

# **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 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 35-36. 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 pages 35-36. 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.

### **Double Major Policy**

Students wishing to earn two bachelor's degrees must meet the following requirements:

1. Follow all of the academic policies listed in this catalog that are required for the bachelor's degree.
2. Meet all general studies and major course requirements for each bachelor's degree outlined in this catalog.
3. Students may not receive both a bachelor's degree in liberal studies and a bachelor's degree in a field that is the primary concentration of the liberal studies degree.

**Students wishing to earn a bachelor's and an associate's degree must meet the following requirements.**

1. Follow all of the academic policies listed in this catalog that are required for the bachelor's degree.
2. Meet all general studies and major course requirements for both the bachelor's and associate's degree of each program outlined in this catalog.
3. Students may not receive a bachelor's degree and associate's degree in the same program.

4. Students may not receive both a bachelor's degree in liberal studies and an associate's degree in a field that is the primary concentration of the liberal studies degree.
5. Complete and submit a graduation application for each major.

### **Consortium Programs**

Through its membership in the ***Northern Indiana Consortium for Education (NICE)***, Bethel College offers certain courses and, in some cases, majors in cooperation with other local colleges and universities. Cross-registration between Bethel College and the other colleges is permitted on a space-available basis. Using Bethel as the "home base," students taking 12 or more hours of Bethel College courses can select courses from the other colleges to enrich their academic program or to expand their opportunities for major study or teacher certification. 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 5-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

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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

### **Noncredit Students:**

**Audit** - Not earning academic credit

### **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

## **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 27-28 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:** Subject areas for which no CLEP examination is available and are offered as specific classes applicable on a program at Bethel, may be eligible to receive credit through local testing. 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 19.*

## 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.

## **Credit for Experience-based Learning**

Students, especially adult students, may have acquired knowledge and/or skills through nontraditional studies or through life 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 statements by responsible parties which describe the knowledge and skills gained through life experiences. Prior learning assessment credit cannot be applied to programs for teacher certification, in nursing courses or for graduate credit. A fee per semester hour credit is charged; see the section on Tuition and Fees. See the assessment counselor 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 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 stu-

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dents 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.

# GENERAL STUDIES PROGRAM

The General Studies Program represents an important outgrowth of the concept of education developed at Bethel College. Belief that the liberal arts graduate should have opportunity to explore the areas of learning which are important to all individuals has led to the structuring of a sequence of courses specifically designed to achieve this objective. The courses are taught in such a way that three major skill areas may be developed. These are communicating, problem solving and valuing. The model for curriculum content and skill development is followed throughout the entire curriculum.

**General studies requirements for the B.A. degree are listed below.**

1. Every student takes the Bethel College reading test at the time of entry to the college.
2. Proficiency in basic skills must be demonstrated by test achievements or by passing the required courses within the first 24 semester hours at Bethel College. These skills and their requirements are:

**Reading:** A satisfactory score on the Bethel College reading test, or COL 065, Reading Dynamics, two hours, must be taken in the first semester.

**Writing:** A satisfactory score on the SAT-Verbal (450) or the ACT-English (17), or COL 060, Written Communication I, three hours, must be taken in the first semester.

**Mathematics:** A satisfactory score on the SAT-Quantitative (450) or the ACT-Mathematics (17), or COL 070, Basic Mathematics, three hours, must be taken.

These basic skills courses may not be counted toward a degree or hour requirements.

3. Completion of the following courses:

			<b>HOURS</b>
<b>a. In General Studies:</b>			
COL	180	College Orientation	1
<b>b. In Communication Skills:</b>			
ENGL	101	Written Communication II (Must earn a "C-" or better grade)	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
		Foreign Language (two semesters)	6
<b>c. In Social Science and History:</b>			
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
HIST		History Elective	3
<b>d. In Fine Arts and Humanities:</b>			
FA		Music/Art/Drama (Theatre)	3
LIT		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1

# **GENERAL STUDIES PROGRAM**

			HOURS
<b>e. In Natural Science and Mathematics:</b>			
MATH		College Level Mathematics	3
		Science with Lab	4
<b>f. In Bible and Religion:</b>			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
<b>g. In Physical Education:</b>			
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			<b>55</b>

***Certain major programs may require modification in the General Studies Program.***

**General Studies Requirements for the A.A. degree are listed below:**

1. Proficiency in basic reading, writing, mathematical and computer skills must be demonstrated according to the same requirements as the B.A. degree above. The basic skills courses may not be counted toward degree requirements.
2. Completion of the following courses:
  - a. In General Studies:**

COL	180	College Orientation	1
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  - b. In Communication Skills:**

ENGL	101	Written Communication II (must earn a "C-" or better grade)	3
COMM	171	Speech Communication	3
  - c. In Social Sciences and History:**

PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
  - d. In Fine Arts and Humanities:**

PHIL	150	Music/Art/Literature/Drama (Theatre) Logic & Critical Thinking	3 2
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  - e. In Natural Science and Mathematics:**

		Mathematics/Science with Lab	3
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  - f. In Bible and Religion:**

THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
  - g. In Physical Education:**

PHED	100	Lifelong Physical Awareness Physical Education Activity	0.5 <u>0.5</u>
			<b>28</b>

# PROGRAM DESCRIPTIONS

## Majors and Minors

Following are the degrees offered at Bethel College. Unless otherwise noted, majors and minors are on the baccalaureate degree. Endorsements are for teacher certification.

Accounting.....	B.A. Major
.....	Minor
American Sign Language (ASL).....	A.A. Major
.....	Minor
American Sign Language/Interpreter Training .....	B.A. Major
Art .....	B.A. Major
.....	Minor
Studio Art/Interior Design .....	B.A. Major
Studio Art/Photography .....	B.A. Major
Studio Art/Video Technology .....	B.A. Major
Studio Art/ Visual Communications .....	B.A. Major
Studio Art/Web & Interactive Design .....	B.A. Major
Bible & Ministry (Adult Program) .....	B.A. Major
Biblical Languages .....	Minor
Biblical Studies .....	A.A. Major
.....	B.A. Major
Biology.....	B.S. Major
.....	Minor
Education .....	Minor
Environmental Biology.....	B.S. Major
Business Administration .....	MBA Master
.....	B.A. Major
Business Administration/Interior Design.....	B.A. Major
Business Administration/Garden Design.....	B.A. Major
Business Administration/Web & Interactive Design .....	B.A. Major
Business.....	Minor
Business Education.....	B.A. Major
Business—International Studies .....	B.A. Major
Business Management.....	A.A. Major
Business Supervision (Adult Program).....	A.A. Major
Chemistry .....	B.S. Major
.....	Minor
Education .....	Minor
Christian Ministries .....	B.A. Major
Coaching.....	Endorsement
Communication .....	B.A. Major
.....	Minor
Computational Physics.....	B.S. Major
Computer Applications .....	A.A. Major
.....	Minor
Computer Information Systems .....	B.S. Major
.....	Minor
Computer Science.....	A.A. Major
Counseling .....	Master
.....	Master, Mental Health
.....	Master, Marriage & Family

## **GENERAL STUDIES PROGRAM**

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Criminal Justice .....	A.A. Major
.....	B. A. Major
.....	Minor
Drama (listed as Theatre Arts) .....	B. A. Major
.....	Minor
Driver & Traffic Safety Education.....	Endorsement
Early Childhood Education .....	A.A. Major
Economics & Finance.....	B.A. Major
Economics.....	Minor
Education .....	Minor
Education: Transition to Education .....	Certification
Elementary Education .....	B.A. Major
Engineering (Math/Physics) .....	B. S. Major
Environmental Biology.....	B. S. Major
.....	Minor
English.....	B.A. Major
.....	Minor
Education .....	Major
.....	Minor
Health Education.....	Minor
History .....	B.A. Major
.....	Minor
Human Services (Adult Program).....	B.A. Major
Interior Design/Business Administration.....	B.A. Major
International Studies .....	Minor
Business .....	B.A. Major
Ministry.....	B.A. Major
Social Studies .....	B.A. Major
Journalism .....	A.A. Major
.....	Minor
Junior High/Middle School.....	Elementary Endorsement
Senior High/Junior High/ Middle School .....	Standard Secondary License
Kindergarten .....	Elementary Endorsement
Liberal Studies.....	A.A. Major
.....	B. A. Major
Mass Media .....	Minor
Mathematics .....	B.A. Major
.....	Minor
Education .....	B.A. Major
.....	Minor
Mathematics/Computer Science .....	B.A. Major
Ministry .....	Master of Ministry
Ministry—International Studies.....	B.A. Major
Missions .....	Minor
Music	
Church.....	B.A. Major
Music.....	Minor
Performance.....	B.A. Major
Education (Choral/General).....	B.A. Major
Education (Choral) .....	Minor
Education (Choral, General, Instrumental).....	B.A. Major
Education (Instrumental/General) .....	B.A. Major

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## **GENERAL STUDIES PROGRAM**

Education (Elementary) .....	Endorsement
Nursing .....	A.D.N. Major
.....	B.S.N. Major
(Adult Program).....	B.S.N. Completion
Organizational Management (Adult Program) .....	B.A. Major
Philosophy .....	B.A. Major
.....	Minor
Physical Education (also see Sport Studies)	
All grades .....	B.A. Major
Secondary (7-12 grades).....	B.A. Major
.....	Minor
Elementary.....	Endorsement
Physics-Computational Physics .....	B. S. Major
Physics .....	B. S. Minor
Physics Education .....	Minor
Pre-Law (History) .....	Track
Pre-Medicine .....	B. S. Major
Psychology .....	B. A. Major
.....	Minor
Education .....	Minor
Radio Broadcast.....	Minor
Science Education	
Physical Sciences .....	B. S. Major
Life Sciences .....	B. S. Major
Social Science .....	A.A. Major
.....	B.A. Major
Social Studies Education.....	B.A. Major
U.S. History & Government .....	Required Core Concentration
World History .....	Required Core Concentration
Economics .....	Concentration
Geography .....	Concentration
Psychology .....	Concentration
Sociology .....	Concentration
Sociology .....	B.A. Major
.....	Minor
Education .....	Minor
Spanish .....	Minor
Sport Studies.....	B.A. Major
Sport Studies.....	Track
Sport Management.....	Track
Exercise Science.....	Track
Teacher Education .....	Certification
Theatre Arts.....	B.A. Major
.....	Minor
Theological Studies.....	MATS, Master
U.S. History Education .....	Minor
Visual Communication/Studio Art.....	B.A. Major
Writing (Professional Writing).....	A.A. Major
Adult & Traditional Formats	
World Civilization Education.....	Minor
Youth Ministry & Adolescent Studies .....	B.A. Major
.....	Minor

# **COURSE DESCRIPTIONS**

**Numbering of Courses:** Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-399 are primarily for juniors. Courses numbered 400-499 are primarily for seniors. Courses numbered 500 and above are primarily for graduate students. Students may not enroll in courses numbered more than one level above their academic classification.

**Schedule of Classes:** A SCHEDULE OF CLASSES to be offered in a given semester or session is printed and distributed in advance of each registration. The college reserves the right to withdraw or change any scheduled course.

## **Arrangement of Courses**

The arrangement and departmental abbreviations for the courses are as follows:

### **Division of Business**

ACCT	Accounting
BADM	Business Administration
CAPP	Computer Applications
ECON	Economics

### **Division of Education**

DRED	Driver & Traffic Safety Education
ECED	Early Childhood Education
EDUC	Education
ELED	Elementary Education
PHED	Physical Education & Health
SCED	Secondary Education

### **Division of Fine Arts**

ART	Art
FA	Divisional Courses
MUAP	Applied Music
MUED	Music Education and Methods
MUEN	Music Ensembles
MULH	Music Literature and History
MUTH	Music Theory

### **Division of Language & Literature**

ASL	American Sign Language
CHI	Chinese
COMM	Communication
ENGL	English
FREN	French
GER	German
INT	Interpreting
JRNL	Journalism
LIT	Literature
SPAN	Spanish
THTR	Theatre
WRIT	Writing

### **Divisions of Mathematics, Computer Science & Natural Sciences**

MATH	Mathematics
CPSC	Computer Science
BIOL	Biology
CHEM	Chemistry

## ***GENERAL STUDIES PROGRAM***

	NS	Divisional Courses
	PHYS	Physics
<b>Division of Nursing</b>		
	NUR	Nursing
<b>Division of Religion &amp; Philosophy</b>		
	BIBL	Biblical Studies
	GRK	Greek
	HEB	Hebrew
	MIN	Ministry
	PHIL	Philosophy
	THEO	Theology
	YMN	Youth Ministries
<b>Division of Social Sciences</b>		
	CRMJ	Criminal Justice
	HIST	History
	PSYC	Psychology
	SOC	Sociology
	SS	Social Science Courses
<b>Division of Graduate Studies</b>		
	BBST	Biblical Studies
	CHMN	Church & Ministry
	COUN	Counseling
	DRED	Driver Education
	MBAD	Business Administration
	MFCT	Marriage & Family Counseling/Therapy
	MHC	Mental Health Counseling
	THES	Theology, History, Ethics & Society
<b>Division of Adult Programs</b>		
	ORGM	Organizational Management

### **Liberal Studies Major**

#### **A.A. Degree**

			<b>HOURS</b>
<b>General Studies</b>			
THEO	110	Exploring the Christian Faith	3
COL	180	College Orientation	1
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHIL	150	Logic & Critical Thinking	2
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3-4
		Art/Drama/Literature/Music	3
PHED	112-136	Physical Education Activity	<u>0.5</u>
			<b>28-29</b>
<b>Major</b>			
		Primary Concentration in one subject area*	15
		(At least nine hours must be taken at Bethel in the primary concentration area)	
		Secondary Concentration in one subject area*	9

# GENERAL STUDIES PROGRAM

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	HOURS
Secondary Concentration in another subject area*	6 <u>30</u>
Electives needed to complete the degree	4-3

## Liberal Studies Major B.A. Degree

General Studies			
COL	180	College Orientation	1
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
			<u>55</u>
<b>Major</b>			
		Primary Concentration in one subject area*	15
		Secondary Concentration in one subject area*	12
		Secondary Concentration in another subject area*	9
			<u>36</u>

\*All courses in a concentration area must be of the same course prefix letters (with the exception of music concentrations where any two music prefixes may be combined) and may not be required within the General Studies. At least 18 semester hours within the concentration areas must be completed at Bethel College.

Electives needed to complete the degree	33
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# COURSE DESCRIPTIONS

## College Studies (COL)

**060. Written Communication I 3 Hours**  
This course is designed to strengthen basic writing skills, including those of grammar, mechanics, punctuation and spelling. The writing of effective sentences, paragraphs, short themes and journals is also stressed. (Required for students whose SAT verbal score is below 450 or ACT verbal score is below 17.) Credit hours do not count toward graduation.

**065. Reading Dynamics 2 Hours**  
This course stresses various reading strategies that will prepare the student to read and comprehend college-level texts successfully. Attention is given to vocabulary building, study techniques, reading speed and comprehension. (Required for students whose scores on the Nelson-Denney Reading Test fall below the satisfactory level.) Students must pass both the coursework and the Nelson-Denney Reading Test to pass the course. Credit hours do not count toward graduation.

- 066. English as a Foreign Language** **2 Hours**  
The purpose of this course is to prepare international students to demonstrate a proficiency in the skills of the English language, including reading, writing, listening and speaking. The course will focus on the reading and comprehension of a variety of written texts. Students will also develop their skills in written and oral expression. Credit hours do not count toward graduation.
- 070. Basic Mathematics** **3 Hours**  
A review of the basic functions of arithmetic, numeration systems, fractions, problem solving, elementary statistics and introduction to algebra. (Required for all students whose SAT math score is below 450 or ACT math score is below 17.) Credit hours do not count toward graduation.
- 075. Basic Algebra** **3 Hours**  
A review of the basic functions of algebra. Credit hours do not count toward graduation.
- 090. Academic Strategies** **2 Hours**  
Credit hours do not count toward graduation.
- 120. Methods of Learning** **1 Hour**  
The skills of self-motivation, test taking, time management and general study organization are presented and practiced. Emphasis is placed on motivation-
- al techniques and critical thinking. (Required of all probationary students.)
- 180. College Orientation** **1 Hour**  
This course is designed to assist the students in knowing themselves, their strengths and weaknesses, so they may be able to make proper adjustments for their greatest possible self-realization. Some attention is given to standardized testing and its interpretation to assist students in their life choices.
- 181. Adult Orientation** **1 Hour**  
An orientation designed to acquaint adult students with college policies and procedures. Students will learn to access information by developing skills in computer proficiency and library research. Emphasis will be given to learning strategies and study techniques.
- 300. Prior Learning Assessment** **1 Hour**  
This course is designed to teach the student how to prepare and present non-collegiate prior-learning experiences for academic credit at Bethel College. It includes the actual preparation, evaluation and revision of materials supporting a petition for credit in a particular discipline area. Assignments and classroom presentations and activities sharpen critical thinking and written communication skills. *Available to adult students only.*

## Off-Campus Semester Programs

Several programs are available for students to spend a semester of study away from campus.

### Christian Center for Urban Studies

Through an affiliation with the Olive Branch Mission in Chicago, Bethel and a dozen other Wesleyan colleges offer a Chicago urban experience with the following course options:

The City in Christian Perspective	3
Urban Issues	2-4
Rebuilding the Church	3
Ministry/Service Immersion	4-8

### Jerusalem University College

Through the college's membership in the Jerusalem University College, students have the opportunity for extended study in the Holy Land as part of the program in Biblical Studies. The division office can provide complete information.

### Bethel College Programs

Currently Bethel operates programs in:

Ecuador  
China  
Pacific Rim  
Russia

# **GENERAL STUDIES PROGRAM**

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Jamaica

Chicago-inner city (see description above)

For more information concerning these programs, contact the director of off-campus programs.

## **The Council for Christian Colleges & Universities**

As a member of the Council for Christian Colleges & Universities (CCCU), an association of over 90 Christian colleges and universities, Bethel offers the following programs. These off-campus, interdisciplinary, learning opportunities are available to upper class students and offer 16 hours of credit. For further information, contact the director of off-campus programs.

### **American Studies Program (ASP)**

Founded in 1976, the American Studies Program serves as the "Washington campus" of Coalition member colleges and is based on the principle of integrating faith, learning and living. Students spend a semester in Washington, D.C., earning academic credit by serving as interns and participating in a contemporary, issue-oriented seminar program. Internships are available in congressional offices, social service agencies, think tanks, cultural institutions and many other organizations. The American Studies Program is designed for juniors and seniors with a wide range of academic majors and vocational interests.

### **Los Angeles Film Studies Center (LAFSC)**

The purpose of the Los Angeles Film Studies Center is to enable Coalition college students to serve in various aspects of the film industry with professional skill and Christian integrity. Located in Burbank near major production studios, the semester-long program combines seminar courses with internships in various segments of the film industry, providing the opportunity to explore the industry within a Christian context from a liberal arts perspective.

### **Summer Institute of Journalism**

The Summer Institute of Journalism is a Christ-centered program that brings students to Washington, D.C. for seminars with over 25 top professional journalists from the media. It blends classroom experience with hands-on news gathering and news writing opportunities over an intensive four weeks from mid-May to mid-June, for which participants receive four semester hours of credit from their home campuses.

## **Reserve Officers Training Corps (ROTC) Programs**

Bethel College offers the opportunity to combine the pursuit of an academic degree with earning an officer's commission in either the United States Army or Air Force. Students enrolled in any of the college programs may participate in the Reserve Officers Training Corps (ROTC) housed on the University of Notre Dame's campus.

The college accepts a maximum of 18 free elective credits from the military science courses. This will include two laboratory credits if the AROTC program is completed. First-year students enrolled in any of the ROTC programs are exempted from two credits of physical education. PHED 100 1/2 hour and all other general studies courses at Bethel College are required.

Full financial aid may be available to acceptable candidates.

### **Military Science**

*Chair and Professor:* Lt. Col. David A. Mosinski, USA; *Assistant Professors:* Maj. Gary Masapollo, USAR; Capt. Bartholomew J. Hennessey, USA; Maj. David M. Wood, USA

The Army ROTC Program develops leadership ability and prepares students for the challenges and responsibilities they will face as Army officers and civilian leaders. Through a series of classroom courses and practical exercises, cadets learn self-confidence, time management and decision-making skills. The role of the professional officer in the preservation of peace and national security is emphasized, with particular attention placed on ethical conduct and the officer's responsibilities to society. The program culminates in an officer's commission as a Second Lieutenant in the Active Army, Army Reserve or Army National Guard. Opportunities for follow-on post-graduate study also exist.

## ***GENERAL STUDIES PROGRAM***

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List of courses:

- 111. Orientation to Military Science, 1 hr.
- 112. Basic Military Leadership, 1 hr.
- 211. Applied Leadership I, 2 hrs.
- 212. Applied Leadership II, 2 hrs.
- 311. Advanced Leadership I, 2 hrs.
- 312. Advanced Leadership II, 3 hrs.
- 411. The Professional Officer, 2 hrs.
- 412. Military Management, 2 hrs.
- 413. Military History, 1 hr.

There are additional course requirements students must be sure to include in their studies. Students also have the opportunity to participate in a variety of ROTC activities at Notre Dame, the host university. Bethel students in the ROTC programs are also eligible for several awards and prizes.

