



2011-2012
NONTRADITIONAL STUDENT
HANDBOOK

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CAMPUS SERVICES

OFFICE OF NONTRADITIONAL STUDIES

Front Desk	(574) 807-7550
Long Distance.....	(800) 422- 4251
Fax.....	(574) 807-7551
Bradley Smith, VP of Academic Services.....	(574) 257-3363
Dale Gadd, Director of Nontraditional Studies.....	(574) 807-7322
Loretta Blowers, PLA.....	(574) 807-7320
Ron Drake, Program Manager.....	(574) 807-7321
James Lovaas Assistant Program Manager.....	(574) 807-7056
Cindy Ward, Manger/Recruiter, Elkhart Office.....	(574) 293-2059
Sandra Lesko, Sr. Advisor/Recruiter Manager.....	(574) 807-7328
James Swartz, Academic Advisor.....	(574) 807-7049
Arlene Duerksen, Assistant Director of Financial Aid.....	(574) 807-7326
Sharon Snyder, Associate Registrar.....	(574) 807-7325
Carol Miller, Admissions Coordinator.....	(574) 807-7327
Debbie Schnaible, Administrative Assistant.....	(574) 807-7678
Sara Silveus, Administrative Assistant.....	(574) 807-7329

On-campus calls – Dial 7 and the last four digits of the phone number.

The Office of Nontraditional Studies is located on the first floor of the Academic Center.

Business hours for the Office of Nontraditional Studies

Monday – Thursday.....	8:00 a.m. – 6:00 p.m.
Friday.....	8:00 a.m. – 5:00 p.m.

OFFICE OF ACADEMIC SUPPORT

Improving skills in reading, writing, studying and test taking are just a few of the services offered free of cost to adult students in the Office of Academic Support (OAS). Adult students who are experiencing difficulty in a particular class also are invited to contact the OAS at (574) 807-7460 to secure the services of a peer tutor (usually, but not always, another adult student). Please note, peer tutoring services are not guaranteed for all classes. The OAS is located in the brown building immediately south of the Academic Center.

The Office of Academic Support provides testing for the following reasons:

- The student has a documented learning disability, which necessitates taking tests in a quiet environment with an extended amount of time, and/or tests need to be read aloud to the student.
- The student must miss a test due to an excused absence.
- The student has a physical disability that requires special services such as someone else to write the answers for them.
- The student speaks English as a second language and needs more time on tests (until the student achieves proficiency in English).
- The student has permission from the academic services office to take a final exam at a different time than originally scheduled

BOOKS AND SUPPLIES

➤ FOR THE NONTRADITIONAL STUDIES SCHEDULE

The Bethel College Bookstore is located east of Wiekamp Center (Gymnasium) on LaSalle Ave. The phone number is (574) 257-3250.

Students can view textbook information and place orders at www.bethelbookstore.com. Payment options include credit, debit, and charging your student account. You will also have the option of in-store pick up or shipped to your home.

Book Buyback information and dates are posted on our website once this information is determined.

Bookstore Hours:

Monday – Thursday..... 9:00 a.m. – 6:00 p.m.
Friday..... 9:00 a.m. – 5:00 p.m.

Bookstore hours are extended at the beginning of semesters and special events.

It is never a good idea to write your name in a book until you know you plan to keep it. To receive credit for a textbook you have purchased, be sure to do the following:

Textbook Return Policy:

- For a full refund, textbooks must be returned within 48 hours.
- Must have the original receipt.
- Textbooks need to be in the same condition as when they were purchased.
- After 48 hours there is a 20 percent restocking fee.
- No refunds after the first week of classes.
- Any opened publisher bundles are NONREFUNDABLE.
- Special orders are prepaid and not returnable.

If You Decide to Drop a Class:

Students may request a full refund within the first two weeks of class. Student must have the following:

- A copy of an add/drop form showing they withdrew from class.
- Must have the original receipt.
- Textbooks need to be in the same condition as when they were purchased.

CALENDAR

The academic calendar for all courses and modules offered by the Office of Nontraditional Studies is different from the calendar used by traditional students. Starting and stopping dates differ, and vacations are not the same.

It is very important to note the starting and stopping days for classes, which are printed on the Nontraditional schedule and on each individual Organizational Management calendar. The college expects all adult students to be aware of the dates their classes meet, and to be present at all class sessions including the first one.

CAMPUS BUILDING LOCATIONS

For individual classroom locations refer to the Adult College schedule. Also, note the following abbreviations for various buildings on campus. View the Bethel College map at www.BethelCollege.edu/about/maps.php.

Building Abbreviations

A - Huffman Administration Building

AC - Academic Center

ARTC - Art Center

OAS – Office of Academic Support

B - Bowen Library

CC - Campus Center/Dining Commons

CS - Ceramics Studio

ELK - Elkhart Office

FA - Everest-Rohrer Chapel/Fine Arts Center

G - Goodman Gymnasium

S - Middleton Hall of Science

W - Wiekamp Athletic Center

CAMPUS/SITE LOCATIONS

Mishawaka Campus

Office of Nontraditional Studies

1001 Bethel Circle

Mishawaka, IN 46545

Elkhart Office

Center for Adult & Professional
Studies

815 Waterbury Park Drive

Elkhart, IN 46517

Nontraditional Sites:

Southwestern Michigan College

58900 Cherry Grove Road

Dowagiac, MI 49047

Lakeland Regional Hospital

211 Hilltop Road

Saint Joseph, MI 49085

CAMPUS INFORMATION

- **Office of Academic Support (OAS)**..... (574) 807-7460
Located in the brown building immediately south of the Academic Center.
- **Associate Registrar's Office**..... (574) 807-7325
Located in the Academic Center, Office of Nontraditional Studies, 149.
- **Office of Nontraditional Studies**..... (574) 807-7550
Located in the Academic Center, first floor, Office 139
- **Bethel College Bookstore** (574) 257-3250
Located east of Wiekamp Center on LaSalle Ave.
- **Campus Safety Office**..... (574) 257-3500
Located in the brick house southwest of the corner of the main maintenance building.
- **Career & Intern Services Office**..... (574) 807-7096
Located in the Huffman Administration Building, third floor, office 316.
- **Computer Laboratory**..... (574) 807-7777
Located in the lower level of the Academic Center.
- **Graduate Studies Offices:**
 - **Master of Business Administration**..... (574) 807-7661
Located in the Academic Center, first floor, office 132.
 - **Master of Arts in Teaching/Education** (574) 807-7661
Located in the Academic Center, first floor, office 132
 - **Master of Science in Nursing**..... (574) 807-7660
Located in the Academic Center, first floor, office 132
 - **Master of Ministries/Master of Arts in Theological** ... (574) 807-7660
Located in the Academic Center, first floor, office 132
- **Gymnasium** (574) 807-7425
Located in the Wiekamp Athletic Center.
- **Library** (574) 257-3329
Bowen Library is located in the middle of the campus.
- **Registrar's Office** (574) 807-7410
Located in the Huffman Administration Building, office 218.
- **Student Development Office** (574) 807-7440
Located in the Huffman Administration Building, office 319.
- **Student Financial Services Office**..... (574) 807-7415 or (574) 807-7326
Located in the Huffman Administration Building, lower level.
- **Wellness Center** (574) 807-7370
Located at 624 LaSalle Avenue.
- **Writing Center**..... (574) 257-3212
Located in the Academic Center lower level inside the Computer Lab.

CAMPUS SAFETY/EMERGENCY CONTACT

- **Campus Safety:** Campus safety is on duty 24 hours a day. Campus safety officers are available in case of an emergency or, if needed, to escort students to cars after dark. They may be reached by dialing ext. 73500 from any campus phone or (574) 257-3500 from an off-campus phone. The campus safety office is located in the brick house directly south of Middleton Hall of Science, south of the fence – at the intersection of Lowell and Webster.

Telephones Available for Students are Located in the Following Buildings:

- **Academic Center** – On the main level down the south hall
- **Art Center** – At the bottom of the steps, basement level
- **Bowen Library** – On the main level of the south hall
- **Dining Commons** – In the entry way of the main level
- **Everest-Rohrer Chapel Fine Arts Center** – In the student lounge area lower level
- **Middleton Hall of Science** – Inside both the south entry doorway and the west entry doorway main level

The Bethel College Mishawaka campus also has three **outdoor emergency call boxes** available for students. Students can use an emergency call box to contact campus safety or 911. Students are advised to contact campus safety **first** by pushing the **campus safety/information button**, then and only if necessary, the **emergency button** which goes directly to 911. Once either button is pushed students are immediately able to ask for help and the blue light comes on and flashes.

Outdoor Emergency Call Box Locations:

- **Bookstore** – In the parking lot outside of the Bookstore
 - **Goodman Gymnasium** – Northwest corner of Goodman Gymnasium
 - **Athletic Field** – Southeast corner of the Athletic Parking lot
 - **Lodge/Shupe** – Parking lot between Lodge and Shupe Halls
 - **Logan Village** – Fenced-in parking lot east of Logan Village
 - **Campus Safety Office** – Outside by the front door
 - **Shupe Hall** – Main entrance
 - **Oakwood Hall** – Main entrance
- **Emergency Contact System:** Adult students who are enrolled in evening and Saturday classes sometimes need to be contacted by persons at home for emergency messages. In this situation, please direct family to reach you by calling an on-duty campus safety officer. They can be reached at (574) 257-3500. Please be sure that family and friends have an idea of which class you are enrolled in so that campus safety can go directly to the classroom and contact you quickly.

MOTOR VEHICLE REGULATIONS

- All motor vehicles parked on campus by students must be REGISTERED EACH ACADEMIC YEAR online and must be insured. The parking permit must be permanently affixed to the rear window, lower driver's side exterior. Vehicles not properly registered will be subject to \$25.00 citations when parked on campus.
- Vehicle registration is accomplished online by following these steps:
 - Go to: my.bethelcollege.edu (no www)
 - Log in upper right corner
 - Click on 'Student'
 - Click on 'Student Services'
 - Click on 'Vehicle Registration' right side
 - Click on 'View & Register Vehicles' right side

- Click on 'Add Vehicle'
- Fill in information
- Click on 'Submit Vehicle'
- Once that is completed, you will wait for a confirmation Bethel email that your decal is ready
- Take your registration, proof of insurance, and driver's license to BCSD where you will pick up your decal.
- Place decal on your **rear** window, lower driver's side.
- A student's motor vehicle permit may be revoked or limited at the discretion of the college because of vehicle violations.
- Specific parking lots are designated for student, visitor and faculty/staff parking. Specific areas of the campus are reserved for resident students. Under no circumstances are students to drive or park on the grass, sidewalks or other unauthorized places. Motorcycle drivers are to abide by the same parking regulations as drivers of automobiles.
- There is commuter parking by the Wiekamp Athletic Center, Goodman Gymnasium, the Everest-Rohrer Chapel/Fine Arts Center and the athletic fields.
- Visitor and Staff spaces, with the exception of reserved spaces, revert to general parking between the hours of 5pm and 7am, Monday through Friday, and on weekends.
- **Campus speed limit is 10 mph.**
- Motor vehicle regulations are in effect 24 hours a day, seven days a week.
- Levels of regulations:

Parking Fines

- First offense - warning
- Second offense - \$10.00 fine
- Third offense - \$25.00 fine
- Fourth offense - \$25.00 fine plus the student may lose the privilege of bringing a car onto the campus.
- Failure to register vehicle or display permit - \$25.00 fine

Traffic Fines: Each offense - \$25

- The fine for any violation will be reduced 50% if paid within seven calendar days of the date the ticket was issued. Failure to pay a fine within three weeks of the ticketing will result in the fine being doubled and applied to the student's bill in the business office.
- If a student feels that he/she has received a ticket unjustly, an appeal may be made to the Student Development Office. Appeal forms are available in the Student Development Office and must be submitted within one week of the ticketing.
- The college accepts no responsibility for damage, destruction or theft of motor vehicles. Students are urged to make individual insurance arrangements. Cases of theft, vandalism or assault should be reported to the Campus Safety Office immediately.
- Towing of sleds on campus drives and parking lots is forbidden.
- Refer to the Campus Safety Web site for detailed information.

OFFICE OF CAREER SERVICES

Whether you are conducting a job search for the first time or you are preparing to make a complete career transition, the process can be intimidating. The Office of Career Services is here to equip you and give you the tools necessary to achieve success in your search. We offer assistance with résumés, cover letters, interviewing, and other aspects of the job search. To have your résumé or cover letter reviewed, we invite you to send a completed draft to CareerServices@BethelCollege.edu. Your résumé and/or cover letter will be edited by one of the Career Services staff in a first-come, first-serve manner. Please understand that when volume is high, it could take at least two weeks before you receive an appointment time.

The Office of Career Services maintains a website that is a gold mine of career information:

- Career advice, job search engines, and salary indicators can be found under **CAREER RESOURCES**
- Résumé samples and helpful tips surrounding résumés, cover letters and interviewing can be found under **JOB SEARCH ASSISTANCE**
- Register, on our **HOME** page, for our Online Job Board to discover internship and job opportunities from employers who are specifically seeking Bethel employees
- Are you in a career transition and have no idea what you want to do with your degree? Check out the **WHAT CAN I DO WITH THIS MAJOR?** page

Think this can be of help to you? Visit www.BethelCollege.edu/Services/Career to discover more helpful information.

The Office of Career Services is located on the third floor of the Huffman Administration Building, Room A316. For an appointment, call 574.807.7069.

CELL PHONES

Student cell phones must be turned off and stowed away during class.

In the case of expected emergencies, students may seek permission from the professor to leave their cell phones on during class.

CHAPEL

Bethel emphasizes the importance of the integration of faith and learning. We encourage all nontraditional students to participate in our evening chapel. The chapel includes a time of reflection and spiritual enrichment for all who attend.

Nontraditional Student Chapels are held several times throughout the school year. They are held from 6:00 – 6:30 p.m. and all nontraditional classes are suspended until 6:35 p.m. Students are invited to attend this time of worship and celebration, but it is not required.

Traditional Chapel is open to all Bethel faculty, students and staff. Chapel time is 10:00 – 10:45 a.m. Mondays, Wednesday and Fridays.

CHILD CARE

Nontraditional and graduate students are expected to make arrangements off campus for childcare while they are in class. The college does not have facilities on campus for the care of children while a parent is in class. Furthermore, children may not be brought into a classroom or left in the library or athletic center while a class is in session. This prohibition is enforced regardless of extenuating circumstances such as inability to find a babysitter.

CLASS CANCELLATIONS

Bethel College has a large number of on-campus students, so classes are seldom cancelled due to weather. However, whenever weather conditions become so severe that it is unsafe for off-campus students to drive to the campus, classes may be cancelled at Bethel's discretion. Announcements will be made by 6:00 a.m. for day classes and by 4:00 p.m. for evening classes. Cancellations will be posted on the Bethel College home page (www.BethelCollege.edu). Or you can tune into one of the following local radio or television stations:

WHME – 103.1 FM	WNSN – 101.5 FM	WNDV – 92.9 FM	WUBU – 106.3 FM
WBYT – 100.7 FM	WFRN – 104.7 FM	WRBR – 103.9 FM	WNDU – Channel 16
WSBT – Channel 22	WSJV – Fox Channel 28	WAOR – 95.7	

Make-up Classes: It is requested that professors have students make up the work missed when classes are cancelled due to weather emergencies. Since no classes are scheduled on Friday, make-up sessions may be scheduled on the Friday following the cancelled class. Your cooperation in helping with this make-up process is appreciated.

DROP OFF/PICK UP ROOM

For your convenience there is a drop off/pick up room (AC 140), which is located to the left of the Nontraditional Office. Professor mailboxes are provided for each session. Professors will return graded student papers in their mailbox for you to pick up at the end of each course. **Please note: the deadline to pick up papers is two weeks after a session has ended. After the deadline, all papers will be discarded. We are not able to mail papers to you.**

FOOD SERVICES

Bethel College offers the following food services on campus. For menus, prices and more details please go to www.BethelCollegedining.com.

- **Acorn** – The Acorn offers made-to-order cold or hot sub sandwiches and a variety of snacks, fresh baked cookies and beverages. Breakfast options are also available throughout the day. The Acorn is located in the lower level of the Sailor Residence Hall.

Acorn Hours:

Monday – Thursday.....	11:00 a.m. – midnight
Friday	11:00 a.m. – 1:00 a.m.
Saturday.....	1:00 p.m. – 1:00 a.m.
Sunday.....	1:00 p.m. – midnight

- **Dining Commons** - The Dining Commons features a wide variety of fresh food in an all you care to eat setting. Please ask the dining commons staff about the frequent diner pass. The Dining Commons is located across from Wiekamp Center (Gymnasium) on LaSalle Ave.

Monday - Friday Dining Commons Hours:

Hot Breakfast.....	7:00 a.m. - 9:30 a.m.
Lunch.....	10:45 a.m - 1:30 p.m.
Dinner.....	4:30 p.m. - 7:00 p.m.
Friday Dinner	4:30 p.m. - 6:30 p.m.

Saturday Dining Common Hours:

Continental	9:00 a.m. – 11:00 a.m.
Brunch	11:00 a.m. – 1:30 p.m.

Sunday Dining Common Hours:

Continental	9:00 a.m. – 11:00 a.m.
Lunch.....	11:00 a.m. – 1:30 p.m.
Dinner.....	4:30 p.m. - 6:30 p.m.

- **The Café** - The Café is located on the second floor of the Academic Center in the northeast corner. Students may choose from a light menu which will include items such as sandwiches, salads, desserts, coffee and cold drinks.

Café' a la carte Hours:

Monday – Friday 8:45 a.m. – 1:00 p.m.
 Monday – Thursday..... 5:30 p.m. – 9:00 p.m.
 Saturday & Sunday..... Closed

- **Sufficient Grounds** – Sufficient Grounds is the Bethel College coffee shop which is located at 711 W. McKinley Ave. in Mishawaka. The menu includes hot and cold drinks, breakfast items, sandwiches, wraps, pizza, soups and salads. The phone number is (574) 255-3122.

Sufficient Grounds Hours:

Monday – Thursday..... 7:00 a.m. – 10:30 p.m.
 Friday 7:00 a.m. – 11:30 p.m.
 Saturday..... 9:00 a.m. – 11:30 p.m.
 Sunday..... Closed

- **Vending Machines** – For those students desiring to purchase food from the vending machines, they are located in the lower level of the Academic Center in the south stairwell area.

Student Health Insurance

HEALTH INSURANCE – NONTRADITIONAL STUDENTS

Nontraditional students are exempt from enrolling in the Bethel College student insurance plan and are not required to pay the fee. However, nontraditional students who are registered for six or more credit hours are permitted to enroll in the student health insurance plan offered by the college. The enrollment period is strictly limited. **The deadline for enrollment is September 15.** Any nontraditional student wishing to enroll in the insurance plan may obtain details about enrollment, coverage and cost [online](#) or, from the Student Development Office (third floor of the Huffman Administration Building), phone 574.257.3304.

IDENTIFICATION CARDS

The student development office issues ID cards. Each student is issued a picture identification card upon enrollment. Pictures are taken in the Nontraditional Office without an appointment. You will be notified by Bethel e-mail when your ID card is ready to be picked up. This card will be active as long as the student is enrolled at Bethel. A bar code is attached to the back of the ID card for library use. Students are required to present their card in order to check out library materials.

ID cards should be carried at all times. Any Bethel staff member or safety officer may request proof of identification.

LIBRARY

Bethel’s Bowen Library offers full services to all enrolled Bethel College students. Books, periodicals and electronic resources are available for class work and for personal development or enrichment.

In addition to materials housed in the library, the college makes other materials available through networks with other libraries. ID cards will allow a Bethel student to use library facilities at Notre Dame, St. Mary’s, Holy Cross and Associated Mennonite Biblical Seminary in addition to the Bethel library. Library staff is available during library hours to assist in the search and acquisition of needed library materials.

A small computer lab is available in the library for general student use.

The library maintains a set of rules that students and patrons are asked to respect.

1. The library is not responsible for unattended children. Therefore, any children who are in the library and are unaccompanied by an adult may be asked to leave, if the need arises.

Library Web site:

For more information go to: www.BethelCollege.edu/AcademicsLibrary

LIFESTYLE DISTINCTIVES

Students are expected to reflect a positive lifestyle that is congruent with a Christian college setting in all matters of public conduct. Modesty and good taste are expected in student attire.

Bethel College is a smoke-free campus. The use of tobacco, habitual or harmful, drugs including alcoholic beverages, is not permitted anywhere on the campus, including outdoor locations. In addition, the use of improper and inappropriate language is strictly forbidden. These standards apply to class activities, field trips and all other college-sponsored activities.

MAILBOXES

Campus mailboxes are assigned only to residential students. Mail for commuting students is sent to their home address. Thus, it is essential that adult students inform the Office of Nontraditional Studies of any change of address or phone.

NONDISCRIMINATION POLICY

Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other college-administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairments; however, each school reserves the right to examine applicants for suitability for participation in the educational activities of the school.

WELLNESS CENTER

The Wellness Center provides a variety of counseling services offered to students to assist them in developing their fullest physical, intellectual, emotional and spiritual potential while attending Bethel College. All counseling services are under the direction of the Student Development Office with professional counselors available for personal, wellness and health counseling.

Counseling sessions are free of charge to all registered full-time students. There is a charge for part-time students: at 6 – 11 credit hours per semester the charge is \$15.00 a session, and at 5 and under credit hours per semester the charge is \$30.00 a session. The center is located at 624 LaSalle Avenue (red brick house across from the Everest-Rohrer Chapel/Fine Arts Center).

To learn more about the Wellness Center go to: <http://www.bethelcollege.edu/offices/wellness-center/>

To make an appointment, please call (574) 807-7370.

WRITING CENTER

The Writing Center is a service provided by Bethel College to all traditional and nontraditional students. The mission of the Writing Center is to assist in the process of making good writers better.

The Writing Center endeavors to:

- Encourage students and faculty to improve as writers.
- Promote proficiency and effective process-based writing.
- Promote critical thinking and idea exploration.

When you come to the Writing Center, it is a good idea to decide what kind of help you want. A trained Writing Center tutor will work with you in one session, or over several sessions, to meet the goals of your assignment or project. By discussing your writing with another person, you will be able to focus on the areas you want to improve. In the process, your writing will improve. Every writer can be a better writer.

Keep in mind that as a student, you are responsible for the quality and correctness of the finished paper. Writing Center tutors assist in the process of responding to a writing assignment and offer counsel through questions, but they are not authorized to make any wholesale corrections in content, purpose, structure, style or grammar.

The Writing Center is located in the computer lab in the lower level of the Academic Center and is now offering online appointments. You can make an appointment in person or online by visiting their Web site, www.BethelCollege.edu/Services/WritingCenter and clicking the “Make an Appointment” link. You may also contact the Writing Center by sending an e-mail to writingc@BethelCollege.edu or by calling (574) 257-3212. During regular hours you may drop in without an appointment to work with a Writing Center tutor on any aspect of your writing; however, persons with appointments will be served first.

Writing Center Hours:

Monday – Thursday.....	2:00 p.m. – 11:00 p.m.
Friday.....	2:00 p.m. – 5:00 p.m.
Sunday.....	5:00 p.m. – 9:00 p.m.

These times are subject to change.

ACADEMIC SERVICES

ACADEMIC ADVISORS

Each Bethel nontraditional student has an academic advisor who is assigned by the associate registrar. Academic advisors provide guidance for students with both the admissions and registration processes. If you have questions regarding academic advising, you may contact the registrar at (574) 807-7325.

ACADEMIC COMPLAINT AND APPEALS PROCESS

When a student has a concern about an academic issue, there is an established process whereby that concern will be heard and appropriate action taken. Academic issues include decisions made by individual faculty (e.g., grades) or by committees (e.g., admission to a program), as well as more general concerns with performance by faculty. The process is as follows:

I. Attempted Resolution

The first step in any complaint or appeals process for an academic issue should be to attempt to resolve the issue with the faculty member responsible. If it is not resolved to the student’s satisfaction, she/he may appeal to the Director of Nontraditional Studies.

II. Appeal to the Director

Within a reasonable amount of time, the student will bring the complaint or appeal to the Director of the Office of Nontraditional Studies (if the faculty member in question is the Director, then the appeal should be made to the Vice President of Academic Services. The Director will have the student submit written documentation concerning the academic issue, the attempted resolution of the issue and the

desired outcome. The Director will review the complaint and may obtain additional information from the faculty member, and may schedule a meeting with the student and the faculty member to allow both parties to present their cases. If at all possible, the Director will render a decision in writing within two weeks from the time the complaint was made and deliver it to the student and to the faculty member. Either the student or the faculty member may appeal the Director's decision to the Dean, Division of Professional and Graduate Studies.

III. Appeal to the Vice President for Academic Services

Any party involved in a decision rendered by a dean may appeal that decision to the vice president for academic services (VPAS). This appeal must be presented in writing within one week of the written statement from the dean in the previous appeal, and it should include all of the documents submitted in the previous appeal. The VPAS will review the submitted documents and consult with any relevant parties. The VPAS may 1) render a decision immediately and send it in writing to both parties; 2) appoint a designee to investigate the issue and make a recommendation back to the VPAS; or 3) refer the matter to an ad hoc committee appointed by the VPAS to render a decision.

If a committee is appointed, the meeting will take place as soon as is practical and will observe the following guidelines:

- A. The VPAS will serve as chair of the ad hoc committee and should appoint at least four other faculty members not directly involved in the case to serve on the committee.
- B. Besides the committee members, others present at the hearing will include the person whose initial decision was appealed (if it was a committee decision, the chair will represent the committee), the dean whose review decision is being appealed, and the student. A student appellant may bring one person of his/her choosing as an advisor, but the advisor may not have a formal role in the proceedings. Any other parties (e.g., witnesses) may be present only by the committee's express permission, sought and given in advance of the hearing.
- C. One member of the committee is appointed secretary and a written record of the proceedings is kept.
- D. The student explains and presents her/his case. Then the person whose decision is being appealed presents her/his rationale for the decision that was made. Both parties have the right to introduce other persons as witnesses and each has the right to direct questions to the witnesses presented by the other party. Members of the committee may question either party or their witnesses.
- E. After hearing all oral arguments, the committee reviews the case in private. All written documents relative to the matter and all oral evidence are considered.
- F. The committee then renders a decision to sustain, modify or set aside the decision being appealed. The decision of the committee is stated in writing within two working days after the conclusion of the appeal hearings. The written statement is presented to all parties involved.

IV. Appeal to the President

If either party is not satisfied with the decision of the vice president for academic services or the ad hoc committee she/he may appeal to the president. Such an appeal must be presented in writing within one calendar week after the decision. The president reviews all documents and processes relative to the case and upholds, overturns, or modifies the decision that was made. The president's decision is presented in writing to all parties involved within two weeks after receipt of the appeal. The decision of the president is final.

ACADEMIC POLICIES

A large section of the college catalog is devoted to academic policies and procedures. Your attention is called to that section as the primary source of information in this area. The catalog is available on the Bethel College Web site at www.BethelCollege.edu/Academics/Catalog.

ATTENDANCE POLICY

➤ FOR THE 7 WEEK NONTRADITIONAL COURSE SCHEDULE

Classes are concentrated, and there are no “free” or “automatic” absences. Student success in the course work and in personal and small group relationships requires regular class attendance. A student may be considered absent if he/she attends only a part of the class.

In the case of an unavoidable absence in a seven-week course, the following procedures are followed:

For one absence – the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor’s academic discretion will prevail in such determinations.

For the second absence – same as above, with the additional warning to the student that any further absence will result in a failing grade, and the student will be advised to withdraw, if possible.

For the third absence – The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor’s discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the Director of Nontraditional Studies approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of unavoidable absence in a 14-week course, the following procedures are followed:

For the third absence – the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor’s academic discretion will prevail in such determinations.

For the fourth absence – same as above, with the additional warning to the student that any further absence will result in a failing grade, and the student will be advised to withdraw, if possible.

For the fifth absence – The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor’s discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the Director of Nontraditional Studies approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of an unavoidable absence in a five-week course, the following procedures are followed:

For one absence - the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor’s academic discretion will prevail in such determinations. In addition, the student will be warned that any further absence will result in a failing grade, and the student will be advised to withdraw, if possible.

For the second absence in a five-week course - The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor’s discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the Director of Nontraditional Studies approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of unavoidable absence in a course of less than five weeks, no absence is allowed.

TRANSCRIPT

Transcripts are the work of the registrar's office, which is located in Room 218 in the Huffman Administration Building.

To Receive Transcripts:

- All financial obligations to the college must be met prior to the release of a transcript.
- You may submit your transcript request by:
 - **Form:** Available in the registrar's office
 - **Mail:** Office of the Registrar
Bethel College
1001 Bethel Circle
Mishawaka, IN 46545
 - **Fax:** (574) 257-3277
 - **E-mail:** Submitted through a student's Bethel College e-mail account.
- The first five transcripts are provided at no cost. However, each additional one will cost \$5.00.

Information Needed:

- Name
- Address including zip code
- Maiden name (or other names used while at Bethel College)
- Social Security number or student ID number
- Name and address where the transcript should be sent
- Your signature
- Method of payment (check, cash or credit card), address and phone number.

You may pay by cash, check or credit card. Bethel accepts Discover, MasterCard, or Visa. When paying by credit card please include the following information in addition to the information requested above:

- Name of credit card issuer
- Name of card holder as listed on the credit card
- Credit card number
- Three-digit security code on the back of credit card
- Expiration date of the credit card (month/year)
- Your address including zip code

There is a one- to two-day turnaround on requests once received.

Expedited Service:

If you want your transcript to be sent in that day's mail, the registrar's office offers an expedited service for an additional fee of \$10.00. If a faxed request is received by 2:00 p.m., we will mail your transcript that same afternoon by USPS regular mail. The signed request will need to have all the information requested by the registrar's office as well as the credit card information necessary for the transaction. Should you desire for us to overnight the transcript via UPS Next Day Air, you will need to pay the expedited service fee as well as the overnight charge from the carrier. Shipping charges will vary according to the destination. Because of this, we cannot provide you with shipping costs. The total cost for the transaction will appear on your credit card statement.

HONORS

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.

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

CHEATING

➤ **FOR DEGREE COMPLETION PROGRAM/ORGANIZATIONAL MANAGEMENT**

Any student cheating on an assignment or module will automatically receive an “F” for that work. In the event that a student cheats on the writing of a prior learning experience paper, they will receive no credit and they cannot rewrite on that topic. In the event of repeated or flagrant violations of the cheating code, a student will not be allowed to take any additional modules and will be terminated from the Organizational Management Program without financial reimbursement.

PLAGIARISM

Any act of deceit, falsehood or stealing by unethically copying or using someone else’s work in an academic situation is prohibited. A student found guilty of plagiarism will receive an “F” for that paper, assignment or exam. The professor will have an interview with the student and submit a written report to the dean. If a second offense should occur, the student will be required to appear before the professor, the dean and the vice president for academic services. At this point the student’s continuation in the course and academic career are in jeopardy.

PRIOR LEARNING ASSESSMENT (PLA)

Bethel College awards academic credit for learning that has occurred outside a college classroom. The process is formally called Prior Learning Assessment (PLA). Learning that occurs outside a college classroom, commonly referred to as experiential learning, is validated through PLA. Two steps are essential in the PLA process:

- Accurate and precise documentation must be provided to demonstrate college level learning.
- After the written documentation is submitted, a qualified Prior Learning Assessment evaluator may either award or deny credit.

At Bethel College the following two approaches are used to validate written documentation:

• **WRITTEN DOCUMENTATION**

▪ **Structured Learning**

This is structured college-equivalent learning for which academic credit has not been awarded. It is comprised of continuing education courses, professional workshops, company-sponsored seminars, apprenticeships, licensing preparation and other structured instructional experiences for which verification can be obtained and significant learning demonstrated. Credit is not given for attendance but only upon verification of college level learning which demonstrates a balance between theory and practice.

▪ **Self-Directed Learning**

This learning may come from professional positions, volunteer work, civic responsibilities, travel and other significant life developments. Verification of college level learning is accomplished through essays which are presented to appropriate PLA evaluators in related disciplines. A balance between theory and practice must also be demonstrated.

A one-credit hour course (Prior Learning Assessment) or Module 1 of Organizational Management is a prerequisite for earning credits for both structured and self-directed learning.

Please note that validation through written documentation cannot be used for all academic majors. Check with your advisor to see if you can petition for credit.

- **EXAMINATIONS**

- **Externally Developed Examinations**

- College credit may be earned through CLEP, DANTEs, ACT-PEP, Regents and Advanced Placement tests. CLEP tests are administered by the Office of Nontraditional Studies. You may call the office for further information.

- **Internally Developed Examinations**

- College credit may be earned through specially prepared course examinations arranged with a Bethel College faculty member.

- **RECOGNITION OF NONCOLLEGIATE-SPONSORED INSTRUCTION**

- College credit is awarded based on recommendations by the American Council on Education (ACE), the National Program on Noncollegiate Sponsored Instruction (PONSI) and the *Guide to the Evaluation of Educational Experiences in the Armed Services*.

- **PRIOR LEARNING EVALUATION PROCEDURE**

Please refer to the Prior Learning Assessment Manual found at www.BethelCollege.edu/Academics/Adult/pla.php for the evaluation procedure.

REGISTRATION PROCEDURE

➤ **FOR THE NONTRADITIONAL COURSE SCHEDULE**

Nontraditional students must contact their advisor to register. A late fee may be charged to nontraditional students registering within one week of the start of classes.

To Register:

- Contact the student Financial Services Office, (574) 807-7415, to pay off any balance.
- Schedule a registration appointment with your academic advisor.
- Review the course schedule before meeting with your advisor.
- Keep a copy of your registration form.
- Late registration fees for undergraduate nontraditional classes begin one week before the start date of each session.
- If you want to drop your class, you are required to follow the withdrawal procedures below.

CHANGES IN REGISTRATION OR WITHDRAWAL

Please be sure to follow proper procedures if you decide to add or drop/withdraw class/s. Add/Drop forms are available in the nontraditional studies office and enrollment is not considered officially changed until the forms are completed, signed by the student and advisor and filed with the associate registrar in the Office of Nontraditional Studies. Correspondence with your advisor can be done through your official Bethel College email account or by fax (574-807-7551). The amount of refund, if any, is determined by the week in which the forms are completed and filed. Unauthorized withdrawal from any class results in a grade of “F” on the permanent academic records

WITHDRAWAL POLICY

➤ **FOR THE NONTRADITIONAL STUDIES SCHEDULE**

A student “withdraws” from a class after the first week (seven calendar days) of classes. The course is listed on the academic record as a “W” and does not affect the student GPA. Refer to the refund schedule. After the last date to withdraw has passed, a student may not withdraw from classes regardless of when they last attended. The student will receive the grade earned.

Fourteen-week course: Last date to withdraw is the tenth Friday after the semester begins.

Seven-week course: Last date to withdraw is the fifth Friday after the session begins.

DROP POLICY

➤ **FOR THE OFFICE OF NONTRADITIONAL STUDIES SCHEDULE**

A student “drops” a class during the first week (seven calendar days) of a semester or session. The course is not listed on the academic record when the class is dropped within this period. Refer to the tuition refund schedule to figure out if a drop fee will be charged.

DROP PROCEDURES

Adult students may drop a class through any of the listed steps below:

- Submit an add/drop form to the Office of Nontraditional Studies.
- Send an e-mail to your academic advisor through your Bethel College e-mail account. The e-mail document will provide verification of the date the class was dropped. You must provide your name, ID or Social Security number and the class to be dropped.
- Submit a request to drop a class by fax, (574) 807-7551, to your academic advisor. The faxed document will provide verification of the date the request to drop a class was received. You must provide your name, ID or Social Security number and the class to be dropped. The fax must be signed by you, the student.

TUITION REFUND SCHEDULE

➤ **FOR THE NONTRADITIONAL SCHEDULE**

- **Fourteen and Seven-Week Classes:**
 - A course dropped during the first week (seven calendar days) receives a 100 percent refund.
 - During the second week of the session and succeeding weeks, the refund is reduced by 25 percent each week.
 - After the fourth week, no refund is granted.
- **Classes Meeting Five Weeks or Less:**
 - To receive a 100 percent refund, the course must be dropped by the end of the next business day after the class has met for the first time.
 - No refund is granted after the time period listed above.

➤ **FOR DEGREE COMPLETION PROGRAM/ORGANIZATIONAL MANAGEMENT**

- The student receives a 100 percent refund when a module is dropped prior to the start of the module. No refund is granted after the module has begun.
- The one exception to this is module one. A student may drop and receive a full refund anytime during module one.

NO-SHOW REFUNDS

➤ **FOR THE NONTRADITIONAL SCHEDULE**

- Each adult seven-week session will be considered separately when applying tuition and no-show refunds.
- Students starting a semester who do not attend any classes in one course but do attend one class or more in another course that semester (including the first and second seven-week sessions) will not be considered a no-show and will be subject to the applicable refund schedule.

FINANCIAL AID IMPLICATIONS FOR DROPPING A CLASS

- All tuition refunds are subject to the student's current financial aid award standing. The student financial services office determines the eligible amount of the refund in concert with the business office. Part-time students should be aware that dropping below 6 credit hours may have an adverse effect on financial aid awards. This is also true for full-time students who drop below 12 credit hours.

FINANCIAL SERVICES

NONTRADITIONAL TUITION RATE GUIDELINES

Nontraditional students are charged tuition at the rate established for their program of study. Please refer to a current fee sheet (available from the Office of Nontraditional Studies or online) for applicable tuition rates.

BILLS AND CHARGES

The Student Financial Services Office keeps student financial accounts. The office is located on the lower level in the Huffman Administration Building. Charges are placed on a student's account when the class registration form clears the registrar's office or when a change of registration occurs.

If you need financial aid to fulfill these obligations, see the "Financial Aid" section.

Payment for each semester's charges is due two weeks prior to the first day of class. Your account will be considered paid in full if a payment plan has been established by the first day of class. Any unpaid balance will begin to accrue interest at the rate of 1.75 percent per month (21 percent APR). A balance is considered overdue after the first day of class. Students who end a semester with an unpaid balance are not permitted to register for further classes until the account is paid in full.

Costs change on a yearly basis. The college catalog has a full list of charges for tuition, fees and services. If a monthly financial statement appears to be incorrect, students should contact Student Financial Services Office at (574) 257-3321.

Financial aid that has been awarded should be listed as a credit on the monthly financial statement. If an award has been made but the entry does not appear on the financial statement, call the financial aid office at (574) 807-7326 to be sure all the paperwork has been completed.

Note: Bethel College now accepts the following credit cards: Visa, Master Card and Discover for payment of tuition only.

FINANCIAL AID

Financial aid programs are administered through the Student Financial Services Office in the lower level of the Huffman Administration Building. Students requesting scholarships, grants or loans should contact the student financial services office. The student must assume the initiative to complete and submit the Free Application for Federal Student Aid (FAFSA) and the Bethel College Financial Aid Application each academic year.

Please complete these forms online at:

- The FAFSA form: www.fafsa.ed.gov.
- The Bethel College Financial Aid Application: <https://cx.BethelCollege.edu/Auth/Student/Finaid/BCfinapp.cgi>

Please note you will not be able to register for fall, spring or summer classes without completing the Bethel College Financial Aid Application online.

For your convenience, Arlene Duerksen, assistant director of financial aid, is located in the Office of Nontraditional Studies, room AC 151. She is here to assist you with your financial aid questions and concerns. Her office hours are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m., Monday through Friday. If you have any questions regarding financial aid, please contact Arlene Duerksen at (574) 807-7326 or by e-mail, duerksa@BethelCollege.edu.

ACADEMIC QUALIFICATIONS FOR FINANCIAL AID

Students receiving financial aid must maintain good academic standing with the college in order to qualify for continued financial awards. The following scale is used to determine satisfactory progress for all students:

- Satisfactory 2.0 or above
- Unsatisfactory 2.0 to 1.20
- Dismissal Below 1.20

To maintain eligibility for Federal Title IV and/or other college-administered financial aid assistance, the following conditions must be met:

- A student enrolled full time (12 hours per semester) must earn at least 24 credit hours per 12-month period.
- A student enrolled three-quarter time (9-11.5 hours per semester) must earn at least 18 hours per 12-month period.
- A student enrolled half time (6-8.5 hours per semester) must earn at least 12 credit hours per 12-month period.
- Credit hours completed during summer enrollment are counted toward fulfillment of the above requirements.

For additional information, please refer to the “Satisfactory Academic Progress” section in the current Bethel College catalog on pages 31-32.

TECHNOLOGY SERVICES

I. ANGEL

ANGEL is a Learning Management program some professors use to enhance their class.

- Go to: <http://angel.bethelcollege.edu>.
- Enter your user name: firstname.lastname
- Enter your password: The first five digits of your Social Security number
- Then click the “Log On” button.
- If you need help, please call the Computer Help desk at (574) 807-7777 or by e-mail, angelhelp@BethelCollege.edu

II. BETHEL E-MAIL

Bethel College provides e-mail accounts to all registered students.

Login:

- Go to: my.bethelcollege.edu
- Next click on the Link labeled E-Mail under Quick Links on the left hand side
- Enter your user name:
- Enter your password: first five digits of your Social Security number
- Then press the enter key. This will open your inbox.
- It is important to check your Bethel e-mail. **ALL** communication is through your email account.
- If you are unsure of your user name, you can call the computer Help Desk at (574) 807-7777 or by e-mail, helpdesk@BethelCollege.edu.

III. STUDENT WEB SITE

For your convenience Bethel College has a student Web site that will enable students to do the following: access their grades, print unofficial transcripts, check schedules, etc.

Login:

- Go to: my.bethelcollege.edu
- Login at the top right of the page
- Enter your user name: firstname.lastname
- Enter your password: first five digits of your Social Security number
- Then press the enter key.
- If you need help, please call the computer Help Desk at (574) 807-7777.
- Click on the Student tab for course and grade information
- helpdesk@BethelCollege.edu

Some of the Options:

- Access your grades – click on “Student Information” and then “Grade Report.”
- Print an unofficial transcript – click on “Student Information” and then “View Academic Record.”
- Check your schedule – click on “Student Information” and then “Student Schedule” Be sure that you change the “Current Option Settings” to reflect the proper session, year and program that you want to view.
- Find out who your advisor is – click on “Academic Services” and then “Academic Record.”

IV. COMPUTER LAB

The college maintains a laboratory equipped with computers for registered students to use as they have need. A laboratory assistant is on duty at all times to help users who may need assistance. Students may purchase dvd's, cd's, and mini dvd's for a small fee. The computer lab may be used only for work that is directly related to Bethel College course work.

A copy machine is available in the computer lab for general student use.

Fall/Spring Semester Computer Lab Hours:

Monday – Thursday.....	7:00 a.m. – midnight
Friday.....	7:00 a.m. – 9:00 p.m.
Saturday.....	10:00 a.m. – 6:00 p.m.
Sunday.....	5:00 p.m. – midnight

Summer hours will be posted.

For more information please call the computer Help Desk at (574) 807-7777 or by e-mail, helpdesk@BethelCollege.edu.