBST | 532 | Interpreting the Old Testament | 3 |
| BBST | 541 | Interpretive Tools: Language, Literature & Culture | 3 |

Theology courses:

| | | | |
|------|------|-------------------------------------|------|
| THES | 534A | Biblical Theology – Both Testaments | 3 |
| THES | 534B | Old Testament Theology, or | (3)* |
| THES | 534C | New Testament Theology | (3)* |
| THES | 523 | History of Christian Thought | 3* |
| THES | 535 | Christian Apologetics, or | 3 |
| THES | 536 | Philosophy of Religion | (3) |

* for M.A.T.S. degree

Courses in Biblical Studies:

| | | | |
|------|-------|---------------------------------|---|
| BBST | 533 | Seminars in Biblical Literature | |
| BBST | 533 D | Matthew | 3 |

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| | | | HOURS |
|---|-------|--|--------------|
| BBST | 533 F | Hebrews | 3 |
| BBST | 533 H | Romans | 3 |
| BBST | 533 J | Daniel | 3 |
| BBST | 533 K | Isaiah | 3 |
| BBST | 533 L | Exodus | 3 |
| BBST | 533 N | Ephesians | 3 |
| BBST | 533 O | I & II Timothy, Titus | 3 |
| BBST | 533 P | Deuteronomy | 3 |
| BBST | 539 | Studies in Biblical Lands | 3 |
| BBST | 540 | Biblical Languages: Greek, Hebrew, Aramaic, Latin | 1-3* |
| BBST | 550 | Directed Reading Experience in Biblical Studies | 1-3 |
| BBST | 560 | Independent Study | 1-3 |
| Courses in Church and Ministry | | | |
| CHMN | 511 | Leadership in Church & Ministry | 3 |
| CHMN | 512 | Strategies of Evangelism & Christian Mission | 3 |
| CHMN | 513 | Principles and Theology of Church Growth | 3 |
| CHMN | 514 | Dynamics of Pastoral Care & Ministry | 3 |
| CHMN | 517 | Seminars in Church & Ministry | 3 |
| CHMN | 517 B | Worship | 3 |
| CHMN | 517 C | Christian Education | 3 |
| CHMN | 517 D | Preaching | 3 |
| CHMN | 517 G | Marriage & Family Counseling | 3 |
| CHMN | 517 H | Missions | 3 |
| CHMN | 517 I | Crisis Counseling | 3 |
| CHMN | 517 J | Church Planting & Multiplication I | 3 |
| CHMN | 518 | Supervised Field Experience | 3 |
| CHMN | 550 | Position Paper or Project | 3 |
| CHMN | 560 | Independent Study | 1-3 |
| Courses in Theology, History, Ethics and Society | | | |
| THES | 529 | Directed Reading Experience | 3 |
| THES | 530 | Seminars in Theology, History, Ethics & Society | 3 |
| THES | 530 A | Contemporary Ethical Issues/Moral Choice | 3 |
| THES | 530 B | The Challenge of World Religions/Cults | 3 |
| THES | 530 D | Church History I – The Fathers – Reformation | 3 |
| THES | 530 E | Church History II – Reformation – Enlightenment | 3 |
| THES | 530 F | Church History III – Enlightenment – Present | 3 |
| THES | 530 I | History & Polity of the Missionary Church | 3 |
| THES | 530 K | Spiritual Formation: Human Nature & Discipleship | 3 |
| THES | 534 B | Old Testament Theology | 3 |
| THES | 534 C | New Testament Theology | 3 |
| THES | 560 | Independent Study | 1-3 |

The graduate curriculum for the M.Min. and M.A.T.S. degrees is reviewed annually, with the objective of providing the graduate student the best possible academic program, current with the contemporary movements in church ministries. Therefore, there may be new courses added as approved by the academic administration of Bethel College.

The program director and assistant program director arrange a full year's schedule annually. This guides the graduate student and the assistant program director in structuring the student's academic program so as to make it possible to achieve the educational goals and plans of the student.

GRADUATE STUDIES – RELIGION & PHILOSOPHY

Most courses in the M.A.T.S./M.Min. curriculum are available as **Private Tutorial Courses**. **Exceptions include** BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament (unless allowed by the director and the assistant program director of the M.A.T.S. and M.Min. Programs), BBST 539 – Studies in Biblical Lands, BBST 541 – Interpretive Tools: Language, Literature and Culture, and others as determined by the director of the M.A.T.S. and M.Min. programs and the assistant program director to these programs. These are available **only** in special circumstances, and arranged only through and upon approval the assistant program director and the director of the M.A.T.S. and M.Min. Degree programs.

* - **Biblical Languages:** BBST 540 A – Greek and BBST 540 B – Hebrew, (and Aramaic and Latin) may be taken **only** in unusual circumstances as Private Tutorials, or in an approved class providing six students desire the course, and only at the approval of the assistant program director and the director of the M.A.T.S. and M.Min. Degree programs. A maximum of **one** Independent Study or Private Tutorial course and/or Field Ministry course for the M.Min. degree, and a maximum of **two** Independent Study or Private Tutorial courses and/or Field Ministry courses for the M.A.T.S. degree are allowed. Any exceptions must be approved by the assistant program director and the program director.