

# GRADUATE STUDIES

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## ***Graduate Programs:***

Master of Arts in Teaching

Master of Arts in Theological Studies

Master of Business Administration

Master of Education

Master of Ministries

Master of Science in Nursing

Transition to Teaching

# GRADUATE STUDIES

Bethel offers graduate programs in business, education, ministries, theology and nursing. In keeping with the mission of Bethel College, graduate programs are dedicated to providing liberating academic programs that challenge the mind, enlarge the vision, and equip the whole person for lifelong service.

The following graduate student learning outcomes guide the requirements, curriculum and administration of each graduate program:

1. Students will demonstrate an understanding of a Christian worldview and system of ethics as applied to the phenomena and theory (events and ideas) of their respective disciplines.
2. Students will demonstrate expertise in the knowledge and skills of their respective professions.
3. Students will demonstrate the evaluation, integration and application of knowledge within their respective disciplines.
4. Students will gain the knowledge and skills necessary to respectfully engage and serve in diverse communities.
5. Students will demonstrate the ability to perform self-directed discovery and analysis.

In addition to the above learning outcomes, each graduate program has its own student learning objectives specific to its particular discipline. These can be found in each graduate program's student handbook.

Degrees offered include Master of Arts in Teaching, Master of Arts in Theological Studies, Master of Business Administration, Master of Education, Master of Ministries and Master of Science in Nursing. The following pages describe each degree program and its requirements in detail.

## **MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for people involved in management and leadership. Although most people enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

### **Description of Program**

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year include two semesters and two summer sessions.

### **Format of Program**

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 PM. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled. People employed full time are expected to take a minimum of two years of part-time study to complete the degree.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

### **Admission Requirements**

1. A baccalaureate degree from a college or university accredited by the Higher Learning Commission with a 2.75 or higher GPA. Applicants with a degree from a non-accredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the M.B.A. program director.

2. A minimum of two years of appropriate work experience as determined by the program director.

3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College, M.B.A. Office.

4. Students entering the M.B.A. program must complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.

5. Satisfactory personal interview with the program director.

6. Acceptable oral and written skills must be demonstrated.

7. Students whose native language is not English must score 540 or higher on the paper version, 207 or higher on the computer version, or 76 or higher on the Internet version of the TOEFL.

8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

### **Application Procedures**

1. Complete an M.B.A. Admission Application from the Bethel College website.

2. Return the completed form to Bethel College, M.B.A. office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.

## **GRADUATE STUDIES – M.B.A.**

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3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that an official transcript be sent directly to Bethel College, M.B.A. office. If you have taken any graduate study, you also will need to request that an official transcript from your graduate school be sent directly to the Bethel College M.B.A. office.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reason you selected Bethel College. Mail this to Bethel College, M.B.A. office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.

6. Arrange through the M.B.A. Office for an interview with the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director, and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

**Regular Admission** is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

**Conditional Admission** may be granted at the discretion of the M.B.A. program director when the applicant does not fully meet the admission requirement but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission within the established time period, enrollment in the M.B.A. program will be terminated.

**Special Admission** may be granted by the M.B.A. program director for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

**Permission to Audit** is granted by the M.B.A. program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$180 is paid for each course.

**Transfer Students** may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a “B” or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

**Undergraduate Bethel College Students** may register in graduate courses for graduate credit, if space is available and provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

## **Graduation Requirements**

The following requirements must be met for Master of Business Administration candidates to graduate:

1. Successful completion of the M.B.A. graduate curriculum with at least a 2.75 grade point average. At least 30 hours must be M.B.A. or MLED courses.
2. Each student must complete the Educational Testing Services Major Field Test – M.B.A. The exam is three hours in length.
3. The M.B.A. degree must be completed within seven years from the point of matriculation. Requests for extensions may be made in writing to the M.B.A. program director and are subject to approval of the academic vice president.
4. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

## **Academic Information**

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time

enrollment may be necessary for certain kinds of financial aid. However, students with full-time employment are not permitted to enroll at the same time as full-time graduate students without permission of the M.B.A. program director. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer.

A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to the 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below “C-” is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

## Financial Information

Graduate tuition and fees are available from the graduate Studies Office or at the front of this catalog. The cost of books and materials is approximately \$110 per eight-week session.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department of their employer to determine eligibility for aid. The office of the student financial services can provide details concerning the most recent financial aid information

## Curriculum

The M.B.A. curriculum consists of 36 hours. Students should select either the Management Science track or the Leadership track upon application to the program.

### REQUIRED COURSES

			Hours
MBAD	503	Management in Action	3
MBAD	506	Global Business Environment	3
MBAD	513	Marketing Strategy & Policy	3
MBAD	516	Accounting and Managerial Decision Making	3
MBAD	524	Business Policy & Ethical Decision Making	3
MBAD	527	Legal Environment of Business	3
MLED	506	Organizational Behavior	3

### MANAGEMENT SCIENCE TRACK

Select three courses from the following: **6**

MBAD	510	Investments	(3)
MBAD	519	Economic Analysis & Policy	(3)
MBAD	520	Managerial Economics	(3)
MBAD	526	Financial Analysis & Capital Budgeting	(3)

*Plus two electives from MBAD or MLED*

### LEADERSHIP TRACK

Select three courses from the following: **6**

MBAD	511	Human Resources Management	(3)
MLED	503	Leadership Theory & Applications	(3)
MLED	530	Organizational Communication	(3)
MLED	540	Economic Perspectives	(3)
MLED	550	Fundraising & Board Development	(3)

*Plus two electives from MBAD or MLED*

### ELECTIVES THAT MAY BE TAKEN BY STUDENTS IN EITHER TRACK INCLUDE:

MBAD	509	Statistical Methods for Business	(3)
MBAD	512	Topics in Not-for-Profit Management	(3)
MBAD	529	Contemporary Issues in Business Administration	(3)
MBAD	531	Entrepreneurship	(3)
MLED	527	Strategic Planning and Organizational Change	(3)
MLED	553	Managing and Supporting Innovation	(3)

## **GRADUATE EDUCATION PROGRAMS**

The mission of Bethel College graduate degree programs in education is to prepare wise leaders for our nation's schools. The graduate program prepares teachers and school administrators to be wise leaders in their classrooms, in their schools and in their communities. Candidates will be enabled to competently perform the roles associated with excellence in teaching and with effective, ethical school leadership. Candidates view their own development (intellectual, social, physical, spiritual and professional) as a life long process.

Program completers will be educators who remain aware of current developments in education and in their field of specialization, model a spirit of inquiry, provide an atmosphere for the development of the whole person, make wise leadership decisions and who are professional in their approach to and attitude about teaching and school leadership.

### **Graduate Programs in Education**

Graduate study in education at Bethel College can lead to a Master of Arts in Teaching (MAT) degree or a Master of Education (M.Ed.) degree. The MAT program is for individuals who want to earn an initial teaching license, and the M.Ed. program offers several options for individuals who already have a teaching license.

### **Description of Master of Arts in Teaching (MAT) Program**

The MAT program is designed for candidates who are seeking initial teacher certification. The MAT program begins with the Bethel College graduate level Transition to Teaching program (18-24 credit hours) leading to an Indiana teaching license. Transition to Teaching is a one-year cohort program beginning each May. The Bethel College Transition to Teaching program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. Upon completion of the Transition to Teaching component and passing scores on all required licensure tests, candidates are eligible for an Indiana Teaching license. Transition to Teaching program completers are able to earn the Master of Arts in Teaching degree by taking an additional 12-18 credit hours, for a total of 36 credit hours of graduate study.

### **Curriculum for Master of Arts in Teaching**

#### **Transition to Teaching - Elementary**

Candidates seeking an elementary teaching license will complete the following 24 credit hours.

		<b>HOURS</b>
<b>BLOCK1</b>	<b>SUMMER</b>	<b>9</b>
EDTR 501	Teaching in the 21 <sup>st</sup> Century	
EDTR 520	Reading Foundations	
<b>BLOCK 2</b>	<b>FALL SEMESTER</b>	<b>9</b>
EDTR 512	Field Placement-	
	120 hrs of participation in school	
EDTR 521	Advanced Reading & Lang. Arts Methods	
EDTR 522	Methods of Teaching – Elementary	
	Mathematics, Social Studies, Science	
<b>BLOCK 3</b>	<b>SPRING SEMESTER</b>	<b>6</b>
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	

#### **Transition to Teaching - Secondary License**

Candidates seeking an elementary teaching license will complete the following 24 credit hours.

		<b>HOURS</b>
<b>BLOCK1</b>	<b>SUMMER</b>	<b>6</b>
EDTR 501	Teaching in the 21 <sup>st</sup> Century	
<b>BLOCK 2</b>	<b>FALL SEMESTER</b>	<b>6</b>
EDTR 511	Field Placement-	
	80 hrs of participation in school	
EDTR 528	Reading & Writing Across the Curriculum	
EDTR 5xx	Methods of Teaching – Secondary	
<b>BLOCK 3</b>	<b>SPRING SEMESTER</b>	<b>6</b>
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	

### **Completion of the MAT**

The candidate for the Bethel College MAT is required to earn an additional 12-18 hours (depending on Elementary or Secondary) from among the following courses.

**Required Core - 6 credits hrs.**

EDUC 500 Introduction to Professional Development & Leadership	1
	<b>HOURS</b>
EDUC 555 Educational Research	3
EDUC 690 Professional Development & Leadership - Capstone	2

**Electives to complete the degree selected from the following:**

EDUC 521 Curriculum Development and School Improvement	3
EDUC 531 Effective Instruction and Assessment	3
EDUC 541 Meeting the Needs of Diverse Learners	3
Approved Seminars or other courses	1-3

## **MAT and Transition to Teaching Admission, Retention and Exit Policies**

### **Transition to Teaching Admission Requirements**

- Official transcripts - A bachelor's or master's degree from an institution accredited by the Higher Learning Commission
- State-mandated minimum GPA in undergraduate program (3.0 or 2.5 exception for professional experience) or a Graduate Degree
- Content knowledge through undergraduate and/or graduate coursework
- Satisfactory criminal history search
- Satisfactory sexual offender screening
- Praxis I: Passing scores on all three components – mathematics, reading, writing
- Praxis II: Passing scores on all required tests for licensure in the appropriate content area. (secondary only)
- Recommendation letters (two)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by a panel of Bethel College faculty members and their representatives.  
An on-demand writing sample is also required at the time of the interview.

### **MAT Admission Requirements**

Individuals who have successfully completed the Bethel College Transition to Teaching program and have a valid teaching license with at least one year of teaching experience will be eligible to complete an application form, submit one additional recommendation letter and a copy of their teaching license to be approved to continue in the MAT program.

### **MAT Graduation Requirements and Program Completion**

- Successful completion of graduate course work, including any required internships.
- Candidates must maintain a minimum GPA of 3.0 in all coursework required.
- Minimum of C- in all completed coursework.
- Content knowledge in the cognate area will be assessed by a complete or partial comprehensive exam near the end of the candidate's program.
  - o If a candidate fails the comprehensive exam, a re-take may be scheduled.
  - o Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
  - o Minimum of C- in all completed coursework.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise leader.
  - o Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
  - o The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of coursework, a summative portfolio assessment will be scheduled during the final semester of courses.
  - o Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

### **Description of Master of Education (M.Ed.) Program**

The M.Ed. program is designed for candidates who already have a valid teaching license, and, in most cases, who have completed an undergraduate degree in education. The M.Ed. program will help candidates meet professional development goals and assist the candidates to bring current research into practice in their schools. To earn the M.Ed., a candidate must complete 36 credit hours. The M.Ed. program affords the candidate a choice of three cognate areas: Literacy, School Leadership or a Generalist option. In addition to the three cognate options, candidates interested in becoming a school building principal may select the School Administration Licensure option leading to the Indiana K-12 Building Level Administrator License.

**NOTE:** Individuals who already have a master's degree, a valid teaching license and three years of successful teaching experience may complete the School Administrator Licensure coursework (20 hours) to be eligible for the Indiana K-12 Building Level Administrator license.

### **Format of the M.Ed. Program**

The M.Ed. program can be completed in two years or longer if candidates take only one course per semester or sit out for a term. Candidates can begin the program during any term, but they are required to take the Professional Development and Leadership Introduction course within the first nine hours of coursework. The Professional Development and Leadership Capstone course, if required, must be taken within nine hours of program completion.

**Curriculum for Master of Education (M.Ed.) Program**

<b>M.Ed.</b>			<b>HOURS</b>
<b>Required Core</b>			<b>18</b>
EDUC	500	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
EDUC	690	Professional Development & Leadership (Capstone)	2
<b>Cognate Area: Leadership/Literacy/Generalist</b>			<b>9-12</b>
<b>Electives (or 2nd Cognate)</b>			<b>6-9</b>
			<b>36</b>

**M.Ed. Cognate Areas**

**Literacy**

EDLT	501	Folklore, Children’s & Adolescent Literature	3
EDLT	521	English Language Learning	3
EDLT	631	Writing Process	3
EDLT	641	Reading & Writing Difficulties: Assessment and Intervention	3

**Leadership**

EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	685	Ethics of School Leadership	3

**HOURS**

Leadership course elective or Seminars      3

**Generalist**

The candidate designs a purposeful concentration of courses selected from other cognate areas, elective offerings and seminars

**M.Ed. in School Administration**

**Licensure Program for K-12 Building Level Administrators**

<b>M.Ed.</b>			<b>HOURS</b>
<b>Required Core</b>			<b>16</b>
EDUC	500	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
<b>School Administrator Licensure</b>			<b>20</b>
EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	651	Personnel & Staff Development	2
EDAD	661	School Finance & Budgeting	3
EDAD	681	Educational Policy & Legal Perspectives	3
EDAD	685	Ethics of School Leadership	3
EDAD	690	Internship in School Administration	3
			<b>36</b>

Upon completion of the licensure program, candidates must also achieve a qualifying score on the ETS Leaders Licensure Assessment to be eligible for the Indiana K-12 Building Level Administrator license.

### **M.Ed. Admission Requirements**

- Official Transcripts - A bachelor's degree from an institution accredited by the Higher Learning Commission
- Undergraduate GPA: Minimum 2.75
- Current teaching certification
- Three years successful teaching experience
- Recommendation letters (three)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by the Bethel College graduate program director or representative.

### **M.Ed. Retention**

- Maintain a minimum 3.0 GPA
- Minimum of a C- in all completed coursework
- Successful formative portfolio assessments
- Favorable assessments by graduate faculty members throughout the program
- Candidates whose GPA falls below 3.0, or those receiving unfavorable assessment from faculty members, or those making unsatisfactory progress on the professional portfolio will be required to meet with the graduate program director or a faculty member appointed by the director. A plan for remediation will be established. A candidate who is unable to meet the remediation plan may be required to drop out of the program.

### **M.Ed. Graduation Requirements and Program Completion**

- Successful completion of graduate course work, including any required internships
- Candidates must maintain a minimum GPA of 3.0 in all coursework required in the degree program.
- Content knowledge in the cognate area will be assessed by a comprehensive exam near the end of the candidate's program.
  - o If a candidate fails the comprehensive exam, a complete or partial re-take may be scheduled.
  - o Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise school leader.
  - o Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
  - o The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of course work, a summative portfolio assessment will be scheduled during the final semester of courses.
  - o Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

## **MASTER OF NURSING (MSN) for Nurse Educators/ Administrators**

### **Purpose of Master of Science in Nursing Program**

The purpose of the Master of Science in Nursing (MSN) for Nurse Educators/ Administrators is to facilitate career preparation in a Christian liberal arts setting at the graduate level of nursing, enabling experienced nurses to develop skills for nursing education or administration. The graduate is expected to integrate concepts from the practice of nursing, advanced theory for nursing practice, research and professional role behaviors in the educational or administrative settings. The MSN curriculum builds on knowledge and competencies of baccalaureate education and experience as a practicing nurse. The MSN graduate has a foundation for doctoral education in nursing.

### **Program Format for MSN**

The MSN program involves five semesters of coursework, two practicum experiences and a nursing thesis in a specialty area, which can be done in the semester of choice following MNUR 514.

A seven week format is used, with classes taking place one night a week. Most classes are hybrid, meeting face-to-face for four of the seven nights, with the remaining three class sessions meeting online.

### **Admission Requirements to MSN Program**

1. Complete the School of Nursing application.
2. A bachelor's degree in nursing, with a minimum GPA of 3.0, from a NLNAC or CCNE accredited program.
3. Professional references by nurses or nursing supervisors (3 needed).
4. Three years experience as a RN.
5. Registered nurses with a bachelor's degree in another field will be evaluated on an individual basis. Additional coursework may be required.
6. A current RN license.

### **Graduation Requirements**

1. Only grades of B- or higher will be accepted toward the major.
2. A minimum of 36 credits are required.
3. At least 30 credits must be completed at Bethel College.
4. The last 15 credits must be completed at Bethel College immediately prior to graduation unless an alternative plan of study has been approved.
5. Cumulative GPA of at least 3.0 is required.
6. All financial accounts must be fully paid to the college; academic credit, transcripts and diploma are withheld if the account is not paid in full.
7. All work must be completed in six years.
8. The successful completion of a thesis is required.

### **Academic Information**

Students must maintain a 3.0 GPA to continue in the program. Students whose cumulative GPA is below 3.0 are placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g. harassment or sexual misconduct).

# GRADUATE STUDIES – NURSING

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## Transfer of Credit

Applicants who have completed graduate level courses from an NLNAC/CCNE accredited program may be awarded credit on a course by course basis. Only six credit hours can be transferred.

## Financial Information

Graduation tuition and fees are available from the office of graduate studies or at the front of this catalog. The cost of books and materials is approximately \$100 per class. Financial aid to graduate students is mostly in the form of loans, federal and private. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department to determine eligibility. The Office Student Financial Services can provide details concerning the most recent financial aid information.

## Application Procedures

1. Request an MSN Graduate Admission Application packet from the Bethel College office of graduate studies.
2. When completed, return the forms to the Bethel College office of graduate studies with a \$25 nonrefundable application fee. The fee is not required of Bethel alumni.
3. Submit transcripts from all undergraduate colleges or universities attended and from where the bachelor's degree was granted as well as from any graduate school where work had been completed. Have the registrar at those institutions send official transcripts to the Bethel College office of graduate studies.
4. Request three references from nurse colleagues or supervisors in the specialty area using forms provided.

## MSN Major

			HOURS
<b>Major Core</b>			
MNUR	511	Nursing Roles in Health Care Organizations	3
MNUR	512	Statistics for the Health Sciences	3
MNUR	513	Advanced Theory for Nursing Practice	3
MNUR	514	Nursing Research	3
MNUR	521	Specialty Practicum	3
MNUR	613	Information Systems in Nursing	3
MNUR	699	Nursing Thesis in Specialty Area	3
MNUR	699B	Thesis Completion	0
<b>Core Hours</b>			<b>21</b>
<b>Nurse Educator Track</b>			
MNUR	611	Educational Pedagogy	3
MNUR	612	Curriculum Development in Nursing	3
MNUR	614	Evaluation in Nursing	3
MNUR	621	Teaching Practicum	6
<b>Track Hours</b>			<b>15</b>
<b>Total Hours</b>			<b>36</b>
<b>Nursing Administrator Track</b>			<b>HOURS</b>
MNUR	615	Health Care Organization and Delivery	3
MNUR	616	Health Care Finance and Budgeting	3
MNUR	617	Ethical and Legal Issues in the Health Care Organizations	3
MNUR	622	Practicum for Nursing Administrators	6
<b>Track Hours</b>			<b>15</b>
<b>Total Hours</b>			<b>36</b>

## GRADUATE STUDIES IN MINISTRY AND THEOLOGY

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree (60 hours). These are professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society.

### Description of Master of Ministries (M.Min.) Program

The Bethel Master of Ministries is a professionally focused graduate degree consisting of 30 credit hours of graduate study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. Courses are scheduled on a three-day intensive format. In addition, one six-week (one night per week) course is offered each semester.

Types of Courses Offered – There are three major areas of study:

BBST – Biblical Studies

THES – Theology, History, Ethics, and Society

CHMN – Church and Ministry

See the complete listing of courses at the in Graduate Course Descriptions

**Program Requirements** (unless special permission is granted by the assistant program director/program director to follow a different distribution of classes):

<b>Required Courses:</b>			<b>HOURS</b>
BBST	531	Interpreting the New Testament	3
BBST	532	Interpreting the Old Testament	3
CHMN	516	Spiritual Formation	3
THES	534A	Biblical Theology	3
THES	535	Christian Apologetics, or	3
THES	536	Philosophy of Religion	(3)
			<b>15</b>

**Remaining 15 credit hours selected from the following:** **15**

BBST BBST electives (minimum of 3 hours)

CHMN CHMN electives (minimum of 3 hours)

THES THES electives

One of these 5 elective classes may be a tutorial, independent study, or a position paper.

### Description of the Master of Arts in Theological Studies (M.A.T.S.) Program

The Master of Arts in Theological Studies is an academically focused graduate degree that builds upon the foundation of the Master of Ministry. This degree consists of 60 hours of graduate study and can be completed in 2 years of study.

**Program Requirements** (unless special permission is granted by the assistant program director/program director to follow a different distribution of classes):

<b>Required Courses:</b>			
BBST	531	Interpreting the New Testament	3
BBST	532	Interpreting the Old Testament	3
CHMN	516	Spiritual Formation	3
THES	523	History of Christian Thought	3
THES	534A	Biblical Theology	3
THES	535	Christian Apologetics, or	3
THES	536	Philosophy of Religion	(3)
THES	534B	Old Testament Theology	3

# GRADUATE STUDIES – RELIGION & PHILOSOPHY

THES	534C	New Testament Theology	<b>HOURS</b>
			<u>3</u>
			<b>24</b>
<b>Distribution of remaining classes:</b>			<b>36</b>
BBST	BBST electives (minimum of 9 hours)		
CHMN	CHMN electives (minimum of 12 hours)		
THES	THES electives		

A total of 60 hours (20 classes) – of which 2 may be tutorials, independent study, or position paper.

### Format of Programs

A minimum of 10 classes are offered each academic year ( 5 in the fall semester and 5 in the spring). Additional courses may be offered during the summer months. Classes are offered either in a 3 day intensive format (with one class offered per month) or in a 6-week, one night per week format. One 6-week class is offered every semester.

From the time of matriculation, 7 years are granted to complete the M.Min. degree and 10 years for the MATS. Students may apply, be admitted, and enroll at any time during the academic year.

### Admission Requirements

1. A baccalaureate degree from a college or university accredited by the Higher Learning Commission. Applicants from non-accredited schools will be considered individually. Degrees other than a bachelor of arts (e.g. bachelor of science, etc.) are acceptable.
2. An adequate undergraduate foundation, based on the standard established by the Association of Theological Schools, is the basis for full acceptance into Bethel College's Master of Ministries and/or Master of Arts in Theological Studies degree programs. This standard is as follows:

Biblical Studies	16–20
Theological Studies	4
Church and Ministry Studies	4-8
English (including Speech Courses)	12
History	3-6
Philosophy	3-6
Foreign Language (Greek and/or Hebrew recommended)	4-8
Natural Science	4
Social Sciences	12

An applicant whose undergraduate degree program does not meet these minimum requirements will be accepted **conditionally**, and in consultation with the assistant program director determine the means of achieving the required adequate undergraduate foundation. The applicant may be allowed to register for graduate courses prior to satisfactorily meeting these requirements. If the applicant's undergraduate academic record lacks evidence of basic college level courses in Biblical Studies, the basic Bible Examination plus some reading in Old Testament and New Testament studies will be required prior to registering for a graduate course in Biblical Studies. Courses in theology may require some assigned reading prior to registration. The assistant program director is responsible to determine pre-registration requirements.

A student with a conditional acceptance will be allowed to take classes for one semester only (and will be limited to 9 hours total) until all admission requirements are met and the conditional acceptance is changed to that of regular admission.

3. a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale ("A" = 4 points). An applicant whose average is below the standard may be admitted conditionally at the discretion of the assistant program director. The conditional period shall extend for a minimum of one semester, and during this period the student is expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College. Upon

successfully completing a semester of graduate study with a 2.5 or higher grade point, the student's conditional status will be lifted to that of full acceptance, providing all other admission requirements have been met.

- b. Moral character consistent with the guidelines set forth in the Word of God and in accord with the ethos statement of Bethel College.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

### **Application Procedures**

Applicants for graduate study in ministry and theology shall complete the following steps:

1. Request a graduate admission application packet from Bethel College, office of graduate studies (574-807-7660).
2. Complete the application form included in the packet, and return it to Bethel College, office of graduate studies, with a \$25 nonrefundable application fee. (*This fee is not required of Bethel College, Summit Christian College, or Fort Wayne Bible College alumni.*)
3. Schedule an interview with the Assistant Program Director; this may be done through the graduate secretary (574-807-7660). During this interview ministry goals and objectives of the applicant will be explored, the graduate degree programs explained, possible financial aid discussed and any questions regarding the programs answered.
4. When all admission materials are on file in the office of graduate studies, they will be reviewed by the assistant program director and a decision regarding the applicant's admission determined. The applicant will be notified by mail of the decision, together with any requirements for an adequate undergraduate foundation explained. This may require a second interview with the assistant program director.

**Regular Admission** is granted when it has been determined by the assistant program director that the applicant has fully met the admission requirements for the Master of Ministries and/or the Master of Arts in Theological Studies degree program(s).

**Transfer Graduate Students** may be granted transfer credit of graduate work successfully completed at other institutions when the work is determined by the assistant program director to be acceptable. Courses with a "C" or higher grade may be transferred. A **maximum** of 15 semester credit hours may be accepted toward the Master of Ministries degree, and a **maximum** of 30 semester credit hours toward the Master of Arts in Theological Studies degree. Credits accepted from nonaccredited institutions are transferred at two-thirds value and the student is on academic probation for one semester. The last 15 hours of the Master of Ministries and the last 30 hours of the Master of Arts in Theological Studies must be completed at Bethel. Exceptions to this policy may be granted.

**International Students:** A student who is not a United States citizen or a United States permanent resident may be admitted to the graduate degree programs (M.Min. and M.A.T.S.) only after completing all requirements established by the office of admission, as set forth in the college Catalog governing the admission of international students to Bethel College. A valid, accredited baccalaureate degree must be documented prior to admission into the graduate degree programs at Bethel College. An international student applying for admission into the graduate degree programs who has an undergraduate degree from a foreign college or university *may* be admitted. His or her transcript will be evaluated according to Bethel College's evaluation procedure. Credits for the foreign undergraduate degree are assessed at a two-thirds value. If admitted to Bethel College, the international student will be required to complete all requirements for a valid, accredited baccalaureate degree. Undergraduate and graduate courses may be taken simultaneously as the student pursues his or her academic degrees from Bethel College. Graduate courses completed may not apply for credit on both undergraduate and graduate degrees. Graduate credits earned will be applied toward the desired graduate degree, but the graduate degree will not be awarded until all requirements for the accredited undergraduate degree have been met.

## ***GRADUATE STUDIES – RELIGION & PHILOSOPHY***

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**Admission to an Individual Course** for credit may be granted by the assistant program director and the professor involved. This is on a "special student" basis, related to his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set that can be earned this way. If, however, a student later decides to pursue the Master of Ministries or Master of Arts in Theological Studies degree(s), he/she must meet all the specific requirements for admission into these degree programs.

**Undergraduate Bethel College Students** may register for graduate courses for which graduate credit is earned, provided they have completed at least 88 credit hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their undergraduate academic advisor and the assistant program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine (9) graduate hours of credit may be accumulated, and credit thus earned will be applied upon completion of the baccalaureate degree.

**Permission to Audit** a graduate course may be granted by the assistant program director upon the consent of the professor teaching the course. The admission process must be followed and the \$25 nonrefundable application fee paid at the time of registering to audit the first course. A graduate audit fee of \$175 is to be paid for each course audited.

### **Prior Learning Experience**

The faculty in the department of Religion and Philosophy of Bethel College recognizes that within the general parameters of its graduate curricula there are experiential learning experiences that are of an exceptional nature and may be considered valid evidences of learning at a graduate level and eligible to receive credit on a student's graduate academic record. No more than 3 hours of credit may be granted. Requests will be handled on a case-by-case basis. Please see the assistant director for more details.

## **Financial Information**

Graduate tuition and fees are available from the office of graduate studies or at the front of this catalogue. Student loans are available; contact the financial aid office of the college. Financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its credentialed ministers and ministerial students in these programs.

## **Graduation Requirements for M.Min. and M.A.T.S. Degrees**

For the Master of Ministries and Master of Arts in Theological Studies candidates, the following requirements must be completed:

1. A total of 30/60 semester hours with at least a 2.5 cumulative grade point average.
2. Successful completion of BBST 531, BBST 532, BBST 541, THES 534A, THES 535, or THES 536 for both the M.A.T.S. and M.Min. Degrees, with the addition of THES 523, THES 534B and THES 534C for the M.A.T.S. Degree. If these or comparable graduate level courses were successfully completed at another accredited graduate school and transferred to the student's Bethel College graduate program, this requirement may be adjusted accordingly. The assistant program director and the program director must approve any exception to this.
3. Courses for which a grade below "C-" is received may not count as hours earned for either of these degrees.
4. The final 15 semester credit hours for either of these degrees must be completed at Bethel College immediately prior to graduation. Any exception to this must be on the basis of appeal through the assistant program director and submitted to the program director and the dean of graduate studies. The appeal will then be submitted to the vice president for academic services of Bethel College, with whom the final decision will rest.
5. All financial accounts must be fully paid to Bethel College. Academic credit, transcript and diploma are withheld until the account is paid in full.

6. An **Application for Graduation** form must be completed by the assistant program director, and signed by the graduate student. This **must** be completed and submitted to the office of the registrar **no later** than September 30 prior to the following spring commencement.

### Academic Information

Six (6) hours of graduate academic work is the minimum required in order to apply for a student loan. However, a minimum of nine (9) hours of academic work may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

### Academic Probation

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dismissal from the program. A student who is placed on academic probation may register an appeal through the assistant program director, citing mitigating circumstances. The program director will rule on all such appeals. Normally a student may reapply through the assistant program director following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

#### Registration

The business office of Bethel College on the basis of approved financial arrangements must authorize registration for graduate courses.

Registration for courses may be done in person in the office of graduate studies. Registration forms are available from the graduate secretary. The assistant program director must approve all registrations.

Registration may be completed by mail. The graduate secretary will mail a Registration Intent Form to each graduate student in the programs. This form will list all courses being taught in the academic year. The student must check the courses he/she wishes to complete, sign the form and mail it to Bethel College, office of graduate studies. The assistant program director must approve such registrations.

The last day for registration for any regularly scheduled course in the M.Min. or M.A.T.S. degree programs is one calendar week (*seven days*) prior to the first day scheduled for the course to begin.

Registration for nonscheduled graduate courses including Supervised Field Experience, Directed Reading Experience, Private Tutorials, Independent Studies or a Position Paper or Project must be completed **before** the first week of a semester.

A continuation fee of \$50 will be required of a graduate student who carries the completion of a position paper/project to the following academic year.

#### Re-enrollment

Continuing registration is generally considered the approved plan for completing a graduate academic degree. Bethel College is aware of the fact that most graduate students enrolled in the M.Min. and/or M.A.T.S. degree programs are heavily involved in ministry. Therefore, it is understandable that there may be one or more semesters when the graduate student cannot register for a course. However, registering for graduate courses after a lapse of one year will require that a **Re-enrollment Form** be completed. This form is available in the registrar's office. **There is no re-enrollment fee.**

## ***GRADUATE STUDIES – RELIGION & PHILOSOPHY***

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### **Biblical Languages**

BBST 450A (Greek) and BBST 504B (Hebrew as well as Aramaic and Latin) may be taken by enrolling in undergraduate classes and receiving graduate credit or, in unusual circumstances, by private tutorial.