

**Master of Arts in Theological Studies
and
Master of Ministries**

Student Handbook



2011-12

**Letter from the Leadership of
The Master of Arts in Theological Studies (M.A.T.S.)
and
The Master of Ministries (M.Min.)**

It is our pleasure to welcome you to the M.A.T.S. or the M.Min. program at Bethel College. You have embarked on a journey that will expand your knowledge, develop your creative abilities and hone your skills as a leader in the work of God's kingdom ministries. Under the guidance of our experienced and well-trained faculty you will be challenged and motivated to fulfill your educational goals.

Our faculty and staff are prepared to assist you at every step in your journey of learning at this advanced level. Graduate education in Biblical studies, Christian theology, Church ministry, and related disciplines is not "*just more schooling.*" It is a fantastic opportunity at a new and exciting level to build and expand one's preparation for effective ministry. It is a call to more effective servanthood.

We pray that you catch the vision, embrace the opportunity, and eagerly anticipate what God has in store for you through your experiences in our graduate program.

If there is any way we can assist you, please contact us. The Assistant Director, Dr. John Dendiu, serves as your Academic Advisor and will guide you carefully through your program, assuring you of staying on track toward your goal of a graduate degree. Our Graduate Secretary, Mrs. Jennifer Meert cares for all clerical duties, and is available to provide needed materials, and to answer questions or refer you to the person who can provide answers. She very capably assists all of us as together we seek to do our best for you. Please free to call any of us any time you have questions.

Sincerely,

John Dendiu, D.Min.
Dean of Graduate Studies
Assistant Director, M.A.T.S. and M.Min. Programs and Academic Advisor
Bethel College

Eugene E. Carpenter, Ph.D.
Scholar in Residence
Director, M.A.T.S. and M.Min. Programs
Bethel College

Mrs. Jennifer Meert, B.A.
Graduate Secretary, M.A.T.S. and M.Min. Programs
Bethel College

Introduction

We welcome you to the Master of Ministries (M.Min.) and the Master of Arts in Theological Studies (M.A.T.S.) degree programs at Bethel College. As a graduate student you will have questions about the programs, policies and procedures at Bethel College. This Handbook supplements the Bethel College Catalog and provides answers for many of your questions. If you have questions that are not addressed in this Handbook or in the [Bethel College Catalog](#), please contact the Graduate Office. We are here for you, and will do all we can to help you find the answers to your questions.

Telephone Numbers and E-Mail Addresses

Dr. Eugene Carpenter (<i>Director</i>)	(574) 257-3332	<i>carpeng@bethelcollege.edu</i>
Dr. John Dendiu (<i>Asst. Director and Dean of Graduate Studies</i>)	(574) 257-2675	<i>dendiu@bethelcollege.edu</i>
Mrs. Jennifer Meert (<i>Secretary</i>)	(574) 807-7660	<i>meertj@bethelcollege.edu</i>

Other Important Bethel College Office Contacts

Academic Services	(574) 257-3307	Dr. Bradley Smith, Interim Vice President
Bethel College Bookstore	(574) 257-3250	<i>bookstore@bethelcollege.edu</i>
Bowen Library	(574) 257-3329	<i>LIBRARY@bethelcollege.edu</i>
Business Office	(574) 807-7435	
Campus Safety	(574) 257-3500	
Computer Services	(574) 807-7777	<i>helpdesk@bethelcollege.edu</i>
Graduate Student Financial Aid	(574) 807-7326	Arlene Duerksen, Assistant Director, Financial Aid
Student Development	(574) 807-7440	
Wellness Center	(574) 807-7370	

Interactive and printable campus **MAPS** are available online at <http://www.bethelcollege.edu/about/maps.php>.

Program Mission and Objectives

The mission of the M.A.T.S. and the M.Min. programs is to develop servant leaders for the work of God's Kingdom who are biblically and ethically grounded, culturally sensitive, theologically sound, and academically and professionally competent. The curriculum in these programs is planned to challenge graduate students to think critically and creatively, and to integrate Biblical Christian tradition into their lives. We strive to equip men and women to serve God effectively in a global environment.

The Program Objectives:

The graduate programs in Religion and Philosophy, namely the M.A.T.S. and the M.Min. degree programs, have nine basic objectives. It is the fundamental focus and motivating aim of the faculty, administration, and staff of the M. Min. and the M.A.T.S. degree programs that students in these programs will:

1. Nurture a growing passion for ministry and scholarship.
2. Develop a mature style of service and ministry that cares for the full range of human needs.
3. Acquire biblical, theological, practical and personal skills needed for today's world and ministry.

4. Build necessary foundations to pursue further graduate ministerial and theological education.
5. Cultivate skills in interpersonal relationships that reflect biblical values and build community.
6. Acquire skills for Bible study and for communicating its message.
7. Learn about and interact with the major philosophies and religious systems of the world.
8. Examine and mine the riches of Holy Scripture for self-growth and sound ministry.
9. Prepare for ministry within the student's own church setting, with an awareness of the whole Body of Christ.

Structure and Format of the Programs

The **Master of Ministries** is a 30-credit hour degree. It is primarily a professionally focused graduate degree, but solidly academic in nature. The **Master of Arts in Theological Studies** is a 60-credit hour degree. It is primarily academically focused and flows through a professional emphasis, with its goal being excellence in ministry. It may be possible to complete the M.Min. degree in two semesters, or one full academic year and to complete the M.A.T.S. degree in four semesters, or two full academic years. This ambitious approach to either of these degrees requires full time enrollment, and may require some independent studies. Most students are enrolled at a part time level that requires more time to complete the degree. A maximum of seven years is permitted for completion of the M.Min. degree and ten years for the M.A.T.S. Students may petition the Director and Assistant Director/Academic Advisor for an extension beyond these limits.

Independent Studies and Private Tutorials are available on a limited basis. Registration in regularly scheduled courses is expected, however, and is the best and most profitable way to complete course work for these degree programs. Only in unusual circumstances should Independent Studies or Private Tutorials be pursued.

There are three essential time/study components to each course: (1) pre-classroom study based on syllabus instructions, (2) 3 days of 8:00 am – 5:00 pm in-class instruction under the guidance of the professor, and (3) 3 – 4 weeks (usually) of study and research to complete an appropriate research paper/project for each course. In a few cases this pattern may be adjusted by the professor. Most courses are taught on this 3-day intensive study format, usually Tuesday through Thursday. Within this format the student receives the syllabus for the course approximately one month prior to the beginning of the 3-day sessions. *(There are mini-breaks and a lunch break each day during the 3-day sessions.)*

For some of the courses overnight assignments are scheduled for the Tuesday and Wednesday evenings, and due the following morning. The major paper or project that is assigned is usually due to the professor approximately 3 or 4 weeks following the 3-day sessions. Due dates, assignments, and grading procedures will be identified in the course syllabus. This "three-component" approach creates a strong graduate program.

In addition to the 3-day intensive study format each semester, there is also one six-week evening, 6:00–10:00 pm course offered. Additionally, one or two 3-day courses may be offered during the summer.

To complete the **M.Min.** degree, the graduate student is required to complete five specific courses:

- BBST 531 – Interpreting the New Testament
- BBST 532 – Interpreting the Old Testament
- BBST 541 – Interpretive Tools: Language, Literature & Culture
- THES 534A – Biblical Theology
- THES 535 – Christian Apologetics **or** THES 536 – Philosophy of Religion

In addition to the five required courses listed above, the **M.A.T.S.** degree requires the following three:

- THES 534B – Old Testament Theology
- THES 534C – New Testament Theology
- THES 523 – History of Christian Thought

These degree programs are built on a rolling enrollment policy which means students may begin the program whenever a 3-day or 6-week course is taught. However, the student is strongly advised to consult with the Assistant Director/Academic Advisor concerning the best way to maintain progress in the degree program.

Student Program Records

The Assistant Director/Academic Advisor maintains an accurate record of the progress of each graduate student in the M.A.T.S./M.Min. degree programs. These records provide a vital link between the individual student and the Advisor. Prior to registration for the fall or spring semester, the summer term, or an independent study, the graduate student must consult with the Assistant Director/Academic Advisor to determine the best possible course sequence to be followed for completing his/her graduate degree according to schedule. An interview with the Program Director can be arranged for any who would like to do so.

The individual student record is the best source of information for planning the continuing schedule for the student. When the student has completed all course requirements for the desired degree, the Assistant Director/Academic Advisor will complete and sign the Application for Graduation, submit the same to the Registrar, thereby certifying to the Registrar and the Vice President for Academic Services that the student has completed all academic requirements for the degree.

This process stresses the importance of the graduate student keeping in close contact with the Assistant Director/Academic Advisor. It also emphasizes the role of the Academic Advisor in maintaining careful watch over the progress of each individual graduate student, as well as keeping a careful record that matches that being kept in the Office of the Registrar. Therefore, the **official** records of the academic progress of all students enrolled in Bethel College are maintained in the Office of the Registrar. The **working** records are maintained in the Office of Graduate Studies.

Admissions Requirements

The admissions requirements are detailed below. An applicant for enrollment in the M. Min. and/or the M.A.T.S. degree program must meet the following requirements:

1. A personal interview the Assistant Director/Academic Advisor. This may be arranged through the Graduate Secretary. During the interview the applicant's present status and educational and ministry objectives are discussed, the graduate programs explained, and a possible plan for degree completion projected.
2. A baccalaureate degree from an accredited college or university; the official [transcript\(s\)](#) must be sent to the Graduate Studies Office, to the attention of Dr. John Dendiu, Assistant Director/Academic Advisor. The applicant's undergraduate academic record must show a cumulative grade point average of 2.5 on a 4.0 scale, with "A" equaling 4 points. If the applicant's grade point average is below 2.5, the Assistant Director/Academic Advisor *may* accept the applicant on a provisional basis and allow one semester of graduate classes. The applicant must maintain a 2.5 or above grade point during the semester in order to be raised to full acceptance.
3. An undergraduate academic foundation that is considered preparatory for graduate study in the fields of Biblical and Theological studies, Church and Ministry studies, and that evidences a basic academic background in general educational areas of study including English and Speech, History, Philosophy, Natural Science, and the Social Sciences. Foreign language study is strongly desired. If the applicant's undergraduate record is lacking in any of these areas, the Assistant Director/Academic Advisor will work with the applicant in order to assure the applicant is qualified to complete graduate study.
4. A transcript of any graduate studies completed; there is the possibility of transfer of credit for courses already completed.

5. An autobiographical statement of roughly one page (300 words) typed, highlighting the applicant's background, and including his/her Christian experience, as well as objectives for graduate study.
6. Three [references](#): one from a Pastor or spiritual mentor, one from a former teacher, and one from someone other than a relative. A signed [Application for Financial Aid](#). This form will include an opportunity to identify any ministerial credentials owned by the applicant, the place of employment, and other pertinent data that will help determine the amount of financial aid available to the applicant.
7. A signed Statement of Student Financial Responsibility (available through [Student Financial Services](#)).
8. A non-refundable \$25.00 application fee; this check is to be made to Bethel College and mailed to the Graduate Office. This requirement is waived for Bethel College and Fort Wayne Bible College/Summit College alumni.
9. When all the documents have been submitted to the Graduate Office, the Assistant Director/Academic Advisor will evaluate the applicant's status and an official letter will be sent to the applicant notifying him or her of the acceptance decision.

Registration Procedures

Schedules of graduate classes are issued by the Office of Academic Services several months prior to the beginning of the next semester. When that schedule is in place, the [Registration form](#) will be posted on the website. You may complete the form on your own, or contact the Assistant Director/Academic Advisor and ask his assistance in determining what courses to take. This form must be signed by the graduate student and the projected course scheduling approved by the Assistant Director/Academic Advisor. Once the signed registration form is received in the Graduate Office and approved by the Assistant Director/Academic Advisor, the registration will be completed by the Graduate Secretary. It is always wise to consult with the Assistant Director/Academic Advisor when planning to register for courses. The graduate student must remain cognizant of his/her responsibility to complete the [degree requirements](#) and the required balance of coursework in the three areas of instruction in the graduate programs.

Please note: it is always wise to check with the Bethel College Business Office before attempting to register for classes. Your registration cannot be processed if your student account shows a balance due. Be sure to take care of this as quickly as possible in order to avoid any delay in the registration process. You may call the Business Office at 574-807-7435 and ask for *Student Accounts*.

You may register for graduate courses until **one week** before the class begins. Because the graduate courses regularly require pre-class reading and often some writing, it is ***strongly advised*** that the graduate student register for classes at least three or four weeks prior to the first class session. Even more advisable is for the graduate student to work with the Assistant Director/Academic Advisor **before** the beginning of each semester and project registration for the entire semester and, if possible, the full academic year.

Drop/Withdrawal Procedure

1. **Intensive 3-day Classes:** If a graduate student registers for a 3-day course and due to unforeseen circumstances needs to drop the course, he or she may do so by contacting the Assistant Director/Academic Advisor. This may be by email, telephone, or in person. The **date** of the contact is vital. If the course is dropped prior to or during the first day of the class, the refund of tuition will be 100%. If dropped thereafter, there is no refund.
2. **Six-week Classes:** The same procedure as for the **3-day classes** prevails. As to the refund of tuition, the schedule is as follows: If the class is dropped prior to or during the first week, the refund is 100%. If the course is dropped prior to or during the second week the refund is 50%; if dropped after the

second week there is no refund. A week is defined as the day a class begins through 5:00 pm the day prior to the next class day.

- 3. Non-scheduled Courses:** Non-scheduled courses, such as Supervised Field Experience, Directed Reading Experience, Independent Studies, or Position Papers and Projects do not meet with a Professor on a regular schedule. Therefore the refund for withdrawal from such non-scheduled courses is determined by the date on the student's registration form, indicating the date the course work is to begin, and the date on which the withdrawal form is completed and signed by the Assistant Director/Academic Advisor. If the course is dropped prior to the date the work is scheduled to begin as noted on the student's registration form, the refund is 100%; if dropped within seven calendar days after the course is scheduled to begin, the refund is 75%; if dropped between the eighth and fourteenth day after the course is scheduled to begin, the refund is 50%; if dropped between the fifteenth and twenty-first day after the course work is scheduled to begin the refund is 25%; if dropped thereafter, there is no refund. Failure to go through the proper drop/withdrawal process will result in a grade of "F" for the course.

Lifestyle Distinctives

As a Christian institution, Bethel College is committed to the integration of faith, learning and living in the context of Biblical standards that govern one's lifestyle. Based on the Bethel College [Standards](#), all members of the Bethel College community are expected to honestly conduct their own lives in the context of the following:

1. Scripture commends certain qualities that characterize one's life. These include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, honesty, forgiveness, humility, service to others, non-discrimination and fairness.
2. Likewise Scripture condemns such sins as the attitude of greed, jealousy, pride, lust and hatred. While these are somewhat difficult to discern, they lie at the heart of one's relationship with God and people, and have the potential to lead to unacceptable behavior.
3. Scripture also prohibits certain actions, and these cannot be tolerated for members of the Bethel College community. These include, but are not limited to theft, dishonesty, gossip, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexuality, premarital sex), drunkenness, immodesty of dress and occult practices.

In the light of the foregoing, the following are expected of graduate students at Bethel College:

1. A positive lifestyle congruent with the Bethel College standards of personal and public conduct as stated above, thereby reflecting Biblical qualities that characterize a Christian lifestyle.
2. Modesty, cleanliness and good taste in dress and personal appearance.
3. Respect and consideration for fellow students, faculty, staff, and administration, and for the facilities of Bethel College.
4. Compliance with the standard stating that the use of tobacco in any form is not permitted anywhere on the campus.
5. Adherence to the standard that prohibits the use of alcoholic beverages, and any kind of hallucinogenic, habitual or harmful drugs and narcotics not authorized by a physician.
6. Speech that is void of profane, harassing, inappropriate or suggestive language.

Parking Vehicles

Bethel College provides parking for vehicles used to transport students to the campus. Students may park in designated spaces that are not marked "reserved" for visitors, staff, faculty, campus residents, or handicapped. After enrollment, students are no longer "visitors." These restrictions are different for students arriving for

classes that meet after 5 pm. Please check with Campus Safety Office (574-257-3500) or the Graduate Secretary (574-807-7660) for details.

Student-operated cars, trucks and motorcycles **must** be registered at the beginning of each academic year. [Parking decals](#) are issued by the Campus Safety Office. Parking fines are paid at the Student Development Office on the third floor of the Administration Building.

[Motor Vehicle Regulations](#) are clearly posted on the Campus Safety website, including enforcement of policies, fines and appeals process.

Books and Supplies

1. Each Course Syllabus, available approximately one month prior to the beginning of a course, will identify the textbooks and any other required reading material for the course. The graduate student is responsible for obtaining any and all required texts or other required reading material.
2. Textbooks are *usually* available for purchase at the [Bethel College Bookstore](#) east of the Wiekamp Center (*Gymnasium*) on LaSalle Avenue.
3. The Bethel College Bookstore hours are: Monday – Thursday, 9:00 am – 6:00 pm, Friday, 9:00 am – 5:00 pm and some Saturdays, 10:00 am – 2:00 pm. Bookstore hours may be different during the May and summer terms. Please contact the Bookstore for details. Bookstore hours are extended at the beginning of semesters and for special events to accommodate needs at those times.
4. The Bookstore phone number is: 574-257-3250.
5. Suggestion: It is **never** a good idea to write your name in a book until you know you plan to keep it. To receive a refund for a textbook you have purchased refer to the following:
 - A. **Textbook Return Policy:**
 - For a full refund, textbooks must be returned within 48 hours of purchase.
 - The student must present the original receipt.
 - After 48 hours there is a 20% restocking fee.
 - No refunds are given after two weeks from the date of purchase.
 - B. **If You Decide to Drop a Class:**
 - Students may request a full refund within the first two weeks of a class IF they have a copy of an add/drop form showing they withdrew from the course.
 - The textbook must be in the same condition as when it was purchased.

Identification Cards

Each student is issued a picture identification card (ID) when first enrolling. Please note the following:

1. Contact the Graduate Secretary at 807-7660 for an appointment in the Graduate Office to have your picture taken.
2. Your ID card will be delivered to you when it has been processed.
3. A bar code is printed on your ID card for Library use. Students who wish to check out library materials will be required to present their card at the circulation desk.
4. Your ID card should be carried at all times. Any Bethel College staff member or campus safety officer may request proof of identification.

Library/Copy Machines

Bethel College's [Bowen Library](#) offers full services to all enrolled Bethel College students. Books, periodicals and non-print materials 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. In addition to the Bethel College library, your ID card allows you as a Bethel College student to use library facilities at the University of Notre Dame, St. Mary's College, Holy Cross College, and the Associated Mennonite Biblical Seminary. The library also provides interlibrary loan services for materials unavailable at local libraries. The library staff is available during library hours to assist in the search and acquisition of needed library materials.

Other resources include online materials and databases. This type of material can be accessed from any computer. The library provides a number of search engines for scholarly material. A coin-operated copy machine is available in the library for general student use.

The library maintains certain policies governing its use by students and patrons:

1. Food is prohibited in the library. There are no exceptions. Drinks are only permitted in closed containers such as one with imbedded straws, a secure lid or pop-top. Mugs, pop cans and cups are not allowed inside the library.
2. Computer usage is intended for library and research purposes. Bethel College students have priority in the use of Internet workstations, and all patrons should limit their use of computers to scholarly work only.
3. 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.
4. Library hours are:
 - A. Monday – Thursday 8:00 am – Midnight
 - B. Friday 8:00 am – 6:00 pm
 - C. Saturday 10:00 am – 8:00 pm
5. Summer Library hours are:
 - A. Monday – Thursday 9:00 am – 6:00 pm
 - B. Friday 9:00 am – 5:00 pm

Computer Labs

Every student of Bethel College has the privilege of using computers and word processors in the main computer lab located in the lower level of the Academic Center. Smaller satellite labs and individual student computers are located throughout the campus. Students are expected to exercise reasonable care in the use of electronic equipment. Those enrolled in computer courses have priority access to the computing equipment. Any questions about the computers can be directed to the lab assistants who are present during lab hours.

Computer Lab Hours:

1. Monday – Thursday 7:00 am – Midnight
2. Friday 7:00 a.m. – 9 p.m.
3. Saturday 10:00 am – 6:00 pm
4. Sunday 5:00 pm – Midnight

Career Services

The Office of Career Services is located in the Administration Building, rm. 316. This Office provides programs designed to assist students in developing an understanding and awareness of their skills, interests, personalities and values as they relate to career development. Job search information and a listing of current employment opportunities are available.

Graduate students in the M.Min. and the M.A.T.S. degree programs should feel free to consult with any of the Religion and Philosophy faculty and administration regarding any possible ministry opportunities that may be known by them.

Wellness Center

Bethel College maintains a Wellness Center that 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 minimal charge for part time students. The center is located at 624 West LaSalle Avenue (*red brick house across from the Everest-Rohrer Chapel/Fine Arts Center*). The Wellness Center is open Monday, Tuesday, and Thursday 8:00 am – 5:00 pm, Wednesday 8:00 am – 8:00 pm and Friday 8:00 am – Noon. To learn more about the Wellness Center and its services or to make an appointment, please call (574) 807-7370. The Wellness Center is closed during the summer from the first of June through July.

Plagiarism

Plagiarism is defined as any act of deceit, falsehood or stealing by unethically copying or using someone else's work in an academic situation. This is clearly prohibited at Bethel College. A student found guilty of plagiarism will receive an "F" for that paper, assignment or examination. The Professor will have an interview with the student and submit a written report to the Dean of Graduate Studies and to the Vice President for Academic Services.

If a second offense should occur, the student will be required to appear before the Professor, the Dean of Graduate Studies, the Director of the M.Min. and M.A.T.S. programs, and the Vice President for Academic Services. At this point the student's continuation in the course and academic career are in jeopardy.

Graduation Requirements

For the M.Min. and the M.A.T.S. degrees, the following requirements must be completed (If you began your degree before the 2009-10 school year, please consult the catalog for your year of enrollment for specific requirements.):

1. A total of 30/60 semester hours with at least a 2.5 cumulative grade point average.
2. For the M.Min. degree: successful completion of BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, BBST 541 – Interpretive Tools: Language, Literature and Culture, THES 534A – Biblical Theology, and THES 535 – Christian Apologetics or THES 536 – Philosophy of Religion. For the M.A.T.S. degree: the successful completion of the five required courses listed above, plus THES 534B – Old Testament Theology, THES 534C – New Testament Theology and THES 523 – History of Christian Thought. 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 Director/Academic Advisor and the Program Director must approve any exception to this.
3. Courses for which a grade below "**C-**" is received will **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 Director/Academic Advisor 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 (*the Academic Dean*) 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. A maximum of **one** Private Tutorial or Independent Study courses and/or Field Ministry courses for the M.Min. degree, and a maximum of **two** Private Tutorial or Independent Study courses and/or Field Ministry courses for the M.A.T.S. degree are allowed.
7. An **Application for Graduation** form must be completed by the Assistant Director/Academic Advisor, and signed by the graduate student. This **must** be completed **no later** than September 30 of the school year in which the student desires to graduate to avoid a late fee (for example, Sept. 30, 2011 for a May 2012 graduation). *Applications for graduation received after September 30 will be charged a \$100 Late Graduation Application fee.*

Retention Policy

To remain in good standing in the graduate program, students are expected to maintain specific academic and professional standards. **Nine** (9) hours of academic work per semester is considered the minimum for full time enrollment. **Six** (6) hours of academic work is the minimum required in order to apply for a student loan to cover financial needs germane to the student’s graduate program. 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.

A graduate student pursuing the M.Min. or the M.A.T.S. degree may elect not to register for one semester and remain in good standing. However, if a student does not register for two or more consecutive semesters, he/she is considered inactive. In such an instance, the student must file a *Re-enrollment Application* with the Graduate Studies Office. The form for this is available from the Graduate Secretary, and must be signed by the Assistant Director/Academic Advisor.

Grade Point Accumulation

In order to remain in good academic standing, graduate students in the M.A.T.S. or M.Min. program must maintain a cumulative grade point average of 2.5 or higher. The grades and their significance in computing the grade point averages are 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 point per semester hour.....	D
0.67 grade points per semester hour.....	D-
Failure: 0 points per semester hour.....	F
Incomplete: not counted in grade average.....	I

A graduate student whose cumulative grade point average falls below 2.5 is placed on academic probation. Failure to achieve a semester average of 2.5 or higher the following semester will lead to dismissal from the program.

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 division.

Prior Learning Assessment

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.

Academic Appeals and Due Process

Academic decisions include the admission to a program, assignment of grades for courses, academic probation or dismissal. Such academic decisions may be appealed by a graduate student if he/she thinks the decision was not appropriately related to the facts of the matter.

1. 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. Failing that, an appeal may be filed with the Assistant Director/Academic Advisor within one week of the time the grade is received. The Assistant Director/Academic Advisor and the Program Director shall review the assignment, evaluate the student's academic work, and secure any additional needed information from the Professor. The Program Director shall schedule a meeting with the student and the Professor to allow both parties to express their concerns. After the meeting, the Program Director will render a decision in writing within one week of receiving the appeal. This written statement is addressed to the professor and to the student. A copy will be delivered to the Assistant Director/Academic Advisor and shall be placed in the student's file in the Graduate Office. The Program Director's judgment will prevail, subject to appeal only if the entire course grade is challenged. If the professor is also the Program Director, the appeal will be directed through the Assistant Director/Academic Advisor to the Dean of Graduate Studies for processing.

2. 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. Failing that, he/she may appeal the grade to the Assistant Director/Academic Advisor who, under the guidance of the Program Director will review the matter. Such an appeal must be made within twenty (20) days of the first class day of the next regular semester. The student must present all relevant documents to the Program Director. As deemed advisable, the

Program Director will secure additional necessary materials from the Professor, review the matter, and seek an agreement. However, if agreement cannot be reached, a written statement of the decision of the Program Director will be presented within one week of the receipt of the appeal to the Professor, the student, the Dean of the Graduate Office, and the Assistant Director/Academic Advisor who will file the written statement in the Graduate Office. If the Professor is also the Program Director, the appeal will be directed through the Assistant Director/Academic Advisor to the Dean of the Graduate Office for processing. Either party may appeal the decision of the Program Director to the Dean of the Graduate Office and/or the Vice President for Academic Services.

3. 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 professor or the administrator responsible. The student must initiate this action within 14 days after notification of the decision. 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 five working 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 one week by the individual or committee responsible. If an academic recess intervenes in any of the time periods of this section, that hiatus is not considered part of the time period. If the matter is not resolved at this level, the decision may be appealed to the Dean of Graduate Studies whose responsibility it will be to deliberate the matter through the appropriate academic offices of the college.

4. Appeal to the Academic Administration

Any party involved in a decision rendered under the provision of part 2 or 3 above, may appeal that decision to the Office of the Vice President for Academic Services. This appeal must be presented in writing one week after the date of the written statement which included the previous step.

Upon receiving the written appeal, the Vice President for Academic Services will schedule a meeting of the Academic Services Committee to hear the appeal. This meeting must occur within three working days of the receipt of the appeal. At least a majority of the members of the committee must be present.

Those present at the hearing include the Academic Services Committee, the person whose initial decision was appealed, the Faculty Member/Administrator/Program Director whose review decision is being appealed, and the student. A student appellant may bring one fellow student of his/her choosing as an advisor, but the advisor may not have a formal role in the proceedings. Any other parties may be present only by the committee's express permission, sought and given in advance of the hearing.

The following guidelines are observed:

1. A written record of the proceedings is kept.
2. If any member of the committee is a party in the cause (e.g., an Administrator responsible for the policy, the program director or the Faculty Member giving the grade), the President of the College appoints a replacement who occupies that member's position on the committee during the proceedings and until the matter is resolved.
3. The person whose decision is being appealed will present his/her rationale for the decision being challenged.
4. The Faculty Member/Administrator and the student 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 Academic Services Committee may question either party and/or their witnesses.

5. After hearing all oral arguments, the Academic Services Committee reviews the case in private. All written documents relative to the matter and all oral evidence are considered.
6. The Academic Services 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.

5. Appeal to the President

If either party is not satisfied with the decision of the Academic Services Committee, he/she may appeal to the President of the College. Such an appeal must be presented in writing within one calendar week 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's decision is presented in writing to all parties involved within two calendar weeks after receipt of the appeal.

Frequently Asked Questions

Q. I have received a letter stating that I have been accepted *conditionally* into the Master's degree program. Just what does this mean?

A. It may mean that your application file is incomplete. It may also mean that your undergraduate transcript does not show courses completed in some of the academic areas determined by the Association of Theological Schools (ATS) to be an adequate undergraduate foundation for graduate theological education. In that case, you need to counsel with the Assistant Director/Academic Advisor to determine the best way to build this foundation in order to complete your graduate degree program. There are several ways, and he will happily discuss these with you. Usually this can be done without financial cost to you.

Q. Do I have to complete these requirements before taking any graduate classes at Bethel College?

A. No. You are encouraged to begin your graduate program at the first opportunity to register for a course. However, you must complete any undergraduate foundation studies *prior to* registering for your second semester/fourth course in the graduate program.

Q. How soon may I register for a course?

A. As soon as the schedule for any given semester or academic year is in place you should counsel with the Assistant Director/Academic Advisor and at least establish a projected plan for the ensuing semester or year.

Q. What is the latest I can register for a graduate course?

A. It is always best to register for any given graduate course at least **three or four weeks** prior to the beginning date of the course. However you must complete a registration form **no less than one full week** before the course begins. **You will still be responsible to complete all pre-classroom assignments.**

Q. What if I sign up for a Course and unforeseen circumstances prevent me from attending the class? What should I do?

A. Bethel College has a clearly defined policy governing these kinds of situations. There are procedural steps that must be followed. The careful following of these steps will assure the graduate student of official withdrawal from a course, and a refund of tuition to the extent that such is allowed by Bethel.

The procedural steps to be followed are:

1. Communicate with the Assistant Director/Academic Advisor, informing him of your intention to change your registration and stating the reasons for such a change.
2. Recognize that any change in registration will affect the progress the student is making in his/her graduate program.
3. Complete the necessary form for changing registration. This form is available from the Registrar's Office **OR** from the Graduate Secretary. For graduate students living outside the South Bend/Mishawaka area, the request **may** be mailed to the Graduate Secretary or Assistant Director/Academic Advisor at Bethel College, but the request **must** bear the **signature** of the graduate student. Upon receipt of such a letter of request, the Graduate Office Personnel will complete the necessary form and submit the same to the Registrar's Office.
4. Unauthorized withdrawal from any regularly scheduled or non-scheduled graduate course will result in a grade of "**F**" on the permanent academic record of the student.
5. If a course is dropped **prior to** the first class session, the tuition refund is 100%. For an **Intensive Three-Day Course**, if the course is dropped after the first day, the refund is 50%. If dropped thereafter, there is **no refund**. For a **six-week Course**, if the class is dropped **prior to** the first class meeting, the refund is 100%. If dropped after the first class, the refund is 50%. If dropped after the second class, there is **no refund**.

Q. What happens if I begin a course and unforeseen circumstances prevent me from completing all the Course requirements by the due date stated in the Course Syllabus?

A. There is a clearly defined and carefully spelled-out policy governing "**Incompletes.**" The following is a full explanation of this policy.

1. A grade of "**Incomplete**" may be granted by a professor **only** when the criteria for this designation have been met in accordance with the policies governing this matter.
2. In order for a professor and a student enrolled in a **graduate course** to follow the Bethel College Policy governing the submission of final grades, the following policy and procedure statements are herewith in place:
 - a. The professor shall include in the course syllabus the due date for final reports, research papers, projects, or other course requirements. **Generally**, though not always, this is three to four weeks following the final class day for the course.
 - b. The professor shall within one week after the due date for final reports, research papers, project, or other course requirements, submit in writing over his or her signature either in person, or by letter, fax, or email, the list of final grades for the course to the Office of the Graduate Academic Advisor, who shall retain a copy for that Office's files.
3. If a student enrolled in a graduate course believes it is necessary to request an extension of time to complete the requirements for the course, he or she shall contact the professor **not less** than one full week prior to the due date for final reports, research papers, projects, or other course requirements, requesting an extension of time to complete and submit the required material, and state the reason(s) for the request.
4. The professor shall determine the validity of the reason(s) for the request, providing the reason(s) are within the general valid criteria as stated later.
5. If the professor deems the reason(s) for the request to be valid, he or she shall submit in writing over his or her signature either in person, or by letter, fax, or email, to the Assistant Director/Academic Advisor, a statement requesting the granting of an extension for the student, citing the reason(s) considered valid.

6. The request as approved by the professor shall include the final date for the submission of course requirements under the terms of the extension, and shall agree to submit the final grade in writing over his or her signature either in person, or by letter, fax, or email, no later than one week following the reception of the final course requirements, to the Office of the Graduate Academic Advisor.
7. The Assistant Director/Academic Advisor shall complete all necessary documents relating to the approved extension of time, maintain a copy of such, and submit all original documents to the Office of the Registrar of Bethel College.
8. There are **two valid criteria** for granting an Incomplete:
 - a. The student must have completed at least 60% of the reading, research, and writing of the final report(s), research paper, projects, and/or other integrants of the course requirements.
 - b. There must be an unusual problem that kept the student from completing the course requirements. Valid reasons are:
 - (1) Long term health problems or hospitalization, verifiable with a written explanation from the attending physician.
 - (2) Family or personal emergency (death or emotional trauma), verifiable with written explanation from a therapist, minister, etc. (in the case of emotional trauma).
 - (3) Extreme circumstances relating to the professional responsibilities of the student, if the student is officially involved in ministry service. (This is especially applicable if the student is serving as a pastor, and recognizes that there may be times in pastoral ministry when the demands of time, physical, and emotional energy are unusually and sometimes unexpectedly and unrealistically heavy, and totally beyond the planning and control of the pastor).

If, in the judgment of the professor, the reason(s) presented by the student requesting an extension of time to complete the course requirements is/are valid within the foregoing reasons, he or she may request that the grade of "Incomplete" be entered for the student. If the student does not meet the extended date, the grade entered will automatically be an "F".

Q. What is my responsibility as the time of graduation approaches?

A. It is the **student's responsibility** to:

1. Communicate with the Assistant Director/Academic Advisor the anticipated time for completing the degree requirements.
2. Complete the required information on the ***Application for Graduation*** form. The Graduate Secretary has these forms, and will assist the graduate student in completing the required information. **NOTE:** The Application for Graduation **MUST** be completed and in the Office of the Registrar **on or before September 30 prior to a December, May or August graduation.**
3. Make payment of the Graduation Fee in the Business Office.
4. Follow instructions from the Registrar's Office relating to ordering the Cap and Gown. The Master's Hood will be ordered for you through the Bethel Bookstore after the Graduate Academic Dean has submitted all documents certifying you have completed requirements for the degree.

Q. Will I receive my Diploma at the Commencement Service?

A. You will, provided **(1)** you completed the ***Application for Graduation Form*** according to instructions from the Assistant Director/Academic Advisor, **(2)** you have completed all academic requirements for the degree, and **(3)** you have settled all your financial accounts with the Business Office.