

# 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 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. 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:** 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 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.

## 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 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.

# 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:

**HOURS**

**a. In Communication Skills:**

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. In Social Science and History:**

PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
HIST		History Elective	3

**c. In Fine Arts and Humanities:**

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

**d. In Natural Science and Mathematics:**

MATH		College Level Mathematics	3
		Science with Lab	4

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			<b>HOURS</b>
<b>e. 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>f. In Physical Education:</b>			
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			<b>54</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:

			<b>HOURS</b>
<b>a. In Communication Skills:</b>			
ENGL	101	Written Communication II (must earn a "C-" or better grade)	3
COMM	171	Speech Communication	3
<b>b. In Social Sciences and History:</b>			
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
<b>c. In Fine Arts and Humanities:</b>			
		Music/Art/Literature/Drama (Theatre)	3
PHIL	150	Logic & Critical Thinking	2
<b>d. In Natural Science and Mathematics:</b>			
		Mathematics/Science with Lab	3
<b>e. In Bible and Religion:</b>			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
<b>f. In Physical Education:</b>			
PHED	100	Lifelong Physical Awareness	0.5
		Physical Education Activity	<u>0.5</u>
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# 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 (see Deaf Studies) .....	A.A. Major
.....	Minor
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
Computer Science/Mathematics .....	B.A. Major
Criminal Justice .....	A.A. Major
.....	B.A. Major
.....	Minor
Deaf Studies.....	A.A. Major

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Drama (see 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
.....	M.A.T. Master
.....	M.Ed. Master
Elementary Education.....	B.A. Major
Engineering (Math/Physics).....	B.S. Major
Environmental Biology.....	B.S. Major
.....	Minor
English.....	B.A. Major
.....	Minor
Exercise Science.....	B.A. Major
Health/Physical Education (see P.E.).....	B.A. Major
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
Liberal Studies.....	A.A. Major
.....	B. A. Major
Mass Media.....	Minor
Mathematics.....	B.A. Major
.....	Minor
Education.....	B.A. Major
.....	Minor
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, General, Instrumental).....	B.A. Major
Education (Instrumental/General).....	B.A. Major
Nursing.....	A.D.N. Major
.....	B.S.N. Major
(Adult Program).....	B.S.N. Completion
.....	Master of Science
Organizational Management (Adult Program).....	B.A. Major
Philosophy.....	B.A. Major

## ***GENERAL STUDIES PROGRAM***

.....	Minor
Physical Education/Health (also see Sport Studies)	
All grades .....	B.A. Major
Secondary (7-12 grades).....	B.A. Major
Physics-Computational Physics .....	B. S. Major
Physics .....	B. S. 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
Sign Language Interpreting .....	B.A. 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 Management (Interdisciplinary) .....	B.A. Major
Minor	
Sport Studies.....	B.A. Major
Teacher Education .....	Certification
Teaching .....	M.A.T. Master
Theatre Arts.....	B.A. Major
.....	Minor
Musical Theatre.....	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

**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 col-

# ***GENERAL STUDIES PROGRAM***

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lege 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 College Studies**

COL College Studies

### **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 Studio Art  
FA Divisional Courses  
MUAP Applied Music  
MUED Music Education and Methods  
MUEN Music Ensembles  
MULH Music Literature and History  
MUTH Music Theory  
THTR Theatre Arts

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

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

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

MATH Mathematics  
CPSC Computer Science  
BIOL Biology  
CHEM Chemistry  
NS Divisional Courses  
PHYS Physics

### **Division of Nursing**

NUR Nursing

### **Division of Religion & Philosophy**

BIBL Biblical Studies

## ***GENERAL STUDIES PROGRAM***

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
<b>Division of Graduate Studies</b>	
BBST	Biblical Studies
CHMN	Church & Ministry
DRED	Driver Education
EDAD	School Administration Licensure & Leadership
EDLT	Education Literacy Cognate
EDTR	Transition to Teaching
EDUC	Education
MBAD	Business Administration
MNUR	Nursing
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
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>27-28</b>
<b>Major</b>			
		Primary Concentration in one subject area* (At least nine hours must be taken at Bethel in the primary concentration area)	15
		Secondary Concentration in one subject area*	9
		Secondary Concentration in another subject area*	<u>6</u>
			<b>30</b>
Electives needed to complete the degree			4-5

# ***GENERAL STUDIES PROGRAM***

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## **Liberal Studies Major B.A. Degree**

			<b>HOURS</b>
<b>General Studies</b>			
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	<u>1.5</u>
			<b>54</b>
<b>Major</b>			
		Primary Concentration in one subject area*	15
		Secondary Concentration in one subject area*	12
		Secondary Concentration in another subject area*	<u>9</u>
			<b>36</b>

\*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. All courses in concentration areas must received a C- or better.

Electives needed to complete the degree	34
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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.) *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. (Required for international students whose scores on the Nelson-Denney Reading Test fall below the satisfactory level.) *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.*
- 085. Methods of Learning 1 Hour**  
This course is designed to strengthen disciplines necessary to be successful at the collegiate level, including basic study skills, test taking, time management, note taking, and reading college-level materials. Emphasis is placed on motivational techniques and critical thinking. Required of all students admitted on probation. *Credit hour does not count toward graduation.*
- 090. Academic Strategies 2 Hours**  
This course serves as an accountability tool (for problem students) and provides instruction, record keeping, support and individual assistance. The skills of self-motivation, test taking, time management and general study organization are presented and practiced. Required for all continuing students on probation. *Credit hours do not count toward graduation.*
- 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.*

# ***GENERAL STUDIES PROGRAM***

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## **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 Religion and Philosophy division office can provide complete information.

### **Bethel College Programs**

Currently Bethel operates programs in:

Ecuador  
China  
Pacific Rim  
Romania  
Russia  
Jamaica

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 (CCCCU), an association of over 100 Christian colleges and universities, Bethel offers semester-long opportunities for study such as the Los Angeles Film Studies Program, the American Studies Program in Washington, D.C., the Contemporary Christian Music Program at Martha's Vineyard and several others. These off-campus, interdisciplinary, learning opportunities are available to upperclass students and offer 16 hours of credit. For further information, contact the director of off-campus programs.

## **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.

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.