

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 major 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. Each student is expected to follow the program as outlined on pages 43-44. 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 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.

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 a major must be completed at Bethel College. In special cases a maximum of three 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. 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.

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. The distinct hours must be met within the major and 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.

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

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“home base,” students taking 12 or more hours of Bethel College courses can select courses from the other colleges to enrich their academic program or to expand their opportunities for major study or teacher certification. 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 \$40 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. Necessary forms are available in the registrar’s office and 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.

When a student finds it necessary to withdraw from all the courses in which he/she is enrolled, he/she should immediately secure the withdrawal form from the student development office and follow the necessary steps. Withdrawal is not possible after the last day given in the college calendar (except in special emergencies).

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 semester the student must meet with the Academic Review Board, or its appointed representative, which is empowered to assign probation conditions to meet the needs of the student. The student placed on academic probation should register to repeat failed classes at the earliest possible time. The student will then be required to meet all conditions set by the Review Board.

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.

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

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 transcript is available 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 below in approving credit for CLEP:

General Examinations

CLEP Test	Minimum Score	Semester Hours Credit	Bethel College Courses Which Are Replaced
Fr. Col. Comp.	50	3	Written Communication II
Humanities	50	3	Perspectives in Fine Arts
Nat. Science	50	4	Natural Science Elective (not used for a lab science)
Soc. Science	50	4	Social Science Elective
Mathematics	50	3	Mathematics Elective

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. *See page 25.*

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

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applied to programs for teacher certification. A fee per semester hour credit is charged; see the section on Tuition and Fees. See the director of assessment for details and guidance in Prior Learning Assessment preparation.

Computer Access

Every student of Bethel College has the privilege of using computers for word processing, web and e-mail access in the main computer lab located in the lower level of the Miller/Moore Academic Center. Residential students living in campus residence halls also have access to the campus network from their room through their personal computer. All students are expected to exercise appropriate care in the use of computer equipment and network access. Students abusing computer access may have these privileges removed. Those enrolled in computer courses have priority access to the computing equipment.

Continuing Education

Courses in continuing education are offered periodically to adults in the community. Examples of courses recently offered are Christian Writer's Workshop and Elderhostel. For information on courses currently available, contact the adult services office.

Correspondence Study

Credit for correspondence study may be granted if the courses and offering institution are approved in advance by the registrar. A maximum of six semester hours of correspondence study credit may be accepted.

Class Attendance

The class attendance policy is established by the professor for each class taught. This policy may vary among professors. Information on the attendance policy is printed in the course syllabus or communicated orally by the professor and students are expected to adhere to the announced policy.

Review of Academic Decisions

A complete statement of policies and procedures for appeals and reviews of academic decisions is contained in the Student Handbook.

Placement File

A copy of a student's placement file (credential) is released upon written request to the career and internship services office. All financial obligations must be settled with the college before the file will be released.

Freshman Year Experience Program

All first-time, full-time, traditional-aged, baccalaureate (nonassociate) degree students participate in the Freshman Year Experience program. Upon registration, students will be placed in a small group and assigned two professors and two upperclass students who serve as mentors. This program is designed to assist students in making a smooth transition to college life. The group will also remain together for a block of core course work. Not included are part-time, adult and transfer students.