Graduation Requirements

To earn your degree, you must meet the requirements which are in effect at the time you enter Bethel College. If your enrollment is interrupted for more than two academic years, you must meet the requirements in effect at the time of your readmission. Candidates for degrees in May must have their graduation applications filed with the registrar by April 30 of the preceding academic year. It is expected that graduates will attend commencement exercises.

Bachelor’s degree candidates complete the following requirements:

1. **A major** consists of courses specified by each division and outline in this catalog: A minimum total of 124 semester hours of courses (not including the basic skills courses) must be completed with at least a “C” cumulative grade point average (2.0 on the four-point scale).
   - The last 30 hours of a bachelor’s degree must be completed at Bethel College.
   - Traditional students may not obtain credit by CLEP examinations within these last 30 hours.
   - In cooperative programs (e.g., engineering) the 30-hour requirement is to be fulfilled prior to completing work at Bethel. Courses for which a grade below “C-” are received will not be credited as hours earned in a major or minor (some programs require a “C” for courses in the major).

2. **The Bethel Core**: These courses are specifically designed to achieve the goals of a Bethel College education. Courses for which a grade below “D-” is received will not be counted as earned hours for Bethel Core requirements. A “C-” or higher must be earned in ENGL101 and ENGL102.

3. **Transfer students** must complete a minimum of 18 semester hours in their major at Bethel College. Transfer students must also meet all requirements listed in the preceding sections.

4. **A minor** consists of a planned concentration of course work as specified by the division and catalog. Unless specified with a given major, a minor is not required. A minimum of one-half of the required courses for the minor must be completed at Bethel College.

5. **Full financial settlement** with the college. Financial settlement consists of paying in full the amount due the college. Academic credits, transcripts and diploma are withheld if the account is not paid in full.

Associate’s degree candidates complete the following requirements:

1. **A major** consists of courses specified by each division and outline in this catalog. A minimum total of 62 semester hours of courses (not including the basic skills courses) must be completed with at least a “C” cumulative grade point average (2.0 on the four-point scale). The last 18 hours of an associate’s degree
must be completed at Bethel College. Traditional students may not obtain credit by CLEP examinations within these last 18 hours. Courses for which a grade below “C-” is received will not be credited as hours earned in a major or minor. (Some programs require a “C” for courses in the major.)

2. **The Bethel Core**: These courses are specifically designed to achieve the goals of a Bethel College education. Each student is expected to follow the program as outlined on page 44. Courses for which a grade below “D-” is received will not be counted as earned hours for Bethel Core requirements. A “C-” or higher must be earned in ENGL101.

3. **Transfer students** must complete a minimum of nine semester hours in their major at Bethel College. Transfer students must also meet all requirements listed in the preceding sections.

4. **Full financial settlement with the college**: Financial settlement consists of paying in full the amount due the college. Academic credit, transcripts and diploma are withheld if the account is not paid in full.

**REGISTRATION**

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

A full-time college student is enrolled for at least 12 semester hours credit. The usual load is 15 to 16 hours per semester. No student may enroll in more than 18 hours without permission from the academic services office, which will evaluate the student’s prior academic achievement before granting permission. Registration for more than 20 hours in a semester requires advance approval by the Vice President for Academic Services.

**Numbering of Courses**: Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-399 are primarily for juniors. Courses numbered 400-499 are primarily for seniors. Courses numbered 500 and above are primarily for graduate students. Students may not enroll in courses numbered more than one level above their academic classification.

**Schedule of Classes**: A SCHEDULE OF CLASSES to be offered in a given semester or session is printed and distributed in advance of each registration. The college reserves the right to withdraw or change any scheduled course.

**Traditional Undergraduate Students Taking Adult and Graduate Studies Classes**

Adult and Graduate Studies (AGS) classes are offered in an accelerated format developed for working adults who might choose to take one or two classes during a 7-week period. These accelerated classes combine well with other 7-week courses and second session courses pacing the adult student differently than through a typical semester. For this reason traditional undergraduate students taking 15-week semester classes should not be scheduled for 7-week AGS classes. Exceptions would be tradi-
tional undergraduate students who cannot complete their program in time for their planned graduation without taking a course offered in Bethel’s AGS programs. Students must seek approval through their advisor, dean, and lastly the AGS office.

**Adding / Dropping Classes**

In order to add or withdraw from a course, the proper procedure must be followed to assure correct records. Academic Advisors are able to make registration changes online until the end of the first week after classes have begun. After this point in the semester, classes can no longer be added to a student’s schedule. Dropping a class will require completion of an Add/Drop form available in the registrar’s office. Enrollment is not considered officially changed until the forms are completed, signed by the advisor, and filed in the registrar’s office. The amount of refund, if any, is determined by the week in which the forms are completed and filed in the registrar’s office. Unauthorized withdrawal from any class results in a grade of “F” on the permanent academic records.

**Institutional Withdrawal Policy**

**Official Withdrawals**

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

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

**Unofficial Withdrawals**

For financial aid purposes, an unofficial withdrawal date will be set as the last date the student was involved in an academic related activity if the student “drops out” without notifying the dean of students of his/her intentions. It is also an unofficial withdrawal if the student does not pass at least one attempted class since the College cannot make a presumption that the student attended. Tuition, fee, or room and board charges will not be adjusted for unofficial withdrawals; however, Federal grants and loans, both student and parent, will be pro-rated per the Federal Return of Funds Policy.

**No-Show Policy**

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

**Multiple Major Policy**

Multiple majors will be awarded and recorded on a student’s official transcript upon fulfillment of all course work for each program under the conditions of the multiple major policy.

**Bachelor’s Degree Policy**

The student must pass 21 distinct hours of course work that are unique between the two majors earned. No course can be counted in both majors and count toward the 21 distinct hour rule.
ACADEMIC POLICIES & PROCEDURES

Associate Degree Policy
The student must pass 15 distinct hours of course work that is unique to any other Associate major earned. No course can be counted in both majors and count toward the 15 distinct hour rule.

Minor Policy
The student must pass nine distinct hours of course work that are unique to any other major or minor earned. Only students earning a bachelor’s degree may be awarded a minor.

General Policies
1. Students must meet all Bethel Core requirements for each program.
   Clarification: If one program requires a specific Bethel Core course, Introduction to World Civilization for example, and the other program lists only a history elective, the specified course in the first major will meet the history elective required for the other program.
   If each program were to list specific, but different, general education courses for their major, the student would need to pass both classes.

2. The distinct hours requirement applies to courses within each major only, and do not include Bethel Core courses or free electives. A course listed as a Bethel Core requirement can meet specific major requirements in another program but can not be used as distinct hours.
   Example: Compare the Biology Major and the Science Education Major: General Chemistry I is listed as a Bethel Core requirement for the Biology Major but as a major requirement for Science Education. The class can be used to meet requirements for both majors but may not be used as a distinct hours class.
   Clarification: No course can be used in both majors to meet the distinct hours requirement.
   Courses can be used in both majors to meet major requirements of both programs, but again, cannot be used to meet the distinct hours requirement.

3. Students pursuing multiple majors in both bachelor and associate programs must meet the 21 distinct hour rule.

4. Multiple majors which include Liberal Studies also use the distinct hours rules listed above. There must be 21 distinct hours between the major and the concentration requirements.

5. Professional Education courses cannot be used to fulfill the distinct hour requirement.

6. The distinct hours requirement does not apply to completion of a B.A. and B.S.
Transfer Credit Policies
Regionally Accredited Institutions
Semester hour credit will be granted based on the following criteria:

Any grade of “C-” or better will transfer. Some programs require that only a grade of “C” or higher may be used for courses in the major.

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

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

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

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

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

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

IB Policy
International Baccalaureate Higher level courses will be honored by Bethel College for scores of 5 or above, with a maximum number of 30 credit hours total. Each department will determine how much credit is to be granted and which Bethel courses are equivalent. No credit may be given for non-diploma Standard level courses.

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

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

Classification of Students
Credit Students:
- **Freshman**: Satisfaction of the entrance requirements
- **Sophomore**: Minimum of 24 semester hours
- **Junior**: Minimum of 56 semester hours
- **Senior**: Minimum of 88 semester hours
- **Graduate**: Post-baccalaureate study at the graduate level
- **Unclassified**: Studies not leading toward a degree

Full-Time Students - Undergraduate:
- In a **semester**: Minimum of 12 semester hours
- In a **summer session**: Minimum of 12 semester hours

Full-Time Students - Graduate:
- In a **semester**: Minimum of 9 semester hours
- In a **summer session**: Minimum of 6 semester hours

Part-Time Students:
Those enrolled in fewer than the minimum number of hours listed above for full-time students

Noncredit Students:
- **Audit**: No academic credit earned. Audit fee per credit hour applied. Audit/Special Student Admission Application must be completed with application fee.
- **Guest**: Student attending another institution may enroll in a Bethel course with a transcript or letter from home institution. An Admission Application is required. Current tuition rates apply.
- **Special**: Attending one class without guest letter. Audit/Special Student Admission Application must be completed with application fee.

Credit Hour
Bethel College traditional undergraduate courses will follow the *Carnegie Unit* format. Any course not following the pattern outlined below must show equivalencies in a combination of work and instructional time.
- Semester = 15 weeks (including exams). For every hour in class, assumed two hours outside.
  - 1 credit class = 15 hours of direct instruction, 30 hours of outside work = **45 total**
  - 2 credit class = 30 hours of direct instruction, 60 hours of outside work = **90 total**
  - 3 credit class = 45 hours of direct instruction, 90 hours of outside work = **135 total**
  - (1 credit lab = 45 hours of lab work and instruction)

Grading System
The grades and their significance in computing the grade point averages is as follows:
- 4.0 grade points per semester hour .................A
- 3.67 grade points per semester hour .................A-
- 3.33 grade points per semester hour .................B+
- 3.0 grade points per semester hour .................B
- 2.67 grade points per semester hour .................B-
- 2.33 grade points per semester hour .................C+
- 2.0 grade points per semester hour .................C
- 1.67 grade points per semester hour .................C-
- 1.33 grade points per semester hour .................D+
- 1.0 grade points per semester hour .................D
- 0.67 grade points per semester hour .................D-
- Failure; 0 grade points per semester hour ..........F
- Incomplete; not counted in grade average ..........I
Pass; not counted in grade average .........................P*
Not passed; not counted in grade average ...............NP
Authorized withdrawal; not counted ....................W
* A pass grade (P), equates to a grade of “C-” or higher

The grade point average is calculated by dividing the number of grade points earned by the number of semester hours attempted (excluding those courses receiving I, P, NP and W). Students may repeat a course and only the last grade earned will be used in computing the grade point average. However, the first grade will remain as a matter of transcript record. See pages 37-39 for graduation requirements and acceptable grades.

When an “F” is received, the course must be repeated if credit is to be received. If a required final examination is not taken, the student shall receive an “F” for the course. The grade of “I” may be given when completion of work is delayed by agreement of the instructor and student and approved by the academic services office. The deficiency of the incomplete must be removed no later than the time grades are due the following semester or an “F” is given for that particular grade and the final average determined accordingly.

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

Science/Math Lab Policy
For any life, mathematical, or physical science course with a concurrent lab requirement, the lecture and lab are considered to be components of the same course. Therefore, it is only possible either to pass both components (lecture and lab) or to fail both components. A student receiving an F for the lecture component will automatically receive an “NP” (“not pass”) for their lab component, regardless of the percentage of lab points they earned. Conversely, if a student receives an F for the lab component, i.e., an “NP” for the lab, the student will automatically receive an F for the lecture component. A D- is considered a passing grade for the lab component, and equates to a grade of “P” for the lab.

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

Specifically, this policy holds for courses with any of the following prefixes:
- BIOL
- CHEM
- ENGR
- MATH
- NS
- PHYS

Good Standing and Satisfactory Progress
A student remains in academic good standing by maintaining a cumulative grade point average of 2.0 or above. Eligibility for certain extracurricular activities depends on
good standing. Maintaining good standing and successfully completing at least 12 hours each semester constitute satisfactory progress.

**Academic Probation and Dismissal**

A student whose cumulative grade point average is less than 1.20 is immediately dismissed for poor scholarship. A student whose cumulative grade point average is less than 2.0 but higher than 1.2 is placed on academic probation for one semester. At the beginning of the probationary semester, the student must meet with the Director of the Center for Academic Success who is empowered to assign probation conditions to meet the needs of the student. In most cases, these conditions will include enrollment in EDUC 105 College Success. The student will then be required to meet all probationary conditions set by the Director of the CAS in order to continue enrollment.

A student on academic probation must earn at least a 2.0 average during the probationary semester. Anything less will result in dismissal for poor scholarship. If the semester average is 2.0 or better but the cumulative average is still less than 2.0, the student may be granted one (only) additional semester on academic probation. The student who does not reach good standing after two probationary semesters will be ineligible to return to Bethel College the next semester.

Students who do unsatisfactory work or fail to meet the requirements of probation will not be allowed to return to Bethel College for at least one semester unless allowed to remain by permission of the Vice President for Academic Services. In the event of dismissal, they may be readmitted only by permission of the Vice President for Academic Services or designee.

The student’s permanent academic record and transcripts will contain academic status notations such as academic probation, elevation to good standing, dean’s list, etc. Academic probation has an effect on a student’s financial aid. Please refer to page 32 (Satisfactory Academic Progress) for more information.

**Academic Complaint and Appeals Process**

When a student has a concern about an academic issue, there is an established process whereby that concern will be heard and appropriate action taken. Academic decisions include the admission to a program, assignment of grades for courses, as well as more general concerns with a faculty member. Such academic decisions may be appealed by a student if he/she thinks the decision was not appropriately related to the facts of the matter.

At each level of the appeal, the student must supply additional explanation as to why the previous decision seemed incorrect.

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

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

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

*School of Nursing:* Admission and Progression Committee  
*Office of Nontraditional Studies:* Director of Nontraditional Studies

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

II. Appeal of the Final Grade for a Course

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

School of Nursing: Admission and Progression Committee
Office of Nontraditional Studies: Director of Nontraditional Studies

The student must present all relevant documents to the dean (or appointed
representative). The dean (or appointed representative) shall review the
evidence, and secure any additional needed information from the professor.
The dean (or appointed representative) shall contact the student and the pro-
fessor within ten (10) business days of receipt of the student appeal to allow
both parties to express their concerns. Within twenty (20) business days of
the receipt of the student appeal, the dean (or appointed representative) will
render a decision in writing, addressed to the professor and to the student. A
copy will be placed in the student’s file in the Academic Office. If the professor
is also the dean (or appointed representative), the appeal will be directed to
the VPAS for processing. Either party may appeal the decision to the VPAS.

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

III. Appeal of Other Academic Decisions

If the student believes that an academic decision (other than grades) is not
appropriate, he/she must first attempt to resolve the matter with the involved
party (a professor, an administrator, or the chair of a committee) within five (5)
business days of the action to be appealed. If the decision being questioned
was a committee decision, the student is allowed to present his/her case to a
meeting of the committee. Such a meeting must be held within ten (10) busi-
ness 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 pro-
CADEMIC POLICIES & PROCEDURES

vided within ten (10) business days by the individual or committee responsible, and must be given to all involved parties. If the matter is not resolved at this level, the decision may be appealed to the next level (dean or VPAS) within ten (10) business days of the decision. The VPAS will deliberate the matter through the appropriate academic office(s) of the college.

IV. Appeal to the Vice President of Academic Services

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

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone listing</td>
<td>Email address</td>
</tr>
<tr>
<td>Major field(s) of study</td>
<td>Date and place of birth</td>
</tr>
<tr>
<td>Degrees and awards</td>
<td>Dates of attendance</td>
</tr>
<tr>
<td>Most recent previous school attended</td>
<td>Classification</td>
</tr>
<tr>
<td>Participation in officially recognized activities and sports</td>
<td></td>
</tr>
</tbody>
</table>

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.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal – or state- supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive you PII, but the Authorities need not maintain direct control over such entities. In addi-
tion, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**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)**

Adult students that have acquired college-level learning and/or competencies through professional training or significant life experience may validate this knowledge through the Prior Learning Assessment program. The program utilizes essays, examinations and other forms of documentation to petition for credit through 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. PLA workshops are held periodically on campus for assisting students with the documentation process. For more details regarding this program and to schedule an individual assessment, contact the Director of Prior Learning and Career Services at 574-807-7507 or pla@bethelcollege.edu.

**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.
OTHER PROGRAMS

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.

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:
- Pacific Rim
- South Africa

Partner Programs
1. Russia
   Students may spend a semester at Saint Petersburg Christian University.

2. 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.

3. 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.

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, Oxford, Uganda, 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.

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 offi-
cer 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** (3 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.
OTHER PROGRAMS

MSL 40-401 The Professional Officer (3 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 (3 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.

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
OTHER PROGRAMS

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, officer 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.

AS 21102L (0 hrs.)
OTHER PROGRAMS

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.
ACADEMIC STRUCTURE

Division of Humanities and Social Studies
- Department of Business
- Department of Communication and Media Arts
- Department of Education
- Department of History and Contemporary Society
- Department of Literature and Language Studies
- Department of Psychology
- Department of Religion and Philosophy
- Department of Sign Language Interpreting

Division of Arts and Sciences
- Department of Biology and Chemistry
- Department of Kinesiology
- Department of Mathematical and Engineering Sciences
- Department of Music
- Department of Theatre Arts
- Department of Visual Arts

School of Nursing

Majors and Minors
Following are the degrees offered at Bethel College. Unless otherwise noted, majors and minors are on the baccalaureate degree. Endorsements are for teacher certification.

Accounting.........................................................B.A. Major
.................................................................Minor
American Sign Language ................................Minor
Applied Politics .................................................B.A. Major
Behavioral and Social Science (Adult Program) ......B.S. Major
Bible & Ministry (Adult Program) .........................B.A. Major
.................................................................A.A. Minor
Biblical Languages .............................................Minor
Biblical Studies ..................................................B.A. Major
.................................................................A.A. Major
.................................................................Minor
Biochemistry and Molecular Biology ....................B.S. Major
Biology .........................................................B.S. Major
.................................................................Minor
Business Administration ....................................MBA Master
.................................................................B.A. Major
Business........................................................Minor
Business Management ......................................A.A. Major
Business (Adult Online Program) .........................A.A. Major
.................................................................B.S. Major
Chemistry .......................................................B.S. Major
.................................................................Minor
Christian Ministries .........................................B.A. Major
...............................................................Master of Christian Ministry
Coaching.........................................................Endorsement
Communication ............................................B.A. Major
ACADEMIC POLICIES & PROCEDURES

Computer Science...............................................................Minor
Counseling .............................................................................M.A.C.
Criminal Justice ...............................................................A.A. Major
...........................................................................B.A. Major
...........................................................................Minor
Cross-Cultural Communication ................................................Minor
Deaf Studies .................................................................A.A. Major
...........................................................................B.A. Major
...........................................................................Minor
Early Childhood Education .................................................B.A. Major
...........................................................................A.A. Major
...........................................................................Minor
Economics & Finance............................................................B.A. Major
Economics ............................................................................Minor
Education ............................................................................B.A. Major
...........................................................................M.A.T. Master
...........................................................................M.Ed. Master
Elementary Education .........................................................B.A. Major
Engineering and Management ............................................B.S. Major
English and Writing ............................................................B.A. Major
English .............................................................................Minor
English Education .............................................................B.A. Major
Exercise Science ...............................................................B.A. Major
Family Studies ........................................................................Minor
General Studies (Adult Program) ............................................A.A. Major
Health/Physical Education (see P.E.) .......................................B.A. Major
History ...............................................................................B.A. Major
...........................................................................Minor
Human Services (Adult Program) ............................................A.A. Major
Humanities ..........................................................................B.A. Major
Intercultural Studies ............................................................B.A. Major
...........................................................................Minor
Interdisciplinary Studies (Adult Program) ...............................B.A. Major
International Health .............................................................B.S. Major
Journalism .............................................................................Minor
Junior High/Middle School ..................Elementary Endorsement
Senior High/Junior High/Middle School ....................Standard Secondary License
Leadership ............................................................................Minor
Liberal Studies .................................................................B.A. Major
...........................................................................A.A. Major
Marketing ............................................................................Minor
Mathematics ..........................................................................B.S. Major
...........................................................................Minor
Math/Physics (Engineering) ....................................................B.S. Major
Mathematics Education ........................................................B.S. Major
Ministry ..............................................................................Master of Ministry
Music
Church Music ........................................................................Minor
Music .............................................................................B.A. Major
...........................................................................Minor
Performance .....................................................................B.A. Major
ACADEMIC POLICIES & PROCEDURES

Education (Choral/General) ..................................... B.A. Major
Education (Choral, General, Instrumental) .............. B.A. Major
Education (Instrumental/General) ........................... B.A. Major
Nursing .............................................................. Master of Science
                                     (Adult Program) .............. B.S.N. Completion
                                     .................................................. A.D.N. Major
Organizational Management (Adult Program) ............. B.S. Major
Philosophy .......................................................... B.A. Major
                                     .................................................. Minor
Physical Education/Health (also see Sport Studies)
  All grades ........................................... B.A. Major
Physic ............................................................... Minor
Psychology ........................................................ B.A. Major
                                     .................................................. Minor
Public Relations ...................................................... Minor
Radio Broadcast ...................................................... Minor
Science Education
  Physical Sciences ........................................... B.S. Major
  Life Sciences ............................................... B.S. Major
Sign Language Interpreting .................................... B.A. Major
Social Studies Education ...................................... B.A. Major
  U.S. History & Government .................. Required Core Concentration
  World History ............................................. Required Core Concentration
Economics ......................................................... Concentration
Geography ........................................................ Concentration
Psychology ........................................................ Concentration
Sociology ........................................................ Concentration
Sociology ........................................................ B.A. Major
                                     .................................................. Minor
Spanish .............................................................. Minor
Special Education ................................................ Minor
Sport Management (Interdisciplinary) ....................... B.A. Major
                                     .................................................. Minor
Sport Studies ...................................................... B.A. Major
STEM Business ..................................................... Minor
Studio Arts ........................................................ B.A. Major
                                     .................................................. Minor
Teaching English to Speakers of Other Languages ....... Major
                                     .................................................. Minor
Teaching ........................................................... M.A.T. Master
Theatre Arts ....................................................... B.A. Major
                                     .................................................. Minor
Musical Theatre .................................................. Minor
Theological Studies ............................................. MATS, Master
Worship Arts ..................................................... B.A. Major
                                     .................................................. Minor
Youth Ministry & Adolescent Studies ....................... B.A. Major
                                     .................................................. Minor