
DIVISION OF ADULT AND GRADUATE STUDIES

Mental Health Counseling Track			HOURS
COUN	531	Personality	3
COUN	542	Psychopathology	3
COUN	562	Professional, Legal & Ethical Issues	3
COUN	663	Psychopharmacology	3
MHC	541	Foundations of Mental Health Counseling	3
MHC	553	Delivery Systems in Mental Health	3
MHC	587	Practicum	3
MHC	624	Application of Mental Health Practices	3
MHC	654	Brief Therapy Strategies in Mental Health	3
MHC	687	Internship	_6
			33
 Addictions Counseling			
COUN	531	Personality	3
COUN	542	Psychopathology	3
COUN	562	Professional, Legal & Ethical Issues	3
COUN	663	Psychopharmacology	3
ADC	501	Foundations of Addiction Counseling	3
ADC	510	Intake, Assessment & Treatment Planning	3
ADC	515	Prevention & Intervention	3
ADC	520	Treatment Modalities – Abstinence to Harm Reduction	3
ADC	587	Practicum	3
ADC	687	Internship	_6
			33
Total Credits			60

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

The MBA program is designed to prepare students with the necessary knowledge, skills, and tools to fully comprehend the theories and practices of business to include management, accounting, marketing, economics, leadership and human relations. Upon completion, students should possess the ability to apply what they have learned to managerial decision making, organizational strategy, and problem solving. Graduates should be prepared with the technical and soft skills necessary to serve their employer creating competitive advantage for the companies they serve.

Description of Program

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.

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 either online or face to face.

Format of Program

Courses are offered in an accelerated seven-week format, with a four-hour class session once per week in the evening from 6 to 10 PM or online. 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.

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 regionally with a 2.50 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.
2. Applicants with a GPA below 2.50 may be considered for conditional admission at the discretion of the program director. Consideration may require the applicant to take the Graduate management Aptitude Test (GMAT) and have scores sent to Bethel College.
3. A minimum of two years of appropriate work experience as determined by the program director.
4. Students entering the M.B.A. program must have completed 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 "C" or better in each of the three courses.
5. Satisfactory personal interview (when required) with the enrollment counselor or 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.
3. Request transcripts from bachelor granting institution and any graduate work completed.
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. If instructed by enrollment counselor take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.
6. 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.
7. Applicants desiring financial aid should file a FAFSA.

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 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 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 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 is paid for each course (see Tuition and Fees).

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Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the program director. Courses with a “B” or higher grade may be transferred, provided that they have been taken with 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 2.50, and have the permission of their academic advisor and the 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 MBAD or MLED courses.
2. 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.
3. 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.

A student whose cumulate 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.

Financial aid to graduate students is generally 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

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MANAGEMENT SCIENCE TRACK			HOURS
Select three courses from the following:			9
MBAD	510	Investments	(3)
MBAD	519	Economic Analysis & Policy	(3)
MBAD	520	Managerial Economics	(3)
MBAD	526	Financial Analysis & Capital Budgeting	(3)
<i>Plus two electives from MBAD or MLED</i>			6
LEADERSHIP TRACK			
Select three courses from the following:			9
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)
<i>Plus two electives from MBAD or MLED</i>			6
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)
Total credits			36

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 twice per year (once in fall and once in spring). 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.