1. The VPAS will serve as the chair of the ad hoc committee.
2. The ad hoc committee membership may not include any of the affected parties.
3. Those present at the hearing include the ad hoc committee members, the student, the individual whose initial decision was appealed, and the administrator whose review decision is being appealed. A student appellant may bring one other person of his/her choosing as an advisor, but the advisor may not have a formal role in the proceedings. Any other parties, including witnesses, may be present only by the committee’s express permission, sought and given in writing in advance of the hearing.
4. A written record of the proceedings will be kept.
5. The administrator whose decision is being appealed will present his/her rationale for the decision being challenged.
6. The involved parties both have the right to introduce other persons as witnesses, and each has the right to direct questions to the witnesses presented by the other party. Members of the ad hoc committee may question either party and/or their witnesses.
7. After hearing all oral arguments, the ad hoc committee will review the case in private. All written documents relative to the matter and all oral evidence will be considered.
8. The ad hoc committee will render a decision to sustain, modify or set aside the decision being appealed. The decision of the committee is stated in writing within two (2) working days after the conclusion of the appeal hearings. The written statement is presented to all parties involved.

V. Appeal to the President

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

Honors

Semester honors are granted to students who complete at least 12 semester hours of courses, with at least eight hours graded, and earn a minimum grade point average of 3.50 for the semester; there must be no more than two hours of NP and no Incompletes at the time of evaluation (which is three weeks after the close of the semester). This achievement is recognized through publication of the dean’s list.

Graduation honors are granted to baccalaureate students. Three levels of achievement based on the cumulative grade point average are recognized:

- **Cum Laude** - At least a 3.50 grade point average
- **Magna Cum Laude** - At least a 3.75 grade point average
- **Summa Cum Laude** - At least a 3.90 grade point average

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel College in order to be eligible for graduation honors. Credit hours earned through prior learning papers, and credits awarded through merely completing a test or examination may not be included in these hour requirements.

To receive honors recognition at commencement service, all graded classes must be completed and final grades received by the registrar by Tuesday noon before the commencement ceremony.
Transcripts
Official transcripts of a student’s academic record are released by the registrar's office upon written authorization of the student. A signed and faxed request may be submitted. The first five transcripts are provided free of charge. A fee of $5, payable in advance, is charged for each additional transcript. Transcripts are issued only when all financial obligations with the college have been paid in full.

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

1. Students have the right to inspect and review their education records within 45 days of the college receiving their written request. This would include transcripts or other records obtained from a previously attended school. Written requests specifying the records to be inspected can be made to the registrar, vice president for academic services or other appropriate official. An appointment will be made for the student to view the records in the presence of a member of the registrar staff or vice president for academic services.

2. Students have the right to request their educational records be corrected if they believe them to be inaccurate or misleading. If the college decides not to amend the record, the student has the right to request a hearing. If the student is unsatisfied with the outcome of the hearing, the student may place a statement with the record explaining his or her view about the contested information.

3. Bethel College must have permission from the student to release information from the student’s education record. A student consent form can be accessed on the student web. An exception permits disclosure to school officials with a legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic or research, support staff position (including security or health personnel); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a member of the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.

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

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

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

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

CLEP

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

General Examinations: Credit will be entered on the permanent record in the same format that transfer credit from other institutions is entered. The record will indicate that the credit is for the College Level Examination Program and the specific examination for which credit is given will be listed with the hours of credit granted. See registrar for list of courses and credits.

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

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

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

Advanced Placement (AP) Program Credit

Credit will be awarded for scores of three or higher on each of the AP subject exams. Where possible, specific course credit will be awarded. AP credit not meeting course requirements will be awarded as elective credit.

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

Prior Learning Assessment (PLA)

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

Continuing Education

Courses in continuing education are offered periodically to adults in the community. Examples of courses recently offered are Christian Writer’s Workshop and Elderhostel. For information on courses currently available, contact the adult services office.

Class Attendance

The class attendance policy is established by the professor for each class taught. This policy may vary among professors. Information on the attendance policy is printed in the course syllabus and students are expected to adhere to the announced policy.
**Placement File**
A copy of a student's placement file (credential) is released upon written request to the career and internship services office. All financial obligations must be settled with the college before the file will be released.

**First Year Experience Program**
All first-time, full-time, traditional-aged, baccalaureate (nonassociate) degree students participate in the First Year Experience program. Upon registration, students will be placed in a small group and assigned two professors and two upperclass students who serve as mentors. This program is designed to assist students in making a smooth transition to college life. The group will also remain together for a block of core course work. Not included are part-time, adult and transfer students.

**Off-Campus and Semester Abroad Programs**
Several programs are available for students to spend a semester of study away from campus.

**Bethel College Programs**
Currently Bethel operates programs in:
- Dominican Republic
- Pacific Rim

**Jerusalem University College**
Through the college's membership in the Jerusalem University College, students have the opportunity for extended study in the Holy Land as part of the program in Biblical Studies.

**Wheaton in Chicago**
Through an affiliation with the Olive Branch Mission in Chicago, Bethel and a dozen other Wesleyan colleges offer a Chicago urban experience with the following course options:

- The City in Christian Perspective 3
- Urban Issues 2-4
- Rebuilding the Church 3
- Ministry/Service Immersion 4-8

For more information concerning these programs, contact the Director of Semester Abroad Programs.

**The Council for Christian Colleges & Universities**
As a member of the Council for Christian Colleges & Universities (CCCU), an association of over 100 Christian colleges and universities, Bethel offers semester-long opportunities for study such as the Los Angeles Film Studies Program, the American Studies Program in Washington, D.C., the Contemporary Christian Music Program in Nashville and several others. These off-campus, interdisciplinary, learning opportunities are available to upperclass students and offer 16 hours of credit. For further information, contact the director of off-campus programs.

**Reserve Officers Training Corps (ROTC) Programs**
Bethel College offers the opportunity to combine the pursuit of an academic degree with earning an officer's commission in either the United States Army or Air Force. Students enrolled in any of the college programs may participate in the Reserve Officers Training Corps (ROTC) housed on the University of Notre Dame's campus.

The college accepts a maximum of 18 free elective credits from the military science courses. This will include two laboratory credits if the ROTC program is completed.

Full financial aid may be available to acceptable candidates.
OTHER PROGRAMS

ARMY

The Army ROTC Program develops leadership ability and prepares students for the challenges and responsibilities they will face as Army officers and civilian leaders. Through a series of classroom courses and practical exercises, cadets learn self-confidence, time management and decision-making skills. The role of the professional officer in the preservation of peace and national security is emphasized, with particular attention placed on ethical conduct and the officer’s responsibilities to society. The program culminates in an officer’s commission as a Second Lieutenant in the Active Army, Army Reserve or Army National Guard. Opportunities for follow-on postgraduate study also exist.

Course Descriptions. The following course descriptions give the number and title of each course. Lecture hours per week, laboratory and/or tutorial hours per week and credits per semester are in parentheses. The instructor’s name is also included.

MSL 10-101 Foundations of Officership (1 hr.)
A study of the organization of the Army with emphasis understanding and implementing officership, leadership, and the Army Values. Military courtesy, discipline, customs and traditions of the service, fitness, and communication are taught and demonstrated through practical exercise. Includes a 48 hour field training exercise and a weekly two hour laboratory emphasizing basic soldier skills such as land navigation and marksmanship.

MSL 10-102 Basic Military Leadership (1 hr.)
A study of functions, duties, and responsibilities of junior leaders. Emphasizes operations of the basic military team to include an introduction to the Army’s Problem Solving Process as well as the fundamentals of time and resource management. Includes a 48 hour field training exercise and a weekly two hour laboratory emphasizing basic soldier skills such as first aid, US weapons, and military communication.

MSL 20-201 Individual Leadership (2 hrs.)
Study and application of map reading skills, military communications, and development of individual leadership techniques by learning the fundamentals of small unit tactical operations. Emphasis on individual physical fitness and conducting self evaluations to facilitate growth. Includes a 48 hour field training exercise and a weekly two hour laboratory that offers the opportunity to demonstrate learned leadership techniques along with instruction on basic military skills of land navigation and rifle marksmanship.

MSL 20-202 Leadership and Teamwork (2 hrs.)
Study and application of mission planning and orders with an emphasis on small unit leadership in tactical settings. Land navigation, map reading, marksmanship, and communication skills will be evaluated. Students are expected to demonstrate that they have mastered basic soldier skills and leadership fundamentals. Includes a 48 hour field training exercise and a weekly two hour laboratory that offers the opportunity to demonstrate learned leadership techniques along with advanced instruction on military skills.

MSL 30-301 Leadership & Problem Solving (2 hrs.)
Military decision making, problem analysis, and integrated planning of platoon operations. Analysis of the components of leadership through practical exercises and historical examples. Includes one (1) 48 hour field training exercise.
MSL 30-302 Leadership & Ethics (3 hrs.)
Advanced military decision making, problem analysis and integrated planning with synchronization of multiple assets. This is conducted on the basis of platoon operations and tactics. Includes two (2) 48 hour field exercises.

MSL 40-401 The Professional Officer (2 hrs.)
Advanced study of military leadership and management. Discusses staff organization, functions, and processes. Analyzes counseling methods and responsibilities. Examines organization climate and training management.

MSL 40-402 Military Management (2 hrs.)
Study of the Law of War, Code of Conduct, personnel management, information on awards, separations, promotions, evaluations, assignments, and counseling techniques. Includes pre-commissioning seminars to address current military problems, trends, and customs.

MSL 40-414 American Military History I (1 hr.)
Prerequisites: None
This Military History course is the first part of a two semester long survey course with an analysis of American military history from the early American colonial period through the current global war on terrorism. The MSL 414 course is designed to be an exploration into the evolution of modern warfare; with special emphasis on the technological developments, organization adaptations, and doctrinal innovations that have shaped the American military from its first conception in 1607 through the 1900. The successful completion of MSL 414 and 415 meets the military history pre-commissioning requirement for U.S. Army ROTC cadets.

MSL 40-415 American Military History II (1 hr.)
Prerequisites: MSL 40-414
The Military History course is a two semester long survey course with an analysis of American military history from the revolutionary war through the current global war on terrorism. The MSL 415 course is designed to be an exploration into the evolution of modern warfare; with special emphasis on the technological developments, organization adaptations, and doctrinal innovations that have shaped the American military from 1900 through the modern day war on terrorism. Part of this course includes a field trip to the nearby First Division Museum at Cantigny in Wheaton, IL. The successful completion of MSL 414 and 415 meets the military history requirement for U.S. Army ROTC cadets prior to completion of the program.

Additional AROTC Curriculum (Professional Military Education) Requirements.
In addition to the military science requirements outlined above, AROTC scholarship students are required to complete other specified university courses. These additional requirements are taken as a part of the student’s field of study or as degree electives, depending upon the college in which the student is enrolled. Students will be notified of such requirements prior to joining the AROTC program and as part of ROTC orientation. An approved list of courses that meet the professional military education requirement is available.

Student Organizations and Activities. All AROTC students have the opportunity to participate in a variety of activities, to include Drill Team, Ranger Challenge Team, Color Guard and the ‘Shamrock’, the Fightin’ Irish Battalion’s newsletter and Web page. AROTC students also have the opportunity to attend Airborne School, Air Assault School, Northern Warfare School and Mountain Warfare School during the summer break.

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OTHER PROGRAMS

AIR FORCE - Aerospace Studies

The Air Force Reserve Officer Training Corps (ROTC) is an educational program designed to give men and women the opportunity to become Air Force officers while completing their degrees. The Air Force ROTC Program develops leadership and management skills students need to become leaders in the 21st Century. In return for challenging and rewarding work, we offer the opportunity for advancement, education and training, and the sense of pride that comes from serving our country. Upon completion of the Air Force ROTC program, students are commissioned as second lieutenants in the United States Air Force. Following commissioning, there are excellent opportunities for postgraduate study in a wide variety of academic fields.

AS 10101 (1 hr.)
The Foundations of the United States Air Force
A survey course designed to introduce students to the United States Air Force and Air Force ROTC. Featured topics include: mission of the Air Force, officerhip and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills.

AS 10102 (1 hr.)
The Foundations of the United States Air Force
Additional study of the organizational structure of the Air Force, with emphasis on leadership and communication skills.

AS 11101 (0 hrs.)
Leadership Laboratory
PREREQUISITE: Concurrent enrollment in AS 10101.
A study on Air Force customs and courtesies, drill and ceremonies, and military commands. Also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.

AS 11102 (0 hrs.)
Leadership Laboratory
PREREQUISITE: Concurrent enrollment in AS 10102.
A study on Air Force customs and courtesies, drill and ceremonies, and military commands. Also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.

AS 20101 (1 hr.)
The Evolution of USAF Air and Space Power
A course designed to examine general aspects of air and space power through a historical perspective. Utilizing the perspective, the course covers a time period from the first balloons and dirigibles through the Korean War and into the Cold War era.

AS 20102 (1 hr.)
The Evolution of USAF Air and Space Power
Further study from the Vietnam War to the space-age global positioning systems of the Persian Gulf War. Effective communication techniques are also emphasized.

AS 21101 (0 hrs.)
Leadership Laboratory
PREREQUISITE: Concurrent enrollment in AS 20101.
Further study on Air Force customs and courtesies, drill and ceremonies, and military commands. Also includes additional emphasis on the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.
OTHER PROGRAMS

AS 21102L (0 hrs.)
Leadership Laboratory
*PREREQUISITE: Concurrent enrollment in AS 20102.*
Further study on Air Force customs and courtesies, drill and ceremonies, and military commands. Also includes additional emphasis on the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.

AS 30101 (3)
Air Force Leadership Studies
A study of leadership, management fundamentals, professional knowledge, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied.

AS 30102 (3)
Air Force Leadership Studies
Further study of the Air Force personnel and evaluation systems, leadership ethics and additional communication skills.

AS 31101/31102 (0)
Leadership Laboratory
Activities classified as leadership and management experiences involving the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other oral and written communications. Also include interviews, guidance, and information which will increase the understanding, motivation, and performance of other cadets.

AS 40101 (3)
National Security Affairs/Preparation for Active Duty
An examination of the national security process, regional studies, advanced leadership ethics, and Air Force doctrine.

AS 40102 (3)
National Security Affairs/Preparation for Active Duty
Further focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

AS 41101/41102 (0)
Leadership Laboratory
Further activities classified as leadership and management experiences. They involve the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other oral and written communications. Also include interviews, guidance, and information which will increase the understanding, motivation, and performance of other cadets.