

# **ACADEMIC POLICIES & PROCEDURES**

## **Graduation Requirements**

Graduation requirements are structured to assure that you become familiar with those areas of knowledge important for all individuals. You are also expected to develop knowledge and skills in a major of your choice. To earn your degree, you must meet the requirements which are in effect at the time you enter Bethel College. **If your enrollment is interrupted for more than two academic years, you must meet the requirements in effect at the time of your readmission.** Candidates for degrees in May must have their graduation applications filed with the registrar by April 30 of the preceding academic year (a \$100 late fee is assessed for late graduation applications). It is expected that graduates will attend commencement exercises.

### **Candidates for the bachelor's degree complete the following requirements:**

1. A major consists of courses specified by each division and outline in this catalog. A minimum total of 124 semester hours of courses (not including the basic skills courses) must be completed with at least a "C" cumulative grade point average (2.0 on the four-point scale). The last 30 hours of a bachelor's degree must be completed at Bethel College. Traditional students may not obtain credit by CLEP examinations within these last 30 hours. 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 Education Program:** These courses are specifically designed to achieve the goals of a Bethel College education. Courses for which a grade below "D-" is received will not be counted as earned hours for General Education 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 outline in this catalog. A minimum total of 62 semester hours of courses (not including the basic skills courses) must be completed with at least a "C" cumulative grade point average (2.0 on the four-point scale). The last 18 hours of an associate's degree

must be completed at Bethel College. Traditional students may not obtain credit by CLEP examinations within these last 18 hours. 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 Education 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 Education 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. Only students earning a bachelor’s degree may be awarded a minor.

#### **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 education requirements for each program.

Clarification: If one program requires a specific general education 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 education 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 education courses or free electives. A course listed as a general education 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 education requirement for the English Major: Literature Track, but as a general education 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. There must be 21 distinct hours between the major and the 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.

### **Transfer Credit Policies**

#### **Regionally Accredited Institutions**

Semester hour credit will be granted based on the following criteria:

Any grade of "C-" or better will transfer. A "C-" may be used to meet specific course requirement in a major. Some programs require that only a grade of "C" or higher may be used for courses in the major.

Any grade of "D" will transfer from a regionally accredited (ABHE included) institution if the cumulative grade point average from that institution is a 2.0 or greater. A grade of "D" or higher may be used to meet general education requirements. The Registrar will determine which courses meet general education requirements.

Any course meeting the above grade guidelines, but not specific general education or major requirements, will have credit transferred as elective hours.

Students transferring credit from a quarter system of study will receive 3/4 credit.

#### **Non-Accredited Institutions**

Transfer credit may be granted for courses at non-accredited or proprietary schools with a grade of "C-" or better. (*Certain divisions require higher grade levels.*) If allowed, this credit is granted at 2/3 credit.

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## **Transfer Credit Applied Toward Graduation Requirements**

At least 18 hours in the major field and the last 30 hours must be taken at Bethel College in order to earn a baccalaureate degree. For the associate degree, the student must complete at least 9 hours in the area of concentration and the last 18 hours at Bethel.

## **Transferring English Credit**

Students who have passed an ENGL 101 or its equivalent at a regionally accredited institution will be given give credit for Written Communication II (ENGL 101) at Bethel. Students wishing to transfer in a composition course for Written Communication III must have passed a course that included a major research paper. Courses without the research paper component may be transferred for ENGL 102 credit by taking ENGL102R Research Writing II at Bethel.

## **Consortium Programs**

Through its membership in the *Northern Indiana Consortium for Education (NICE)*, Bethel College offers certain courses and, in some cases, majors in cooperation with other local colleges and universities. Cross-registration between Bethel College and the other colleges is permitted on a space-available basis. Using Bethel as the “home base,” students taking 12 or more hours of Bethel College courses can select courses from the other colleges to alleviate scheduling problems. NICE classes may not be taken by Private Tutorial or Independent Study. Other members of the consortium are Goshen College, Holy Cross Junior College, Indiana University at South Bend, Ivy Tech State College and St. Mary’s College. Bethel College also has a combination engineering program through the formal agreement with the University of Notre Dame. All except one of these colleges and universities are within a five-mile radius of Bethel College. Transportation to another college or university for courses offered there is the individual student’s responsibility.

Bethel College has an enrollment agreement with the University of Notre Dame enabling Bethel students to participate in the Air Force and Army ROTC program.

## **Registration**

Every student admitted to the college is classified and assigned to an academic advisor. The academic advisor is to help students schedule the courses that will meet the specific major requirements and personal interests of the student. The advisor must sign the registration form, any drop/add forms and the application for graduation. The student, however, remains the one responsible to see that all catalog requirements are met and completed for the target major and degree, and in time to graduate. Official registration is completed in person during assigned registration days for each semester or session. Late registration is possible for a limited period but involves a late 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 Vice President for Academic Services.

## **Changes in Registration or Withdrawal**

In order to add or withdraw from a course, the proper procedure must be followed to assure correct records. Academic Advisors are able to make registration changes online until the end of the first week after classes have begun. After this point in the semester, classes can no longer be added to a student’s schedule. Dropping a class will require completion of an Add/Drop form available in the registrar’s office. 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.

### Institutional Withdrawal Policy

#### Official Withdrawals

The date of withdrawal will be the date that the College is notified in writing of the student's decision to withdraw (the date the student actually begins the withdrawal process). If there are extenuating circumstances determined to be beyond the student's control such as illness, accident, or grievous personal loss, the dean can, prior to the last day of classes, set a withdrawal date based upon the last documented date of attendance at an academically-related activity.

A student has established an academic record once the student registers for a class. In order to complete the official withdrawal process, the dean of students will have the student complete the "Procedures for Withdrawal" form found in the office of student development. The student must complete the entire form and end with the registrar. A grade of W will be given for all courses. Withdrawal is not possible after the last day given in the college calendar (except in special emergencies).

#### Unofficial Withdrawals

For financial aid purposes, an unofficial withdrawal date will be set as the last date the student utilized any campus services (dining commons, chapel attendance, bookstore purchases, etc.) if the student "drops out" without notifying the dean of students of their intentions. It is also an unofficial withdrawal if the student does not pass at least one attempted class since the College cannot make a presumption that the student attended. Tuition, fee, or room and board charges will not be adjusted for unofficial withdrawals; however, Federal grants and loans, both student and parent, will be prorated per the Federal Return of Funds Policy.

#### No-Show Policy

Students who do not attend any of the classes for which they have registered will be granted a 100% refund of tuition paid. Each Adult 7-week session will be considered separately when applying Tuition and No-Show refunds. Students who do not attend any classes in one course but do attend one class or more in that semester will not be considered a no-show and will be subject to the applicable refund schedule.

### 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 12 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.

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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 a transcript or letter from home institution. An Admission Application is 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). Students may repeat a course and only the last grade earned will be used in computing the grade point average. However, the first grad will remain as a matter of transcript record. **See pages 37-39 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.

If a student receives an incomplete grade, "I", in their final semester, the final grade must be posted within 45 calendar days of the graduation date for that semester. Incomplete grades completed after 45 calendar days from the end of the semester will result in the student's official graduation date being adjusted to the next graduation date following the satisfaction of the incomplete.

## Science Lab Policy

For any life, mathematical, or physical science course with a concurrent lab requirement, the lecture and lab are considered to be components of the same course. Therefore, it is only possible either to pass both components (lecture and lab) or to fail both components. A student receiving an F for the lecture component will automatically receive an "NP" ("not pass") for their lab component, regard-

less of the percentage of lab points they earned. Conversely, if a student receives an F for the lab component, *i.e.*, an “NP” for the lab, the student will automatically receive an F for the lecture component. A D- is considered a passing grade for the lab component, and equates to a grade of “P” for the lab.

If a student desires to retake a life, mathematical, or physical science course with a concurrent lab requirement in order to raise their grade, they must retake both the lecture and the lab portions of the course concurrently, regardless of receiving a satisfactory grade in one or the other component.

Specifically, this policy holds for courses with any of the following prefixes:

- BIOL
- CHEM
- ENGR
- MATH
- NS
- PHYS

### **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 probationary semester, the student must meet with the Director of the Academic Support Center who is empowered to assign probation conditions to meet the needs of the student. In most cases, these conditions will include enrollment in COL 090 Academic Strategies (2 credit hours; does not count toward graduation). The student will then be required to meet all probationary conditions set by the Director of the ASC in order to continue enrollment.

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 or desnee..

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.

## **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 decisions include the admission to a program, assignment of grades for courses, as well as more general concerns with a faculty member. Such academic decisions may be appealed by a student if he/she thinks the decision was not appropriately related to the facts of the matter.

*Note to Nursing Students:* Depending on the situation, it is possible students will not be allowed to continue in clinicals during a course appeal, due to liability issues.

### **I. Appeal of a Grade During a Course**

If a student believes that a grade on an assignment or examination was not appropriate, he/she must first attempt to resolve the matter with the professor within five (5) business days of receipt of the grade. If the matter is not resolved to the student's satisfaction, a written appeal may be filed with the dean of the course in question within five (5) business days of the attempted resolution with the faculty member. Note: In some areas, the dean has established a representative individual or committee to hear student appeals prior to the appeals coming to the dean. These exceptions are listed below:

*School of Nursing:* Admission and Progression Committee

*Office of Nontraditional Studies:* Director of Nontraditional Studies

The dean (or appointed representative) shall review the assignment, evaluate the student's academic work, and secure any additional needed information from the professor. The dean (or appointed representative) shall contact the student and the professor within ten (10) business days of receipt of the student appeal to allow both parties to express their concerns. Within twenty (20) business days of the receipt of the student appeal, the dean (or appointed representative) will render a decision in writing, addressed to the professor and to the student. A copy will be placed in the student's file in the Academic Office. If the professor is also the dean (or appointed representative), the appeal will be directed to the Vice President for Academic Services (VPAS). Either party may appeal the decision to the VPAS.

### **II. Appeal of the Final Grade for a Course**

If a student believes the final grade was not appropriate, he/she must first attempt to resolve the matter with the professor of the course within five (5) business days of the start of the next regular semester/session. If it is not resolved to the student's satisfaction, a written appeal of the grade may be filed with the dean of the course in question. Such an appeal must be made within five (5) business days of the attempted resolution with the faculty member. Note: In some areas, the dean has established a representative individual or committee to hear student appeals prior to the appeals coming to the dean. These exceptions are listed below:

*School of Nursing:* Admission and Progression Committee

*Office of Nontraditional Studies:* Director of Nontraditional Studies

The student must present all relevant documents to the dean (or appointed representative). The dean (or appointed representative) shall review the evidence, and secure any additional needed information from the professor. The dean (or appointed representative) shall contact the student and the professor within ten (10) business days of receipt of the student appeal to allow both parties to express their concerns. Within twenty (20) business days of the receipt of the student appeal, the dean (or appointed representative) will

render a decision in writing, addressed to the professor and to the student. A copy will be placed in the student's file in the Academic Office. If the professor is also the dean (or appointed representative), the appeal will be directed to the VPAS for processing. Either party may appeal the decision to the VPAS.

Note: Any appeals of final grades that affect the student's course schedule in the next regular semester/session must be received in writing by the dean (or appointed representative) of the course in question no less than ten (10) business days prior to the start of the next regular semester/session. The student must inform the dean (or appointed representative) if his/her course schedule in the coming semester/session will be affected by the decision. An attempt will be made to accommodate these considerations by expediting the appeals process from that point. However, if an appeal is initiated after ten (10) business days prior to the start of the semester/session, there is no guarantee that resulting course schedule issues will be successfully resolved.

### **III. Appeal of Other Academic Decisions**

If the student believes that an academic decision (other than grades) is not appropriate, he/she must first attempt to resolve the matter with the involved party (a professor, an administrator, or the chair of a committee) within five (5) business days of the action to be appealed. (If the decision being questioned was a committee decision, the student is allowed to present his/her case to a meeting of the committee. Such a meeting must be held within ten (10) business days of the student's request. At least a majority of the members of the committee must be present for that appeal.) A written response must be provided within ten (10) business days by the individual or committee responsible, and must be given to all involved parties. If the matter is not resolved at this level, the decision may be appealed to the next level (dean or VPAS) within ten (10) business days of the decision. The VPAS will deliberate the matter through the appropriate academic office(s) of the college.

### **IV. Appeal to the Vice President of Academic Services**

Any party involved in a decision rendered under the provisions above may appeal that decision to the Office of the Vice President for Academic Services. This appeal must be presented in writing within ten (10) business days after the date of the written statement from the previous step.

- Upon receiving the written appeal, the VPAS will review the submitted documents and consult with relevant parties. The VPAS may:
- render a written decision immediately and send it to both parties;
- appoint a designee to investigate the issue and make a recommendation back to the VPAS; or
- appoint an ad hoc committee to hear the appeal. This meeting must occur within ten (10) business days of the receipt of the appeal.

If an adhoc committee is appointed by the VPAS, the following guidelines will be observed:

1. The VPAS will serve as the chair of the ad hoc committee.
2. The ad hoc committee membership may not include any of the affected parties.
3. Those present at the hearing include the ad hoc committee members, the student, the individual whose initial decision was appealed, and the administrator whose review decision is being appealed. A student appellant may bring one other person of his/her choosing as an advisor, but the

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advisor may not have a formal role in the proceedings. Any other parties, including witnesses, may be present only by the committee's express permission, sought and given in writing in advance of the hearing.

4. A written record of the proceedings will be kept.
5. The administrator whose decision is being appealed will present his/her rationale for the decision being challenged.
6. The involved parties both 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 ad hoc committee may question either party and/or their witnesses.
7. After hearing all oral arguments, the ad hoc committee will review the case in private. All written documents relative to the matter and all oral evidence will be considered.
8. The ad hoc committee will render a decision to sustain, modify or set aside the decision being appealed. The decision of the committee is stated in writing within two (2) working days after the conclusion of the appeal hearings. The written statement is presented to all parties involved.

### **V. Appeal to the President**

If either party is not satisfied with the decision of the Vice President for Academic Services or the appointed ad hoc committee, he/she may appeal to the President of the college. Such an appeal must be presented in writing within ten (10) business days after the committee action being appealed. The President reviews all documents and processes relative to the case and upholds the committee decision or returns the matter to the committee for a hearing in full and fair accord with the college's policies. The President will generally render a decision in writing to all parties involved within ten (10) business days after receipt of the appeal.

## **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 by Tuesday noon before the commencement ceremony.

## **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 five transcripts are provided 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.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) protects the rights of students in regard to their educational records.

1. Students have the right to inspect and review their education records within 45 days of the college receiving their written request. This would include transcripts or other records obtained from a previously attended school. Written requests specifying the records to be inspected can be made to the registrar, vice president for academic services or other appropriate official. An appointment will be made for the student to view the records in the presence of a member of the registrar staff or vice president for academic services.
2. Students have the right to request their educational records be corrected if they believe them to be inaccurate or misleading. If the college decides not to amend the record, the student has the right to request a hearing. If the student is unsatisfied with the outcome of the hearing, the student may place a statement with the record explaining his or her view about the contested information.
3. Bethel College must have permission from the student to release information from the student's education record. A student consent form can be accessed on the student web. An exception permits disclosure to school officials with a legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic or research, support staff position (including security or health personnel); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a member of the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.

FERPA provides that directory information may be released without consent unless the student has informed the college that such information should not be released. Directory information is limited to those types of information which would not generally be considered harmful or an invasion of privacy if disclosed. Bethel College considers the following to be directory information:

Name	Address
Telephone listing	Email address
Major field(s) of study	Date and place of birth
Degrees and awards	Dates of attendance
Most recent previous school attended	Classification
Participation in officially recognized activities and sports	

Any student who desires that directory information not be released may submit a written request to the registrar's office.

4. Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Bethel College to comply with the requirements of FERPA.

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### **CLEP**

Bethel College generally follows the guidelines listed by CLEP and the College Board.

**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.

Traditional students pursuing a bachelor's degree may not obtain credit toward graduation via CLEP examinations in their last 30 hours. Additionally, traditional students pursuing an associate's degree may not obtain credit toward graduation via CLEP examinations in their last 18 hours.

**Subject Examinations:** Courses where no CLEP examination is available and are offered as specific classes applicable to a program at Bethel, may be eligible to receive credit through local testing (credit by examination). The amount of credit awarded is determined by the course credit that is being replaced.

A slight fee is charged for the transfer of credit from CLEP, PEP, and similar testing programs to cover the cost of evaluating and posting the credit.

### **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.

The registrar, in consultation with the appropriate divisional chairperson, will evaluate credit on a case-by-case basis.

### **Prior Learning Assessment (PLA)**

Non-traditional students may have acquired knowledge and/or competencies through professional training or prior learning experiences. If this knowledge is applicable to the student's degree program, he/she may validate this knowledge through credit by examination or Prior Learning Assessment (PLA) essays. The latter is used when validated examinations are not available. To receive credit through Prior Learning Assessment, students must petition for credit by submitting essays to qualified faculty evaluators. The essay process cannot be used for teacher certification programs. A fee per semester hour credit is charged; see the section on Tuition and Fees. For more details regarding this program, contact the Program Manager for Prior Learning Assessment.

### **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.