



2020-21 Academic
CATALOG

BethelUniversity
College of Health Sciences

BethelU.edu

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The Catalog of the

BethelUniversity
College of Health Sciences

2020-2021
Academic Year

325 Cherry Avenue
McKenzie, Tennessee 38201

p: (731) 352-4000
email: admissions@bethelu.edu

BethelU.edu

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Bethel University Overview

The conditions, requirements, and policies set forth in this catalog have binding effect upon the University and students for the academic year in which it is in force. The University reserves the right to make necessary changes and corrections. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance. Bethel University reserves the right to change policies, procedures, and credentials at any time without notification. If changes are made in the curriculum which modify graduation requirements, the University accepts a moral obligation to provide students with curricular options that do not additionally delay graduation. Otherwise, all other requirements and policies are effective and in force upon publication of changes. This online catalog is to be considered the official catalog of the University and therefore printed versions are unofficial.

Bethel University does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities, or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

- For discrimination on the basis of sex and Title IX reports, contact Bethel University's Title IX and Prevention Services Coordinator, Rachael Brooks, Vera Low Center for Student Enrichment, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4246 or brooksra@bethelu.edu).
- For all other reports of discrimination, contact Bethel University's Chief Academic and Compliance Officer, Dr. Phyllis Campbell, University Office of Compliance, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4046 or campbellp@bethelu.edu).

Students are responsible for being informed of all policies and procedures required for continued attendance at Bethel University. Policies and procedures are generally found in this catalog and in the Student Quick Reference Guide. The university's regulations will not be waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any policy or procedure should seek clarification.

Bethel University Student Complaint Policy

(Note: This policy does not apply to student grade appeals or complaints regarding discrimination/sexual assault.)

Policy: Bethel University is committed to fair treatment of its students. If a student believes that Bethel University or its personnel have acted in an unfair manner, the student shall have the right to a review of the situation within six (6) months of the event(s). For the purposes of this policy, a student is defined as a person who is currently enrolled at the institution or has been enrolled during the six month period prior to the complaint. Applicants for admission are excluded from this policy as they are persons not enrolled during the prior six (6) month period.

Procedure: The student shall file a written complaint with the Chief Academic and Compliance Officer. If the complaint involves the Chief Academic and Compliance Officer, the student may appeal to the President, who may defer the matter to the University's legal counsel.

The Chief Academic and Compliance Officer shall conduct an investigation, if appropriate, with the University's legal counsel, into the matter. The Chief Academic and Compliance Officer shall have access to any information in the possession of the University and may request additional information of the complainant.

The Chief Academic and Compliance Officer shall notify the President and the complainant of the outcome of the investigation. The complainant shall not have the right to review the specific evidence gathered in the investigation.

A response to the complaint will be made within 30 days. The University reserves the right to continue the investigation beyond that time; however, the complainant shall receive notification of continuation and an estimate of the timeline for final disposition of the complaint.

The President may elect to review the complaint and confirm or reverse the decision. The President shall have 30 days to consider the matter. The President's decision is final. If the student is still dissatisfied, the student may complain to the appropriate external body.

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>).
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of

Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division).

- For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>). For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: <http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>

Mission

Bethel University's mission is to create opportunities for members of the learning community to develop in a Christian environment to their highest intellectual, spiritual, and social potential. This includes synchronous and asynchronous modes of education.

Definitions

By the words, "create opportunities," the University offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.

By the term, "learning community," the University extends its mission to all persons who seek development of the whole person and who would choose to pursue the aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.

Intellectual development focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines. To achieve this outcome, the university will leverage developing technology to efficiently create learning experiences for the community.

Social development focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.

Spiritual development focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.

By the term, "Christian environment," the University draws upon the thought of St. Ignatius that the college environment should facilitate

knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.

Synchronous modes of education means Bethel University offers courses to students in the on-campus classroom setting, whereas asynchronous means Bethel University offers courses to students in the online classroom platform. By utilizing both the synchronous and asynchronous learning platforms, Bethel University seeks to provide additional educational opportunities to students in the 21st century.

Core Values

Bethel University creates a learning community which:

- Accepts individuals from a wide variety of backgrounds, experiences, and beliefs
- Offers opportunities for individuals to contribute to the University and to other communities in a variety of ways
- Emphasizes human dignity and ethics consistent with the Christian tradition
- Encourages inquiry and the examination of values, self, and society
- Prepares individuals for the life-long pursuit of knowledge in a complex and constantly changing world

History of the Institution

Since its founding in McMoresville, Tenn., in 1842, Bethel University has grown and changed in ways its founders could have never imagined.

Chartered by the State of Tennessee in 1847, Bethel began as a seminary for the Cumberland Presbyterian Church with the purpose of training young male pastors for the growing denomination. It was not until the college moved to McKenzie in 1872 that it first began to admit women as students.

The oldest existing building on Bethel's campus is Campbell Hall, built in 1923. It was given to the college, along with 11 acres of land, by the city of McKenzie. At that time, it offered every facility the college needed in a single building including classrooms, offices, laboratories, a prayer room and an auditorium. It was named for Richard and Alice Campbell in 1983, and it now contains offices and the Lavinia Cole Chapel. Additionally, it boasts the Hall of Presidents, which displays a picture of every president of the college since its inception in 1842.

The Log Cabin was constructed outside Campbell Hall by the freshman class in 1925. The purpose of the building was to show the humble beginnings of the Cumberland Presbyterian Church, and to remind each

student, staff and faculty member that the school was built “On the Faith of Our Fathers.” When building the cabin each log cost \$35, and whoever donated the money to buy a log would have his or her name engraved on the metal plate on that log. Today, the Log Cabin is used for offices.

Bethel’s Theological Department, which had become the Cumberland Presbyterian Theological Seminary, moved to Memphis and changed its name to Memphis Theological Seminary in 1964.

In 2009, Bethel College was renamed Bethel University.

Affiliation

Bethel University is joined in a covenant relationship with the Cumberland Presbyterian Church. Bethel is proud of its heritage as a Cumberland Presbyterian university and of the service it provides to the church in the form of education for current and future leaders.

Accreditation

Bethel University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bethel University.

Bethel University is chartered by the State of Tennessee. Bethel University is approved by the Tennessee Board of Education as a teacher preparation institution for the State of Tennessee.

Bethel University’s Bachelor of Science in Nursing degree is approved by the Tennessee Board of Nursing. The Baccalaureate degree in Nursing at Bethel University is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 350, Washington, DC 20036, 202-887-6791. Bethel Nursing Program was granted ten-year continuing accreditation in April 2015 through April 2025.

General questions about the accreditation of Bethel University may be addressed to Dr. Phyllis Campbell, Chief Academic and Compliance Officer, (731) 352-4046 or campbellp@bethelu.edu

Assessment and Institutional Effectiveness

Bethel University performs a variety of assessment activities to determine and improve the effectiveness and quality of the educational programs and support services. These assessment activities are broad-based and include the entire University. Students, faculty, and staff have important roles in the institutional effectiveness process. All majors require students to complete some form of exit assessment prior to graduation. Students

will have many other opportunities to participate in assessment through their time at Bethel. Additional information about assessment at Bethel University may be obtained through the Office of the Academic Dean.

Campus Descriptions

Bethel University operates a main campus located in McKenzie, Tennessee, and four satellite campuses throughout the state. The main campus houses all traditional undergraduate programs, as well as coursework for the non-traditional degree completion programs. Satellite campuses are located in Clarksville, Jackson, Memphis, and Paris, TN. Additional administrative offices are located in Nashville, TN.

Campus Addresses:

325 Cherry Ave., McKenzie, TN 38201

302B Tyson Ave., Paris, TN 38242

2200-A Wilma Rudolph Blvd., Clarksville, TN 37040

3031 Highway 45 Bypass, Jackson, TN 38305

168 E Parkway S., Memphis, TN 38104

818 18th Ave. S. 10th floor, Nashville, TN 37203

Online Degree Programs

In addition to traditional on-campus programs, Bethel University offers a number of online degree programs.

The College of Professional Studies offers programs designed to meet the educational needs of working adults. Online students attend class through an asynchronous platform with optional on-campus seminars for selected programs.

The College of Arts and Sciences offers an online Master of Arts in Education program. Additionally, some online classes are also offered as part of the traditional on-campus programs.

The College of Health Sciences offers an online RN-BSN degree-completion program.

Academic Calendar: 2020 - 2021

(Nursing Students Only)

*Please note that students enrolled in the RN-BSN and PA programs operate on a different schedule

FALL SEMESTER, 2020

August 10.....	Classes Begin
August 14.....	Last Day to Register or Add Classes
August 18.....	Convocation
September 7.....	Labor Day Holiday
September 15.....	Applications for November Graduation Due
September 25.....	Mid-Point of Semester
October 8 – 11.....	Fall Break
October 23	Last Day to Drop a Class
November 13	Last Day of Classes
November 16 – 20	Final Examinations
November 21.....	Commencement

SPRING SEMESTER, 2021

January 11.....	Classes Begin
January 15.....	Last Day to Register or Add Classes
January 18.....	Martin Luther King Jr. Holiday
February 18	Applications for May Graduation Due
February 26	Mid-Point of Semester
March 8 – 12.....	Spring Break
March 29	Last Day to Drop a Class
April 2	Easter Holiday
April 30.....	Last Day of Classes
May 3 – 7	Final Examinations
May 8	Commencement

SUMMER SESSIONS, 2021

June 1.....	First Session Registration & Classes Begin
June 3.....	Last day to register or add classes (First Term)
June 4.....	“W” grades begin for First Term classes dropped
June 7.....	Applications for August Graduation Due
June 14.....	Last day to drop a class (First Term)
June 28.....	Last day to remove “I” grades for Spring Semester and First Session Ends
July 6.....	Second Session Registration & Classes Begin
July 8.....	Last day to register or add classes (Second Term)
July 9.....	“W” grades begin for Second Term classes dropped
July 19.....	Last day to drop a class (Second Term)
August 2	Second Session Ends
August 7	Commencement

(RN-BSN Students Only)

August 3 – October 11	Session 4 (2020)
October 12 – December 20	Session 5 (2020)
December 21 – January 3.....	Holiday Break
January 4 – March 14	Session 1 (2021)
March 15 – May 23	Session 2 (2021)
May 24 – August 1.....	Session 3 (2021)

(Physician Assistant Students Only)

Fall 2020/Semester III

August 31.....	First Day of Class
September 7.....	Labor Day
October 5 – 9	TAPA Fall Fest
November 25 – 27	Thanksgiving Break
December 18.....	Last Day of Class
December 21 – January 1.....	Semester Break

Spring 2021/Semester I

January 4	First Day of Class
January 18	Martin Luther King Jr. Day
March 8 – 12	Spring Break
April 2	Good Friday
April 30	Last Day of Class
May 3 – May 7.....	Semester Break

Summer 2021/Semester II

May 10.....	First Day of Class
May 31.....	Memorial Day
July 5 – 9.....	Summer Break
August 27	Last Day of Class
August 30 – September 3	Semester Break

Student Life

The following is a brief description of student life at Bethel University. For more details about the unique offerings, campus rules, and regulations at Bethel University, please see the college's student handbook, *The Log*.

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Student Organizations

Student Government

The Student Government Association is a place where student leadership and learning meet at Bethel University. Each year, the student body elects representatives that are charged with managing a wide range of events, activities, programs, policies, and initiatives around the University. Maintained by a legislative Senate and led by student body and class representatives, the SGA serves the University by supporting legislation that improves existing policies and sponsoring initiatives to enhance school identity.

Freshman Council

This council holds the important responsibility of serving as a voice for the freshman class as well as helping students become involved in Bethel life. Members of the council plan events for the freshman class, offer resources to fellow classmates, and provide support to the SGA.

Honors Societies

Gamma Beta Phi, a national honor society, recognizes superior scholastic achievement and is composed of membership by invitation only to the top 20% of each class. The group participates in service projects and attends national conventions each year.

Sororities & Fraternities

Bethel University offers multiple sororities and fraternities. These groups participate in various community service projects and campus events throughout the year.

Academic/Social Organizations

Bethel University's many organizations that blend academic knowledge and social activities, such as the Student Members of the American Chemical Society, Criminal Justice Honors Society, and Student Tennessee Education Association (STEA). In addition, there are several service and special interest groups available such as Cumberland Presbyterian

Ministry, Baptist Collegiate Ministry, Black Student Union, Church of God in Christ Ministry, Ignite Ministry, Sigma Alpha Iota, Wesley, Writing Club and Young Life.

Student Activities at Bethel

Each semester, multiple student activities are scheduled by the Office of Student Life. These activities have included: Capture the Flag, Coffee House, corn hole tournaments, escape rooms, Field Day, game nights, karaoke, Minute to Win It, Mobile Ninja, Warrior Course, movies on the lawn, scavenger hunts, silent disco, study breaks, talent shows, trivia nights, video game tournaments, water slide kickball and Ultimate Frisbee. Students are encouraged to apply to become a member of the Student Activities Committee to assist with activities each week.

Athletic Activities

Intercollegiate Athletics

Intercollegiate Athletics have become an important and exciting aspect of life for the many students, alumni, and community friends of the University who support Bethel's teams. As members of the National Association of Intercollegiate Athletics (NAIA), the Wildcats and the Lady Wildcats regularly compete against many top-rated teams. The men's program has teams in basketball, baseball, bass fishing, bowling, cheer, cross-country, football, golf, in-line hockey, shooting, soccer, swimming, tennis, and track. The women's program has teams in basketball, bass fishing, bowling, cheer, cross country, golf, softball, soccer, shooting, swimming, tennis, track, and volleyball.

Intramural Athletics

Intramural sports offer a variety of competition for the enjoyment of Bethel students, faculty, and staff. The program promotes enthusiasm, leadership, and good sportsmanship. The use of student directors, captains, coaches, and game officials creates a uniquely student-oriented program. Regulations for participation may be found in The Log.

Exercise and Fitness

Students are invited to exercise daily at the Wildcat Health and Fitness Complex, which features state-of-the-art cardio and strength training equipment, and at the Gaines Indoor Pool.

Christian Life

We strive to glorify and enjoy the Lord in every aspect of life. The campus chaplains strive to lead the campus community in living out this belief in many ways. This includes weekly chapel and communion services. In the chapel services, ministers and speakers from different denominations

are invited to preach. Bethel University works cooperatively with many different Christian denominations to meet students' needs.

Bethel works closely with the Cumberland Presbyterian denomination. The University supports Christian musical and dramatic presentations that are performed in individual churches and encourages student involvement with specific churches. We also provide facilities for continuing education opportunities within the denomination.

Other organizations represented on campus include: Cumberland Presbyterian Ministry, Baptist Collegiate Ministry (BCM), Bethel Wesley Fellowship, Christian Medical and Dental Association Student Chapter (CMDA), and Fellowship Christian Athletes (FCA). All students are welcomed and encouraged to participate in these organizations.

Campus Security

Security is very important on the Bethel campus. The city of McKenzie has a very low incidence of crime. The rural setting lends itself to a secure environment that the community and students enjoy. A well-lit campus, 24-hour armed campus security, and good communications with local law enforcement officials create a comfortable and safe environment. Copies of the Bethel University annual security report are available in the Office of Student Development. Campus security can also provide assistance with campus escorts, vehicle unlock, airing vehicle tires, battery jumps, and other calls for service.

Campus Regulations

Each student at Bethel is provided with a handbook that identifies and explains all campus activities, facilities, student organizations, and policies. All Bethel students are expected to behave according to accepted norms that ensure a climate wherein all can exercise their right to learn. Such norms are set forth in the student handbook, *The Log*. All students should read and understand the handbook. No faculty member will tolerate classroom behavior that violates these norms. Such behavior will be grounds for withdrawal from the class, judicial proceedings, or failure of the course. If warranted, students engaging in such behavior will be removed from class by security personnel and may be required to undergo counseling.

Emergency Closures Policy

Bethel University takes appropriate steps to maintain a safe and secure environment for its students, faculty and staff. Infrequently, weather or other emergency situations may require alterations in the normally scheduled operations of the institution. This may include closure of the institution for brief periods of time including the cancellation of classes

or closure of campus facilities. In these events, all students, faculty, and staff are required to follow instructions from Bethel University's Security Department or civil authorities. This may include relocation or suspension of classes.

Announcements of closure will be through the university's web site(s) and through local media channels.

If the university cancels classes (either in McKenzie or at a satellite campus), it is the responsibility of the instructor to determine whether alternative assignments, additional sessions, or make-up work are appropriate. Course outcomes will not be altered because of a class cancellation. Instructors will make themselves available through alternative means (phone, e-mail, video conferencing) to students to cover the course content.

Inclement Weather Policy

Clinical laboratory experiences may be cancelled by the faculty in the following situation:

At those times when the school district within the county of location of the classroom or clinical experience is closed due to inclement weather. Consideration will be given to student and faculty travel to the learning experience.

Each faculty member is responsible for evaluating the weather conditions in the geographical area of the clinical site. If the decision is made to cancel a clinical experience, it is the faculty member's responsibility to contact the student and the clinical facility with the relevant information. All missed clinical hours will be made up. The type of clinical activity will be determined by the instructor.

General Admission Requirements

Note: Some academic programs may have additional admission requirements for the major that are not noted below. Please see the Academic Programs section for more information about admission to each major.

All applicants for the traditional program will be reviewed at the discretion of the Director of Recruitment and Admissions and Bethel University reserves the right to deny admission or readmission to any applicant/student. The University reserves the right to change the rules regulating admission to the University and any other regulations affecting the granting of degrees.

Misrepresentation of Academic Credentials and Credit Waiver

In the state of Tennessee, it is a Class A misdemeanor to misrepresent academic credentials (§49-7-133). Applicants and students who commit this offense know that the statement is false and are making the statement with the intent to secure admission or employment in an institution of higher education in Tennessee. The offense includes statements made orally or in writing that such person has:

- Successfully completed required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; or
- Successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
- Successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

General Admission Requirements

Required Documentation

Students applying for admission to Bethel University must submit the following:

1. Application and application fee: All students must submit an application for admission and the \$30 application fee. Applicant must be at least 16 years of age unless written approval is granted by Admissions Committee.
2. Official transcripts: Students must submit an official high school

transcript and official college transcripts from each college attended. Any transfer student who has earned fewer than 12 semester hours credit must also submit an official high school transcript. A high school equivalency diploma (GED) or (HISSET) may be accepted in lieu of a high school diploma. A passing GED or (HISSET) combined score is considered to be a 2.0 GPA. A special education diploma or high school certificate is not acceptable. Students may be accepted on a partial high school transcript, but a complete high school transcript validating graduation must be on file before registration. Graduates from a non-accredited high school must meet one of the following:

- 20 ACT/1030 SAT and 2.0 cumulative GPA
- 19 ACT/1000 SAT and 2.5 cumulative GPA
- 18 ACT/960 SAT and 3.0 cumulative GPA

Applicants not meeting any of the above standards will be reviewed by the Director of Recruitment and Admissions who may grant special admission after considering test scores, grades, rank in class, school and community activities, and recommendations in its review. The Registrar will evaluate official college transcripts for determination of transfer credit to be accepted. Transfer course work must have been completed at an institution accredited as degree-granting by a regional accrediting body for higher education. Any exceptions to this policy will be made by the Registrar or the Academic Dean.

3. ACT or SAT scores: Each applicant should submit an official copy of ACT or SAT scores. These scores are not required for students who have been out of high school for three years or more.
4. High School Units: Each student admitted to Bethel University must have earned the minimum high school units as follows, or submit a passing combined score on the GED or the HISSET:
 - English—4 units (Journalism, speech, or business communications may not be substituted.)
 - Mathematics—2 units (Preferably algebra I and II. Pre-algebra, arithmetic, applied mathematics, business mathematics, computer technology, or accounting I and II may not be substituted.)
 - Natural/Physical Science—2 units (One unit must be a laboratory science. Computer science may not be substituted.)
 - Social Science—2 units (Foreign language is not required; however, it is highly recommended.)
5. Immunization and Health Insurance Records: As required by Bethel University and the State of Tennessee, the following immunizations are required of all traditional students prior to the first day of classes,

at campus housing check-in, or check-in at mandatory activity participation—whichever occurs first:

- a Tetanus/Diphtheria/Pertussis (Tdap) shot that must be within the last ten years,
- two doses of the Measles, Mumps, and Rubella (MMR) vaccine,
- two doses of the varicella vaccine given at least 28 days apart or documentation from a health care provider of a history of chicken pox, and
- two doses of the Meningococcal (Meningitis) vaccine. Please note if the first dose was administered before the age of 16, a booster shot will be needed.

Due to the vast array of classroom and extra-curricular activities associated with the McKenzie campuses, it is Bethel University's policy that ALL fulltime undergraduate students attending the College of Health Sciences and/ or College of Health Sciences must have valid health insurance. Insurance coverage must be documented by providing a valid copy of the current insurance card to the Student Insurance Coordinator AND COMPLETING THE ELECTRONIC OPT OUT PROCESS. Students will not be allowed to attend classes or participate in activities without valid insurance. Insurance can be purchased through Bethel University for \$1,873 for the 2020-2021 academic school year. The last day to opt out of the insurance purchase is August 31, 2020. An online waiver to opt out of the insurance can be found at 4studenthealth.com/bethel or on the student portal. International health insurance must be purchased from Bethel University. The charge for international insurance for the 2020-2021 academic school year is \$1,873. The student must pay this charge prior to arriving on campus. Students are automatically enrolled when they arrive on campus. No international student will be allowed to participate in any intercollegiate athletic program until the insurance charge is added to their account.

Additional Requirements for International Students

International students may only enter upon receiving Regular Admission into Bethel University.

A new student with no college credits from a U.S. college/university must provide one of the following:

1. All international students must meet Regular Admission requirements for entering freshman or transfer students in order for the I-20 to be issued. International students should contact the Bethel University International Coordinator for information regarding I-20 forms.

International Freshmen: International students must submit their high school transcripts to a pre-approved member of the National Association of Credential Evaluation Services (NACES) for translation, course by course evaluation, and to provide a cumulative grade point average (GPA) on a 4.0 scale and class rank (ex. 1 out of 25).

International Transfer: International students must submit their college or post-secondary transcripts to a pre-approved member of the National Association of Credential Evaluation Services (NACES) for translation, course by course evaluation and to provide a cumulative grade point average (GPA) on a 4.0 scale.

2. Proof of adequate English language skills: Students whose native language is not English must meet one of the following valid scores:
 - Score of 513 on the TOEFL paper-based exam
 - Score of 183 on the TOEFL computer-based exam
 - Score of 65 on the TOEFL internet-based exam
 - Score of 3.6 on the ITEP exam
 - Score of 5 overall and 5 in each exam area on the International English Language Test

OR: the prospective student agrees to participate in a video and audio interview with a committee which will evaluate the level in which the prospective student can demonstrate adequate English language communication skills with the committee. To qualify for the TOEFL English language requirements waiver, a majority of the committee must agree that the prospective student can adequately comprehend and communicate in the English language. (A majority is defined as 50% plus 1.)

3. TOEFL scores are valid for two years from the date of the exam. Scores on the SAT or ACT and TOEFL are required. Any student who obtains a TOEFL internet-based score below 99 and/or an ACT English score of 17 or below will be required to take ENG 015 and ENG 016. However, all entering freshmen and transfer students who are natives of non-English speaking countries are required to take an in-house assessment no later than the first day of classes to evaluate reading and writing competency. Students who do not pass the exam are required to enroll in ENG 015. If a student obtains a grade of A or B in ENG 015, then ENG 016 will not be required.
4. Non-English speaking students will have completed 12 or more semester hours (including one semester of freshman level

composition with a grade of “C” or better) at a regionally or nationally accredited institution (as defined in Bethel University’s transfer policy) and must be in good standing from that/those institutions. Students who have not successfully completed 12 semester hours must submit official high school transcripts AND official ACT/SAT scores. Students whose native language is not English must also provide valid TOEFL scores. If a student has attended an international college/university/postsecondary/tertiary school, the student is responsible for obtaining a notarized translation of transcripts. Additionally, transcripts must be evaluated through an approved evaluation service such as WES www.wes.org.

Types of Admission

Regular Admission

Freshmen may be admitted on regular admission if they have earned the minimum required high school credits and meet two of the three following requirements:

1. A high school grade point average of 2.25 or above.
2. 18 ACT composite score (excluding Writing component) OR 960 SAT minimum score (combined Evidence-based Reading and Writing and Math) test administered March, 2016, and beyond OR 860 SAT minimum score (combined Critical Reading and Math) test administered before March, 2016.
3. Class rank in the top half of their high school graduating class.

Conditional Admission

Freshmen who do not meet two or more of the three criteria for Regular Admission may be admitted on Conditional Admission Status. The student will be restricted to a maximum of 13 semester hours in the first semester of attendance, must register for DEP 050 Academic Success Skills (1hour), and obtain a cumulative 1.50 grade point average (GPA) at the end of the first semester. Students are urged to utilize the Bethel University tutoring program available through the Center for Academic Student Achievement (CASA) to aid in the achievement of a successful academic program of study.

Provisional Admissions Status

With limited exceptions, provisional students are enrolled as degree-seeking students. These students do not have immediate access to official documents in order to fully be admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the

status has officially been changed. Students will be required to submit all outstanding items to complete admissions for the provisional status to be changed.

Early Admission

For academically talented students who wish to enter college at the end of their junior year of high school, Bethel offers an early admission program. The student may take courses during the summer and return to high school as a senior or skip the senior year (pending high school graduation and meeting Bethel University admission requirements) and enter Bethel University as a freshman or take courses concurrently at Bethel and at the high school during the senior year. The basic requirements for a student to enter under the program are:

1. Complete the junior year in high school with a GPA of 3.0 on all work taken during grades 9, 10, and 11.
2. A minimum of 14 high school units.
3. A minimum ACT composite score of 21 or a minimum SAT composite score of 1060.
4. Favorable recommendations from high school officials and parental approval.

Personal interviews are recommended. High school officials need to specify whether college credits earned at Bethel may be applied toward the high school diploma.

Readmission

Any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with the Enrollment Services (no fee required). The student must request that an official transcript be sent to Bethel University from any institution attended since leaving Bethel. Any financial obligations at Bethel University must be cleared before re-enrollment. Bethel University reserves the right to deny readmission to any student.

If the student withdraws or leaves Bethel University before the required semester hours in the Laptop Agreement are completed, then the purchase price of the laptop computer (less any pro-rated amount as explained in the Agreement) will be charged to the student's account. If the student withdraws during the first week of his or her initial term of enrollment AND the student has received a computer, the student may petition the Director of IT for permission to return the laptop. If the Director of IT grants permission to return the laptop to the IT Help Desk, the Laptop Agreement will be terminated upon return of the laptop.

If a student:

- applies for readmission to Bethel University AND
- returned his/her laptop to the I.T. Desk when he/she left AND
- is a freshman, sophomore, or junior who can be continuously enrolled for 18 semester hours the student may receive a new laptop. Only one laptop will be issued per student. For example: a student leaves Bethel as a freshman and keeps the laptop. The student's account is charged for the laptop according to the Laptop Agreement. If the student then applies for readmission, the student will NOT receive another laptop.

Transient Admission

Admission as a transient student is granted on the basis of a statement of good standing from the university or college most recently attended or an official transcript indicating good standing. The student must also file an application for admission.

Transfer Admission

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. All students transferring to Bethel must submit the \$30 application fee and official transcripts from any college/university previously attended. (See Transfer Credit in the Academic Policies section for more information)

Students wishing to transfer to Bethel must be eligible to return to their previous college to be admitted to Bethel University.

Any education courses completed at Bethel University and which have been completed ten years or more prior to admission or readmission must be repeated for credit. The repeated course grade must meet any grade point and/or grade point average requirement by the Department of Education for that course.

Special Student Status

Students who wish to enroll in less than a full-time load of classes and are not college degree-seeking are placed in a special student status category until such time that they wish to apply to the University for full admission degree-seeking status.

Student On-Campus Housing

All full-time undergraduate students attending Bethel University must reside in campus housing. Exceptions to this rule are granted to students who are married, have dependents, living with their parents, living within a 50-mile radius, or who have achieved senior standing. Students with health issues which prohibit them from living in a communal environment

may live off campus with appropriate medical documentation and upon the approval of the Director of Housing. During full occupancy, junior status students may also be given permission to live off campus. Changing one's address on the FAFSA does not justify one for off-campus status.

Required Disclosure of Felony Conviction and/or Status as a Registered Sex Offender

While Bethel University maintains an “open door” admission policy, Bethel University is committed to maintaining a safe learning environment for its students and staff. As part of this commitment Bethel University requires all applicants who have been convicted of a felony and/or applicants who are registered sex offenders to disclose this information to Bethel University.

If an applicant has been convicted of a felony and/or is a registered sex offender, he or she is required to provide a letter of explanation with his or her application along with certified copies of documentation from the Court where he or she was convicted. Further, the applicant must provide information regarding the conditions of parole, probation and/or supervised release if any exist. This documentation must be provided to the University before any admission decision is made. Applicants will not be denied admission solely on their disclosure of a conviction or status as a registered sex offender. However, failure to disclose a conviction or status as a registered sex offender will result in denial of admission or revocation of admission.

Once the applicant has provided the relevant information required regarding his or her conviction and or status as a registered sex offender, the admissions committee will review all of the pertinent information and make a decision on the suitability of an applicant's enrollment and any conditions that may apply to that decision.

Students already enrolled in the University who are subsequently convicted of and/or charged with a felony and/or given status as a registered sex offender are required to notify the University immediately.

Academic Policies

Mission

The mission of the Bethel University College of Health Sciences is to create learning opportunities in a Christian environment that strengthen the individual who desires a career in healthcare to develop to his or her highest potential. Highest potential is defined as providing health care services to the patient communities served, which is of the highest quality, evidence-based, and delivered in a safe manner while exemplifying Christian values.

Academic Integrity

Note: Some professional programs may apply more stringent consequences. Please refer to the program handbook for specific details.

Falsification of records and official documents is prohibited by Bethel University.

Students are expected to uphold the University's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. This includes altering academic or business records; forging signatures of authorization; withholding pertinent information for purposes of misrepresentation; or falsifying information on any other documents, including but not limited to records, files, and invoices. Students found committing an act of academic dishonesty will receive the following punishments:

- For a first offense, the student will receive a zero on the assignment.
- A second offense results in a grade of "F" for that course.
- A third offense results in expulsion from the University.

Offenses are cumulative over the course of the student's studies at Bethel. Faculty is required to present notice of each offense to the Academic Dean. The Dean adjudicates the offense and maintains an official student record for each offense. Students may appeal the decision of the Dean and finally to the Vice-President of the College.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Bethel University receives a request for access. A student should submit to the registrar, dean or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Bethel to amend a record should write to the Chief Academic and Compliance Officer, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Bethel decides not to amend the record as requested, Bethel will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Bethel discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Bethel discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by the Bethel in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Bethel who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibilities for the Bethel.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bethel to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Bethel whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and

conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31(a)(15))

This act provides for confidentiality of student records; however, it also provides for basic identification of people at Bethel without the consent of the individual. Release of information to third parties includes name, address, classification, photograph, major/minor, dates of attendance, degree, university honors/awards, and the most recent previous educational agency or institution attended. The institution may release other information on students without written permission of the students if the release can be justified under one of the exceptions to written permission found in FERPA.

The student has the right of access to his or her educational records and the right to challenge any inaccurate, misleading, or inappropriate information in those records. Bethel University will release information to comply with the Solomon Amendment.

Although these items are designated by Bethel University as directory

information, only a limited amount of this information is routinely disclosed by Bethel University officials. The university retains the discretion to refuse disclosure of directory information if it believes such disclosure would be an infringement on student privacy rights.

Statement of Non-Discrimination

Bethel does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Ms. Rachael Brooks, Vera Low Building, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4246) is the Title IX and Preventive Services Director.

Attendance Policy

Note: Some professional programs may apply more stringent consequences based on classroom attendance. Please refer to the program handbook for specific policy details.

Bethel University considers regular class attendance to be essential to the teaching and learning process. Any unnecessary absence decreases the contribution by and to the students and faculty. For those reasons, the following guidelines will be honored by faculty and students:

1. The final determination of true emergency will be at the discretion of the instructor of the course.
2. All faculty will report in writing to the Office of the Registrar all students whose total absences exceed the limit published in the class syllabus. The Registrar will record an automatic grade of F. This report is due when the limit has been exceeded. If any time after the fifth week of classes a student obtains automatic F's in all classes due to non-attendance, that student will be asked to leave the Bethel University campus within 48 hours after notification. There is no tuition refund after the fifth week of classes, but meal charges will be pro-rated according to the length of time (in weeks) that the student has had meals in the cafeteria, except in the case of withdrawal due to disciplinary action. Note: A separate pro-rated refund applies to the student who is asked to leave during the first term of enrollment.
3. The responsibility for notifying the instructor of anticipated absences and reasons for emergency absences, and for fulfilling all assignments, rests entirely on the student. The final determination of true

emergency will be at the discretion of the instructor of the course.

4. Class absences due to mandatory participation in or mandatory attendance at events that are sanctioned by the University/College will not result in penalty to the student through attendance, testing and/or grading. Absences beyond mandatory participation in University functions may result in an adjustment of grade or an automatic failure according to the course syllabus. Guidelines for submitting missed assignments or taking make-up exams are determined by each individual faculty member as published in the course syllabus.
5. A student cannot request to withdraw from any class in which a grade of F has been received for violation of the attendance policy as published in the course syllabus.

Grades

(see also “Attendance Policy,” and “Academic Integrity”)

Grading System

The level of academic performance of each student is described in terms of the grade point average (GPA). The grade point average is determined by dividing the total grade points earned by the total hours attempted. The letter grades awarded, the interpretation of their meaning, and the grade points for each hour of credit are as follows:

- A: Excellent, 4 points
- B: Very Good, 3 points
- C: Good, 2 points
- D: Passing, 1 point
- F: Failure, 0 points
- I: Assigned Work Incomplete, 0 points
- P: Pass, 0 points
- W: Withdrew, 0 points
- FA: Failure due to violation of class attendance policy, 0 points

In extenuating circumstances, students must arrange with a professor to receive an I (Incomplete) grade. The student must be passing the course to request the I grade, and the professor of the course will make the determination of whether or not the circumstance warrants an Incomplete. I grades must be removed within the first four weeks of the beginning of the next term (including summer). Failure to remove the I grade will result in an automatic grade of F for the course.

Pass/Fail grades are given for all internship and activity courses. Juniors and seniors may take one elective course per semester on a Pass/Fail basis with advisor approval. The decision to take the elective on the Pass/Fail

basis must be made at the time of registration. All course requirements must be completed in order to qualify for the P grade. No grade points are given with the P grade; the hours attempted are computed for the grade of F.

Receipt of Grades

Grades are not mailed each semester. Students may view or print a student copy of their grades through the student E-Portal or submit a written request for their grades to the Office of the Registrar. If a student has an account balance, he or she will be unable to access his or her grades. In this case, the student will need to contact the Bethel University Business Office to clear the account before the grades will be made accessible. Physician Assistant students will utilize the eMedley system for access to grades.

Repeating Courses

Only courses in which a student earns a grade of D or F may be repeated for purposes of replacing the lower grade. The last grade earned will be used to compute grade point average. Any course in which a grade of D and/or F is earned three times at Bethel University may not be repeated at Bethel.

Appeals

Any student who wishes to appeal an assignment grade or a course grade must follow the process of appeal to the faculty member, Program Director or Division Chair, and Associate Academic Dean (where applicable). All appeals must be in writing and given to the appropriate person no later than five days after the assignment grade or course grade decision being appealed is made. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted. Between the time the decision being appealed is made and the time of the appeal hearing the decision being appealed stands and must be obeyed by the student.

Academic Probation and Suspension

Note: Some professional programs have a separate policy regarding academic probation that differs from this university policy. Please refer to the program handbook for specific details.

Students are placed on academic probation at the end of the semester in which the cumulative GPA falls below the required minimum for their class standing:

- Freshman (0-27 hours completed): 1.5 GPA
- Sophomore (28-59 hours completed): 1.8 GPA
- Junior (60-95 hours completed): 2.0 GPA
- Senior (96 or more hours completed): 2.0 GPA

The period of academic probation will continue as long as the GPA fails to meet the minimum GPA requirement. Students on academic probation must limit their academic load to 15 semester hours, including DEP 050 Academic Success Skills. After the sixth week of classes in a semester, any student on academic probation or who has been conditionally admitted whose recorded absences exceed 50% in more than one course will be subject to administrative withdrawal from the University and may receive course grades of F due to non-attendance. Any student who fails to make a C average (2.0) for the term on probation is automatically suspended for one semester. All students placed on Academic Probation must enroll in DEP 050. Exemption for this course is by written appeal to the Academic Dean.

A one-semester academic suspension is given to any student who obtains a GPA of 0.0 in any semester, or who fails to obtain a semester GPA of 2.0 while on academic probation. After the second one-semester suspension, any student subject to suspension will be given a one-year academic suspension. The summer term may be used by students on probation or suspension to raise the GPA to the level required for good standing. Readmission to the University after a term of suspension is not automatic. Upon receipt of a suspension notice, the student may send a letter of appeal to the Academic Dean. The Academic Dean will notify the student when a decision has been made regarding enrollment in the following fall or spring semester. Likewise, a student who withdrew during a semester and wishes to return the following semester must submit a letter of appeal to the Academic Dean. However, any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with the Office of Admission. (See “Readmission” in the Admissions section.)

Note: Students are urged to refer to the Financial Aid webpage and to the Satisfactory Academic Progress form published by the Office of Financial Aid regarding Financial Aid Probation/Suspension since it may differ from the Academic Probation/Suspension policy.

Currently enrolled students may transfer credits from other regionally accredited institutions of higher learning provided the following criteria are met: the courses to be taken at other institutions have prior approval of the advisor and the registrar, and the courses to be taken will not violate the residency requirement, exceed transfer allowances in the major or minor field, or exceed the hour limit on courses completed at a junior or community college and the course grade must be a C or above.

Note: Students enrolled in the PA program should consult the student handbook for specific program policy and additional information.

Honors Recognition

Traditional semester students who earn a GPA of 3.70 to 4.00 while enrolled in 12 or more hours of coursework in a given semester with no grade below C are named to the Bethel University Honor Roll. Traditional semester students enrolled in 12 or more hours of coursework in a given semester with no grade below C and a GPA of 3.50 to 3.69 are named to the Bethel University Dean's List. Students with high GPAs at the time of graduation earn the following honors:

- 3.85 or higher: Summa Cum Laude
- 3.70 to 3.84: Magna Cum Laude
- 3.50 to 3.69: Cum Laude

The designation of "Student Marshal" is awarded to two rising seniors in the traditional undergraduate program who are campus leaders with high academic and leadership skills.

Honors Program Scholars are students who have earned a 3.00 GPA in the required Honors courses and who have earned a minimum cumulative GPA of 3.00. These students graduate from the Bethel Honors Program, a distinction which is noted on the students' transcripts and diplomas.

Credit

Bethel University defines the unit of credit as the semester hour.

According to the mission and goals of Bethel University, the faculty and academic administration of the University have agreed that the credit hours awarded for a course should include an aggregate of the following: standards and guidelines of SACSCOC, Federal definitions related to course credit, and the Carnegie college student credit hour policy.

Normal Student Load

(Undergraduate)

The student load is the number of semester hours taken for credit each semester. The normal student load is 16 semester hours per term. Schedules range from 14 to 18 hours for most students. Course loads more than 17 hours may incur additional fees. A student must register for a minimum of 12 hours to be considered a full-time student. Students may not enroll for 21 or more hours in a semester unless they have a cumulative grade point average of 3.00 or above and the approval of their Advisor and the Academic Dean. Students taking 11 hours or less are designated part-time students and may or may not be degree candidates.

(Graduate)

Please refer to the Physician Assistant Program of Study for student load requirements for this degree program.

Student Classification

Students are classified according to the number of semester hours earned previous to the current term.

- Freshman: 0-27 hours
- Sophomore: 28-59 hours
- Junior: 60-95 hours
- Senior: 96 or more hours.

Requirements for Graduation

Note: Some professional programs may have higher minimum GPA requirements. Please refer to the program handbook for specific details.

The credits of a candidate for a degree must conform to the requirements for graduation as stated in the catalog published for the year of his/her most recent matriculation, or any subsequent one, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation.

(Undergraduate)

To participate in graduation exercises and graduate with a Baccalaureate degree from Bethel University, each student must fulfill the following requirements:

- Complete the minimum required number of semester hours for the chosen degree program with an academic grade point average of C (2.0) or greater.
- Complete a minimum of 39 semester hours of coursework numbered 300/3000 and above. Waived for students successfully completing all NUR courses in the RN-BSN program.
- Complete the requirements of the University Parallel/General Education Core Curriculum for a Bachelor's degree.
- Complete a major concentration of courses with no grade below C and a minor concentration (if required) with an average of C (2.0 GPA).
- Complete all required assessment procedures related to the major field and/or the core curriculum no later than the last day of classes for the term in which graduation occurs.
- Complete the Application for Graduation form through the student portal on the Bethel student web site by September 15 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.

- Complete the Bethel University College of Health Sciences residency requirements
- Complete at least 32 hours of the final 38 semester hours through Bethel University.

AND

- Complete at least 18 semester hours in a major field and at least nine semester hours in a minor field through Bethel University

(Graduate)

Please refer to the Physician Assistant Program of Study for graduation requirements for this degree program.

Participation in Commencement Ceremony

A student who has applied for graduation in the current semester and who is registered in the current semester for all courses required for graduation but who fails to achieve the grades required in 6 hours or less may participate in the graduation ceremony but will not have the degree conferred or diploma awarded until all course work has satisfactory grades either through attendance at Bethel University or approved transfer course credit. It is the responsibility of the student to notify the Registrar of the completion of required courses and to provide an official transcript of transfer credits.

All students are encouraged to file the “Plan of Study” with the Registrar no later than the end of the junior year. Failure to do so can result in a serious delay of graduation.

NOTE: The University reserves the right to change the rules regulating admission to the University and any other regulations affecting the granting of degrees. Any student who submits fraudulent admission documents/information may be subject to denial of admission, dismissal from the University, and/or revocation of any degree granted.

Requirements for a Second Degree

Provided all course prerequisites and Bethel University’s Residency Requirements are met, applicants holding a Bachelor of Science, Art or Music degree and wish to complete a second Bachelor degree will have course requirements reduced to only those courses necessary to complete the major requirements for the selected degree program. Further, if the Religion requirement has not been satisfied with transfer credit, the applicant will be required to meet the Bethel University’s Religion/Philosophy General Education requirement.

Transfer of Credit

Bethel University does not limit the number of undergraduate hours

that may be transferred. However, all students must meet all Bethel University Residency and Graduation requirements. (See Requirements for Graduation section).

(Undergraduate)

All coursework transferred to Bethel University will be evaluated on a course by course basis. Transfer students must complete all requirements for the degree as stated in the catalog in force at the time of matriculation or a later edition of the catalog.

Students transferring must complete all Bethel University core requirements not met by transferred equivalent courses. Course work, at college-level, degree-granting institutions not accredited by a regional accrediting agency but are accredited as degree-granting institutions by an accrediting agency recognized by the Department of Education, will be reviewed for transfer on a course by course basis. Credit determination is dependent upon course content and other documentation which the student may be required to provide. The Registrar may consult with the University Registrar and/or faculty as to the application of credit.

No grade below a “C” or equivalent will be accepted as transfer credit. Grade points from hours accepted as transfer credit are not included in the Bethel University academic record. It is also important to note that students will not be allowed to duplicate credit. However, a student may petition to be granted an exception to these policies and have their credits and grade points considered. In that case, all credits and grades accepted by the Registrar’s evaluation of transfer credits from an accredited school will be accepted.

Once a petition has been granted, the petition cannot be revoked.

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. (See “Transfer Students” in the Admissions section for additional information.)

(Graduate)

Please refer to the Physician Assistant Program of Study for graduation requirements for this degree program.

Types of Credit

Credit by Examination

Challenge Examinations are available to students enrolled at Bethel. Students may be awarded course credit based on results. All applications for departmental Challenge Examinations must be approved by the student’s advisor, the course instructor, and the chair of the division in which the course is taught. The course instructor or a person designated

by the instructor must administer the exam. The testing date must be no later than two weeks prior to the last scheduled day of classes of the term.

A department may adopt a standardized examination or develop a departmental exam which may be oral, written, or both. There may also be some courses in which the department does not offer a challenge exam. (Students desiring to receive credit by Challenge Exam must start the procedure with their advisor. All tuition costs connected with a particular exam must be met by the student prior to the testing date.) Applications for such credit for a particular course may be initiated only once. Challenge credit may not be used as a repeat of a course taken earlier. Credit will be awarded on a "Pass" basis only. A "Pass" is considered a level of work earning a C grade or higher. A failure on an exam will be recorded as an F on the transcript for that course.

A maximum of 12 semester hours in 100- and/or 200-level courses may be earned through Challenge Examinations. No upper division courses are available for Challenge Examinations. Completed applications for Challenge Examinations must be submitted to the CAS Registrar before credit will be recorded. (Challenge Examinations are not available for any courses in which CLEP or DSST examinations are offered. Students who fail a CLEP or DSST examination cannot take a Challenge Examination in that subject.)

Students may qualify for advanced standing (maximum of 30 hours, 100- and 200- level only) by submitting acceptable scores as recommended by the American Council on Education (ACE) on the College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) academic subjects or by submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program (AP). Note: No upper division courses (300-400 level) are available for ACE test scores. No science lab credit is available through CLEP or DSST. ACE educational credit by examination, including credit transcripts by regionally accredited community colleges and ACE credit for training programs are also included in this area. Military personnel/veterans may qualify for advanced standing due to course work taken in the Armed Forces. The VA Coordinator located in the Vera Low Center for Student Enrichment, Office L 120, 101 Wildcat Lane, McKenzie, TN 38201 from 8:00 am to 4:30 pm. Bethel University accepts up to 60 hours of CLEP, DSST, and military. However, a student may earn no more than 30 hours of ACE credit, which includes CLEP and DSST credit. Grades and quality points are not given for advanced standing credit. As a result, a passing examination score will not act as a repeat of a previous grade in any class. It is also important to note that students will not be allowed to duplicate credit in any of the sections or transfer credit.

Internships

The Bethel internship program is designed to help all students bridge the gap between the classroom and the world of experience. Internships open students to possibilities for career development and personal growth and challenge them to creative participation in their own learning. Students may select two internships, but the maximum credit toward graduation is 12 semester hours (excluding state requirements for teacher education). Internship work is calculated at a rate of 45 clock hours of internship work per semester-hour of credit. Internships receive Pass/Fail grades only. Internship applications and guidelines are available in the Office of the Registrar.

Internships must be approved by the tenth week of classes in the semester prior to the internship, and students should register for internship credit in the appropriate department prior to beginning the internship. An internship may be on-campus or off-campus. A student may not register for an on-campus internship in any department or program in which the already participates. In no case will individual study credit or internship credit be granted for a non-classroom based participatory learning experience begun more than six months prior to application for credit. Individual studies credit may not be used to substitute for an internship in those majors where an internship is required. Any exceptions to the policies above must be approved by the Academic Dean of the College of Arts and Sciences.

Directed and Individual Study

Under extenuating circumstances, some Bethel courses can be completed outside the traditional classroom setting through a Directed Study arrangement between the faculty member and the student provided that the student has never received a grade of F or FA in the course and that the student is in good academic standing. Individual Study is available in most subject areas and is an opportunity to pursue in depth subjects of interest beyond available courses for academic credit. Students are required to be enrolled at Bethel University, register for the Directed Study or Individual Study course(s), complete the required forms with appropriate signatures (including the Academic Dean), secure the required textbooks and materials, schedule meetings with the faculty instructor, complete all assignments on time, take the required quizzes/exams, and complete the faculty evaluation form for each course. Faculty instructors will require regular meetings with the student, give the student regular feedback regarding assignments and quizzes/exams, and assign a final grade appropriate to the accomplishment of the goals and objectives of the course. Note: Credit will be awarded according to Bethel University's credit hour policy.

Auditing Classes

Any class may be audited with the approval of the faculty member teaching the course. No transcript record is maintained for audited courses. Audited classes must be registered with the Registrar. (See “Special Fees for the Academic Year” in the Financial Information section.)

Developmental Education

On the basis of the results of ACT tests and other information, such as transcripts, some students will be placed in developmental courses to remedy deficiencies which would otherwise prevent success in the university curriculum. Students failing to obtain a grade of C or better in any developmental course after three attempts will receive an automatic suspension. Credit in developmental courses will not be counted toward graduation requirements.

Assistance and Student Services

Library

Bethel University provides a wide range of library and learning resources for students, faculty, and staff. Resources are available to all students and faculty. Instruction and guidance in the location and use of resources is available by the library staff both at the campus in McKenzie and on the library website. A large collection of electronic resources is available for use by all students and faculty regardless of their physical location. In addition, the recently renovated Burroughs Learning Center located on the McKenzie campus offers study and meeting space for quiet study, group projects, and meetings. Printing is available for a nominal fee. The physical book collection is housed in the Burroughs Learning Center although materials can be shipped to students and faculty at off-campus sites and online programs. Interlibrary loan, which allows materials to be borrowed from other institutions in the United States, is available to every student and faculty member regardless of their physical location.

Tutoring

The Center for Academic Student Achievement (CASA) is located in the basement of the Burroughs Learning Center. The following services are provided through CASA: Peer-to-Peer Tutoring, Group Study, and Study Halls. Also available are Math Labs, Science Labs, Writing Center, and Textbook Reserve. Students who wish to improve their academic skills are encouraged to utilize CASA for their academic support needs. Students may contact the Director of the Center for Academic Student Achievement for information and scheduling, and information regarding CASA can also be found on the Bethel University web site.

Counseling

Dependent on need, students may schedule counseling sessions with a professional counselor in the Clinical Services Office. Evaluation of the situation will be made by the counselor and appropriate alternatives considered and/ or recommended.

Academic Advising

Each Bethel University student is assigned a qualified advisor. The role of the advisor is to guide students through the academic program of the University by recommending appropriate courses and assisting students in the registration process. The student is responsible for ensuring that he or she meets all graduation requirements.

COE

The courses “College Orientation Experience” and “Career Opportunity Experience” are required of all undergraduate students in the freshman and senior years, respectively. These courses are designed to assist students in the transition from high school to university, and from university to post-graduate employment. Exemption: Transfer students (does not include dual enrollment students) who were full time at post-secondary institutions and earned at least 12 hours of college credit are not required to complete College Orientation Experience (COE 102).

Career Services

Bethel University provides an educational preparation for a productive career or a place in graduate or professional school. During the university experience, faculty advisors encourage students to select courses that enrich the career objectives of the student. Internships provide experiences that strengthen classroom learning.

Bethel employs a full-time Career Development Counselor, who provides job placement assistance for students, including resume writing and job interview skills. Available jobs are posted for review. In addition, the library contains an assortment of physical and electronic materials related to the job search, career paths, and testing for both graduate school entrance exams and professional exams of various types.

Disability Services

Bethel University is committed to making its programs and services accessible to all students regardless of disability. Self-advocacy and independence are encouraged through student knowledge and the use of appropriate accommodations. Students who have a documented disability and need assistance with classes or who would like further information about disability services at Bethel University should contact the Office of Career & Disability Services located in the Vera Low Center for Student Enrichment, Office L113, 101 Wildcat Lane, McKenzie, TN 38201 from 8:00 am to 4:30 pm. Applicants with special needs who desire accommodation

in the application process should make their needs known to their admission counselors.

Laptop Program

Bethel University requires all incoming full-time undergraduate students to participate in its Laptop Program. Students are provided with a laptop. Through this program, students will have onsite support through the Bethel IT Helpdesk and access to technology in the classroom. Students are required to meet the terms and conditions of the Laptop Computing Program Agreement. Please refer to the Laptop Computing Program Agreement for more details. NOTE: Incoming students must take possession of their laptops in their first semester. Failure to do so will result in forfeiture of the Bethel laptop.

Honors Program

The Bethel University Honors Program is designed to challenge academically gifted students to develop their capacities for analysis, composition, research, and critical thinking in order to increase their preparation for the duties incumbent upon education and achievement. For more information about the Honors Program, see the Non-Departmental Programs section of this catalog.

Information Technology Services

The purpose of the Information Technology Center is to provide technical support and training to all users of computing systems at Bethel University and to provide technology-enriched learning by offering educational services adequate to allow students and faculty to achieve their educational goals.

Acceptable Use of Technology

I. Summary/Purpose

The purpose of the Bethel University network is to provide faculty, staff, and students with an electronic means of transmitting, receiving, and reviewing information necessary for academic pursuits as well as conducting daily business operations of the University. The Acceptable Use Policy covers all devices that comprise the Bethel University network. This includes, but is not limited to, all laptops, desktop systems, handheld computers, lab facilities, servers, classroom technology, the wired and wireless campus networks, and all software licensed to the University.

II. Rights and Responsibilities

The Bethel University network is provided and maintained by Bethel's IT department for the use of faculty, staff, and students. Accounts are created and given to all users for the purpose of academics, daily business and administrative operations, transmitting and receiving electronic mail and messages, and other authorized activities. Anyone using the Bethel network is responsible for:

- recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
- refraining from any illegal and improper intrusions into the accounts of others or into any Bethel University network resources or systems;
- taking all reasonable steps to ensure the accuracy and the security of information compiled, accessed, or provided;
- being ethical and respectful of the rights of others and of the diversity of the University community, including the rights to privacy and all other legal requirements and restrictions regarding access to and the use of information;
- refraining from acts that waste resources and prevent others from having broad access to Bethel's IT resources;
- abiding by all other applicable University policies and standards relating to information technology resources.

These policies and standards include, but are not limited to: software, wireless, remote access, and e-mail. Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account.

III. Consent to Monitor

Bethel's computers and networks are shared resources, for use by all faculty, staff, and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. Although the University does not seek to monitor the communication of its faculty, staff, or students, Bethel's IT staff may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of Bethel's computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

IV. E-Mail Usage

Bethel University recognizes the utilization of electronic communications as an efficient and necessary method of conducting business and advancing its mission of education. Electronic mail (e-mail) should be used with the same care and discretion as any other type of official University communication. The Bethel's e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using Bethel's e-mail system, each user acknowledges:

The use of electronic mail is a privilege, not a right. E-mail is for University communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited. Under the US Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly.

Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing").

All users of Bethel's e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized University personnel. Accordingly, the University reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the University might be required by law to disclose the contents of e-mail communications.

V. Bethel University Confidentiality Agreement

The information transmitted in this electronic mail is intended only for the person or entity to which it is addressed and may contain

confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from all computers. Although Bethel has taken reasonable precautions to ensure that no viruses are present in this message, Bethel cannot accept responsibility for any loss or damage arising from the use of this message.

VI. Privacy

Bethel provides computers, e-mail, e-portal, and network accounts to faculty members, staff and students for the purpose of furthering the University's academic mission and conducting business. While incidental and occasional personal use of such systems is permissible, personal communications and files transmitted over or stored on Bethel systems are not treated differently from business communications; there can be no guarantee that personal communications will remain private or confidential. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Properly authorized individuals including the Director of Information Technology, Bethel IT staff, or Security may access e-mail, voice mail or computer accounts without the consent of the assigned user when there is a reasonable basis to believe that such action:

- is necessary to comply with legal requirements or process
- may yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of policy (for example alleged misconduct or harassment)
- is needed to maintain the integrity of Bethel's computing systems
- may yield information needed to deal with an emergency
- in the case of staff, will yield information that is needed for the ordinary business of the University to continue

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be

promulgated in the future by the State of Tennessee. To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

VI. Electronic Signatures

This policy identifies Bethel University (hereafter “the University”) requirements for the use of electronic signatures (hereafter “e-signatures”) and electronic transactions (hereafter “e-transactions”) in conducting the university’s business operations in support of the institutional administration of the university’s teaching and service operations (“University transactions”). Under this policy, the University may require that members of the University community use e-signatures to conduct certain university transactions that previously required handwritten signatures and approvals on paper documents. This includes all documents pertaining to application, payment, or any other contractual obligation between the student and the University. By enrolling at the University, members of the University community agree that e-signatures are valid and binding.

Changing Class Schedules

Dropping or Adding a Class

Class schedules are changed by officially adding or dropping a class. Merely attending a class does not constitute official registration. Merely failing to attend a class does not constitute an official dropping of a class. Classes may be added to a schedule only during the first week of a term. Classes may be dropped during the first 11 weeks of a term. Any class schedule change may have consequences for financial aid. Check first with the Office of Financial Aid before changing class schedules.

In order to drop or add a course, students must first secure a Drop/Add Form from the Registrar’s Office in Campbell Hall. Students must complete the form and secure the signature of their faculty advisor, and then must deliver the completed form to the Registrar’s Office. The date of the drop or add is determined when the form is received by the Registrar. A delay at this point can have expensive and severe academic consequences. A \$25 fee is charged for each Drop/Add Form processed. Students dropping or adding courses should check with the Office of Financial Aid prior to submitting the Drop/ Add form. Each student must carry 12 credit hours to maintain a full time course load and remain qualified for financial aid.

Note: The policies for dropping a course in the RN-BSN program are different from the policies listed above. See the program handbook for specific information.

Grades for Dropped Courses

If a student drops a class in the first week of the term, no grade will be recorded for the class. If the student drops a class in the second through the eleventh week of the term, a grade of W will be recorded. After the eleventh week of the term, no class can be dropped unless the student can prove that one of the following conditions exists: serious illness or injury of the student as documented by a physician, serious family problems as documented by a physician or minister, or change in work schedule as documented by the employer. All documentations must be submitted to the Registrar. Non-attendance of classes will result in F grades. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

Note: Physician Assistant students may not drop courses and continue in the Physician Assistant Program. The program has policies for deceleration and other types of unexpected occurrences.

Withdrawal Procedure

Some personal or family emergencies require a student to withdraw from school. Permission to withdraw is not automatic and may be denied or discouraged. Students who transfer, withdraw, or do not return within a semester must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligation:

- Discuss the situation with a faculty advisor.
- Secure a withdrawal form from the Registrar's Office and fill in all appropriate spaces.
- Secure all required signatures.
- Deliver the completed form to the Registrar's Office. Failure to complete this step may result in failing grades and heavy financial obligations.
- There is a \$25 fee for withdrawal.

Voluntary withdrawal does not guarantee permission to be readmitted to the University.

Grades for Withdrawal

If a student withdraws from classes during the first week of the term, no grades will be recorded. If the student withdraws from classes in the second through eleventh week of the term, a grade of W will be recorded. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

Administrative Withdrawal Policy

Faculty will report in writing to the Registrar any student on the class roster who has not attended class for a period of two weeks (consecutive class days) during a traditional semester without notifying the faculty member. This student may be administratively withdrawn from the class. After the sixth week of classes in a semester, any student on academic probation or who has been conditionally admitted whose recorded absences exceed 50% in more than one course will be subject to administrative withdrawal from the University and may receive course grades of F due to non-attendance. Any student who is administratively withdrawn from all classes will not be allowed to stay on campus. Administrative withdrawal from a class may affect the student's financial aid, full-time or part-time status, and participation in sports or other extracurricular activities and does not guarantee permission to be readmitted to the University.

Transcripts

Transcript Policies

A transcript will not be issued unless the student's financial account is clear with all offices of the University. Transcripts will be released at the written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the University. Therefore, the University reserves the right to withhold the release of a transcript of that record if the student has an obligation to the University.

Procedure to Request a Bethel Transcript

Students who need transcripts of their college record must file an online request (including signature) with the Registrar. Bethel University uses Credentials Solutions as its agent for processing online transcript requests. This process is secure. To request the transcript go to the website at BethelU.edu and click the 3 lines in the top-right corner and choose Transcript

A transcript can be emailed or mailed depending on the requirements of the receiver.

Payment for the transcript **MUST** be made as part of the process. All transcripts sent are official. Unofficial transcripts are no longer provided by the registrar's office.

It is Bethel University's policy that a transcript can only be sent for students who have a clear balance and no holds from any department.

Students may pay for their transcript via credit card (Visa, MasterCard or Discover). Credentials Solutions uses the most current security available to protect credit card and personal information. The fee for a mailed transcript is \$10.00. The fee for an electronic transcript is \$8.00 The fee is not

charged until the transcript is released.

Students may check the status of transcript requests at any time by logging on to Credentials Solutions. Students will also receive email notifications of their order status. Fees are adjusted for international mail, special handling mail such as FedEx or UPS, and more than four-page documents.

Financial Information

Federal/State Loans or Grants

The financial aid plan requires the student to complete all documentation required for the respective Federal or State program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed above. Such arrangements must be complete by the due date. Acceptable financial aid plans are: Federal Pell Grant; Tennessee State Assistance Corporation Grant; Hope Lottery Scholarship; Subsidized Federal Stafford Loan; Unsubsidized Federal Stafford Loan; Federal Parent Plus Loan Program; Bethel University Scholarships; external scholarships; Work-Study.

Since students must reapply for funding each academic year or term, reapplication must be fully completed on or before the appropriate due date. In the event a student fails to timely reapply, qualification for tuition deferment will be terminated and the student will be required to comply with the terms and conditions of the cash plan. The following documentation is required to be filed by the due date for the Federal/State Loans or Grants:

- Accepted Admission Decision
- Student Financial Agreement Form
- Free Application for Federal Student Aid (FAFSA)
- Direct Loan Master Promissory Note (MPN)
- Direct Loan Entrance Counseling
- Verification documents (if required)
- Financial Contract

Student Accounts

Students are required to pay all tuition and fees at the beginning of each term, and registration is not complete until all fees are paid. Students may not re-enroll for another term, graduate, or receive a transcript until all amounts owed to the University have been paid. If external collection efforts are utilized, the student is responsible for all collection costs, attorney fees, and any other charges necessary for the collection of any amount not paid when due.

Payment Policy

In order to provide sound fiscal policy and stewardship for Bethel University the administration and staff are charged with the duty of ensuring that all student accounts are fully and timely collected. It is the responsibility of each student to have suitable financial arrangements in place well before enrollment to fully pay all sums owed Bethel. Likewise, it is the responsibility of the administration and staff to communicate the school's requirements, provide assistance to prospective students in procuring financing, and faithfully enforce the school's policies and procedures.

Accordingly, the following procedures and guidelines will be followed in arranging for the payment and collection of student accounts:

- Cash Plan
- Federal/State Loans or Grants
- Tuition Reimbursement Plan
- Tuition Management Systems
- Third Party Billing Plan
- Private Loans

Cash Plan

The cash plan requires 100% of tuition and fees paid by the due date. (The due date for all options is defined hereafter.) Under this plan, students may pay by check or automatically charge the tuition and fees to their credit card. Automatic payments will be charged on the due date for each successive term. The following documentation is required for the cash plan:

- Student Financial Agreement Form
- Student Credit Card Authorization to Charge Form
- Completed Admissions Application

Federal/State Loans or Grants

The financial aid plan requires the student to complete all documentation required for the respective Federal or State program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed above. Such arrangements must be complete by the due date. Acceptable financial aid plans are: Federal Pell Grant; Tennessee Student Assistance Grant; Hope Lottery Scholarship; Subsidized Federal Direct Loan; Unsubsidized Federal Direct Loan; Federal Parent Plus Loan Program; external scholarships.

Since students must reapply for funding each academic year or term, reapplication must be fully completed on or before the appropriate due

date. In the event a student fails to timely reapply, qualification for tuition deferment will be terminated and the student will be required to comply with the terms and conditions of the cash plan. The following documentation is required to be filed by the due date for the Federal/State Loans or Grants:

- Accepted Admission Decision
- Free Application for Federal Aid (FAFSA)
- Direct Loan Master Promissory Note (MPN)
- Direct Loan Entrance Counseling
- Verification documents (if required).

Tuition Reimbursement Plan

Tuition reimbursement from an employer is an acceptable financial option.

However, it is subject to the following conditions:

- The student must make acceptable arrangements through one of the other financial options to pay all tuition and fees during the initial deferral period. Thereafter, tuition reimbursement proceeds will be applied to future enrollment periods.
- Complete documentation of terms and conditions of the employer's reimbursement plan.
- A completed Tuition Reimbursement Certificate and Authorization Form which allows Bethel to automatically charge the student's credit card in the event full reimbursement is not paid by the employer. Students must be advised that terms and conditions are not contingent upon the completion of a course or the receipt of a grade and that the credit card will be charged for any amount necessary to repay Bethel 100% of the amount due. A declined credit card will cause the account to be assessed a \$50 late fee which is immediately due and payable. A second declined credit card will terminate this financial option and the student will be required to comply with the terms and conditions of the cash plan.

The following documentation is required to be filed by the due date for the Tuition Reimbursement Plan:

- Student Financial Agreement Form
- Tuition Reimbursement Certificate and Authorization Form
- Credit Card Authorization to Charge Form
- Copy of Employer's Tuition Reimbursement Plan
- Completed Admissions Application

Tuition Management Systems

Students have the option to submit payments through the Bethel University TMS portal. Service fees apply.

Third Party Billing Plan

Third party billing plans are available for students of employers approved for direct billing, active duty military personnel, civilian government contract employees, and students' eligible benefits pursuant to the Veterans Affairs Vocational Rehabilitation and Employment Program. Students will be required to comply with the terms and conditions of the cash plan if employment ceases or the employer ceases to remit payments as agreed.

The following documentation is required to be filed by the due date for the third-party billing plan:

- Student Financial Agreement Form
- Employer's voucher approved by Bethel OR authorized military or government assistance vouchers
- Completed Admissions Application

Military/Veterans: Bethel University will not impose a penalty (including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or the requirement that a covered individual borrow additional funds) on students covered by Chapter 31 or Chapter 33 benefits because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapters 31 or 33".

Private Loan Plan

Students may prefer a private loan arrangement with a lender based on credit-worthiness. Failure to pay under this plan will revert the student to the cash plan.

The following documentation is required to be filed by the due date for the private loan plan:

- Student Financial Agreement Form
- Completed Loan Application
- Signed Promissory Note
- Loan Approval from Lender
- Completed Admissions Application

Changing Finance Options

Students may change finance options provided they are in compliance with their current finance option. In order to change plans a student must contact his or her appropriate financial office and complete all required documentation on or prior to the due date.

Credit Cards

The following credit cards are accepted provided the student is the authorized signer: American Express, Discover, Visa, and Master Card. In some situations, the parents can give permission for their credit card to be used by the student.

College of Health Sciences
Tuition and Fees (2020-21)

BSN Undergraduate Program (on-campus)

Application Fee: \$30 Room Deposit: \$175 Graduation Fee: \$50

Tuition, Fees & Meals:	Semester	Year
Tuition (12-17 hours)	\$7,875	\$15,750
Incidental Fee:	\$630	\$1,260

(Incidental Fee is a mandatory fee for all students: Activities and Technology Fee)

Room Rates:	Semester	Year
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Private rooms must be paid in full by financial aid or out of pocket prior to moving in.

Private (Single) Room (West, McDonald)	\$3,603	\$7,206
Private (Single) Room (Prosser, University, Heritage)	\$3,741	\$7,482
Double Room (West, McDonald, Wildcat Cove)	\$2,795	\$5,590
Double Room (Prosser, University, Heritage)	\$2,907	\$5,814

Meal Rates: (mandatory if in dorm)

Default Meal Rate	\$1,777	\$3,554
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Other meal plan options are available. If classes are confirmed in the student ePortal prior to selecting a meal plan the default plan rate will be automatically selected and can not be changed.

Insurance Fee:

Students who cannot provide satisfactory proof of insurance will be charged an annual insurance fee. Student **MUST OPT OUT ONLINE** at 4studenthealth.com/bethel to avoid this charge. Print out confirmation page! Proof of insurance card alone will not void this charge.

- Domestic: \$1,873
- International Insurance: \$1,873

Insurance Fee must be paid in full by Financial Aid or out of pocket prior to class start or Athletic/Renaissance participation, whichever starts first.

Barnes and Noble Book Fee: 30 per credit hour

Students enrolled in on-campus undergraduate programs will be charged for books based on their registered number of credit hours. PAR courses are excluded from this charge. Students can choose to opt out through student ePortal no later than August 3, 2020. For more information on the opting out guidelines of the Barnes and Noble Book Fee charge please refer to your student ePortal. (NUR courses are not included in this fee)

Other Fees:

- Part-time (1-11 hours) Tuition: \$476 per credit hour
- Incidental Fee Part-time: \$53 per credit hour
- Drop/Add Fee: \$25 per form
- Audit a class: \$238 per credit hour. Free if over age 65
- Challenge Exam Credit: \$80 per credit hour

Overload hour charge: \$476 per credit hour for every hour over 17

Exempt from overload charge: MUP courses, PAR courses, Theater Practicum, REL 210, REL 310, REL 410, ESL Skills Workshop, MUS 380, MUS 381, MUS 480, MUS 481, COE 250

Class Fees:

- Lab Fee \$70:
NUR 300, NUR 311, NUR 322, NUR 326, NUR 334, NUR 410, NUR 414, NUR 418, NUR 424, NUR 430
- NUR 422: Lab Fee \$90
- NUR 311: Malpractice Insurance \$18, ATI Test Fees \$1325, Nursing Central \$252, National Student Nurse Assoc. \$40, Drug Screen \$28
- NUR 418: Malpractice Insurance \$18, ATI Test Fees \$1325, National Student Nurse Association \$40, Drug Screen \$28
- Applied Music Fees (MUP / Private Music Lessons)
- - 1 credit hour: \$135/per semester
- - 2 credit hours: \$270/per semester
- HEA 312 First Aid: \$40
- HEA 330 Prevention Care of Athletic Injuries: \$30
- PED 100 Martial Arts: \$50
- HSC 230: Emergency Care in Sport and Physical Activity \$35

Summer 2021:**Summer Housing:**

Summer Session 1: June 1, 2021 – June 28, 2021

Summer Session 2: July 6, 2021 – August 2, 2021

- \$450 Private/Single Room per session
- \$400 Double Room per session

Meals not included during summer sessions.

Must be enrolled in Summer Courses for summer housing

RN-BSN Undergraduate Program (Online):

Additional information is located on the College of Health Sciences website:

bethelu.edu/rnbsn

- Application Fee \$30
- Per credit hour \$377
- Graduation Fee \$50
- Drop Fee \$25 (per course)

MSPAS Graduate Program

Tuition and fees are determined on a yearly basis by the university's Board of Trustees. The university reserves the right to change tuition and fees at any time without prior notice.

Tuition:

Tuition is based on full-time studies and covers the 27-month program. Tuition for new admits Spring 2021 is \$87,500 or \$12,500 per semester. Note: the PA program consists of 7 semesters.

Fees and Expenses:

- \$70 graduation fee
- Approximately \$5,200 in fees for medical equipment kit, labs, privacy screen for laptop, BLS/ACLS, PANCE review course, etc.
- Approximately \$2,000 in additional expenses for books, scrubs, TAPA Fall Fest, housing, etc.
- Health Insurance: All students are required to have health insurance while enrolled in our program. This health insurance must be maintained through the entirety of our program. You must provide proof of health insurance coverage before and during your enrollment in the program.
- It is imperative you understand that **you will be responsible** for all of the expenses associated with travel, housing, meals, etc., for the entire clinical year. Federal aid recipients may use their financial aid to cover any expenses, associated with travel, transportation, living, as well as other miscellaneous expenses encountered during clinical rotations. BUPAP will not be responsible for expenses incurred by the student during clinical rotations. Please be sure to include this in your budget plans as you start the program! Rotations may be scheduled anywhere there is an available site and are also subject to change.
- Money for licensure/certification/DEA numbers upon graduation from the program and passing the PANCE

Health Insurance:

It is mandatory that all students have health insurance while enrolled in the PA program. This health insurance must be maintained throughout the entire ty of the program. Proof of insurance is required prior to enrollment.

Note: It is imperative you understand that you will be responsible for all of the expenses associated with travel, housing, meals, etc., for the entire clinical year. Federal aid recipients may use their financial aid to cover any expenses, associated with travel, transportation, living, as well as other miscellaneous expenses encountered during clinical rotations. BUPAP will not be responsible for expenses incurred by the student during clinical rotations. Please be sure to include this in your budget plans as you start the program! Rotations may be scheduled anywhere there is an available site and are also subject to change.

Refund Policies

Note: Refund policies are different for the RN-BSN program. Please refer to the Special Fees section in this catalog for more information.

A snapshot of enrollment is made each term at the end of the official registration period as published by the University. No adjustments are made to tuition or financial aid after this date in the case of a student processing a drop form changing the enrollment hours unless the student officially withdraws or ceases to attend all classes. Any refund due after financial aid has been applied to a student's account will be paid through an electronic ACH deposit directly to a savings or checking account. If an ACH Authorization Form has not been filled out in a timely manner (two weeks prior to refund being issued) then a check will be automatically issued to the student and mailed to the billing address on file.

Students who enroll and formally withdraw are subject to a recalculation of any federal, state, or institutional aid that was received during the term.

Federal regulations mandate a recalculation of Title IV funding (Federal Pell, SEOG, Federal Stafford/Parent Plus/Grad Plus/Perkins Loans) based on the number of days in the term versus the number of days the student attended classes (as determined by the date of withdrawal). This calculation gives a percentage, and if the percentage is greater than 60% no Title IV funds must be returned. If the percentage is equal to or less than 60%, then a recalculation of Title IV fund eligibility must be completed based on the time the student did attend classes with a set policy on what funds are returned first.

Students who fail to formally withdraw and/or cease attending classes (unofficial withdrawal) may have federal funds returned per federal regulations. Students who receive all "FA" grades (failure for non-attendance) could also have financial aid funds returned.

Bethel University institutionally funded aid is also pro-rated when a student formally withdraws by the following policy in conjunction with the tuition refund policy:

Traditional and Physician Assistant Programs

See RN-BSN “Refund Policy” section of this catalog for program-specific tuition refund policy.

- First Week of Class—All tuition dropped and all institutional aid withdrawn.
- Second Week of Class—80% of tuition and institutional aid withdrawn.
- Third Week of Class—60% of tuition and institutional aid withdrawn.
- Fourth or Fifth Week of Class—50% of tuition and institutional aid withdrawn.
- After the Fifth Week of Class—No tuition or institutional aid will be withdrawn.

No discounts will be made for dorm rooms if a student withdraws, but meals will be pro-rated for the unexpired time, except in the case of a withdrawal due to disciplinary action.

NOTE: Due to the length of summer terms, drop rates are pro-rated differently. Please see the Office of Financial Aid for details.

Financial Aid Information

Applying for Financial Aid

Student financial assistance at Bethel University is provided through scholarships, grants, loans, and student employment. The information that follows represents current University practices. Regulations and funding for federal, state, and University programs are subject to change, as Bethel University administers programs accordingly.

Student financial assistance is based on the premise that parents have the primary obligation to provide for the education of dependent children. Additional responsibility rests with the student to contribute to his or her own education from personal assets, earnings, and appropriate borrowing.

Merit and need are the basic principles of financial aid eligibility. Merit includes good citizenship, performance and leadership ability, and satisfactory academic progress. Need is the difference between what it costs to attend Bethel University and what the family is reasonably expected to pay toward these costs. Need is demonstrated through the information requested on the Free Application for Federal Student Aid (FAFSA). A report generated by the FAFSA is used by the Financial Aid Office to determine eligibility for federal loans, federal work study, and federal and state grants. Students are encouraged to complete the FAFSA at <https://fafsa.gov> as soon after October 1 as possible each year. This is especially true for Tennessee residents as the Tennessee Grant usually runs out of funds quickly.

Bethel University's Policies Governing Financial Aid and Satisfactory Academic Progress Policy can be found on the Bethel University website (www.bethelu.edu/admission/financialaid). Please make sure you read and understand these two important documents. Should you have any questions, contact the Financial Aid Office. A printed copy of the policies is available upon request.

Federal Financial Aid

Federal Pell Grant

The Federal Pell Grant provides a foundation for financial assistance. Eligibility is determined through the FAFSA need analysis process. Award amounts are determined by the EFC calculated on the FAFSA and number of credit hours taken each semester. Pell Grants are limited to twelve semesters or its equivalent.

SEOG (Federal Supplemental Educational Opportunity Grant)

The Federal SEOG Grant is based on need and is awarded to students who demonstrate the greatest financial need. Students who receive SEOG must also be Federal Pell Grant recipients.

Federal Work Study

Federal Work Study is not a scholarship or grant, but rather an opportunity to work and earn funds for educational expenses. It is awarded based on federal need per the FAFSA. The average work assignments are ten hours per week.

Federal Direct Subsidized and Unsubsidized Loans

A Direct Subsidized Loan is awarded based on financial need. The government pays the interest on these loans while the borrower is in school at least half-time. A Direct Unsubsidized Loan is not awarded based on financial need. Interest accrues from the date of disbursement until the final payment. Repayment on both types of loans begins six months after the student ceases to be enrolled at least half-time. A Master Promissory Note (MPN) and Entrance Counseling must be completed by all first time Direct Loan borrowers.

Dependent undergraduate students can borrow yearly up to \$5500 as a freshman, \$6500 as a sophomore, and \$7500 as a junior or senior if their Cost of Attendance budget allows. Should a dependent student's parent apply for and be denied a Direct Parent Plus Loan, the student can request additional unsubsidized funds based on their grade level and Cost of Attendance budget. Independent undergraduate students can borrow yearly up to \$9500 as a freshman, \$10,500 as a sophomore, and \$12,500 as a junior and senior if their cost of Attendance budget allows. Aggregate loan limits are: \$31,000 for Undergraduate Dependent students and \$57,500 for Undergraduate Independent Students. No more than \$23,000 may be subsidized. Graduate students can borrow up to \$20,500 Direct Unsubsidized Loan yearly if their Cost of Attendance budget allows. Graduate aggregate loan limit is \$138,500 of which no more than \$65,500 may be subsidized. (Graduate student aggregate limit includes their undergraduate and graduate amounts.)

There is a limit on the maximum period of time (measured in academic years) that a student can receive direct Subsidized loans if the student is a first-time borrower on or after July 1, 2013. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of their program of study. This is also called the "maximum eligibility period."

Federal Direct Parent Plus Loan

This is a loan to the parent, not the student. A credit check is required each year. Repayment begins 60 days after the loan is fully disbursed unless the parent requests a deferment. A Master Promissory Note (MPN) is required. The parent must reapply each academic year. Should the Parent Plus loan be denied, the student can request additional Unsubsidized loan based on their grade level and Cost of Attendance budget.

Plus borrowers who are denied with an adverse credit history but are determined eligible by appeal because of satisfactorily meeting the extenuating circumstances provision or by obtaining an endorser are **REQUIRED** to complete special PLUS loan counseling.

Federal Direct Grad Plus Loan

Direct Grad Plus loans are for Graduate students. A credit check is required each year. Repayment begins 60 days after the loan is fully disbursed unless the student requests a deferment. A Master Promissory Note (MPN) and Entrance Counseling are required for all first time borrowers. The student must reapply each academic year.

For more information on Federal Student Aid, please visit <https://studentaid.ed.gov/>

State Financial Aid

Tennessee offers several grants and scholarships. Grants include the Tennessee Student Assistance Award Program, Helping Heroes Grant, Tennessee Hope Foster Child Tuition Grant, and Dual Enrollment Grant. Scholarships include the Tennessee Education Lottery Scholarship Program, Ned McWherter Scholarship, Dependent Children Scholarship, and the Christa McAuliffe Scholarship. The Tennessee Promise Scholarship is available for the Associates Program only. Tennessee also offers several loan forgiveness programs such as the Minority Teaching Fellows Program and Tennessee Teaching Scholars Program. For more information on any of the grants, scholarships, or loan forgiveness programs, visit the state website at www.tn.gov/collegepays.

Institutional Financial Aid

Undergraduates only (not available to the online programs). *See the Physician Assistant section of this catalog for graduate scholarship opportunities.*

Bethel University reserves the right to limit the combining of institutional funded aid with federal and state aid or restricted outside scholarships received by a student to the following:

- Bachelor Program Commuter Student - up to the cost of tuition and incidental fees.

- Bachelor Program Dorm Student - up to the cost of tuition, incidental fees, double room and meals.
- Associate Program Students - up to the cost of tuition and incidental fees

Bethel Institutional Scholarships are only awarded to full time students during fall and spring semesters. They are available for up to ten semesters for a student's first undergraduate degree. Bethel reserves the right to limit the combining of some institutional scholarships. See each scholarship listed below for details. Bethel aid that has renewal criteria will be checked once a year at the end of spring term. Students must be meeting the renewal criteria for continuation of the award - no exceptions. Students should report any scholarship they will receive from any source other than Bethel funded aid to the Financial Aid Office.

Academic Honor Scholarships

Academic Scholarships are awarded to new incoming students. New freshmen must have an 18/860 ACT/SAT and at least a 2.5 high school GPA to be considered for an Academic Scholarship. New transfer students who have never attended Bethel University must have been full time at their previous college to be considered for the scholarship. Continuing Bethel students who did not receive the scholarship upon entering Bethel are not eligible for an Academic Scholarship at any time. Scholarship recipient's CUM GPA is checked yearly at the end of spring term to determine renewal eligibility. If an Academic scholarship is lost, the student will be considered for a lesser

Academic scholarship if their cumulative GPA is at least a 2.75. A student who has lost their academic scholarship, but later achieves the required renewal GPA for their original scholarship can request reconsideration for the lost scholarship at the end of the spring term. The student must submit a written request to the Financial Aid Director of the College of Arts and Sciences. The four Academic Scholarships are:

Bethel Honor Scholarship

Varying amounts up to \$1000. Varying amounts up to \$600 for new 17/18 commuters. Incoming freshmen must meet criteria above and have a 20-22/940-1050 ACT/SAT or have a 3.0 to 3.24 high school CUM GPA. New transfer students must have a 3.0 CUM GPA from the previous college. Renewal: 2.75 or higher CUM GPA

Deans Honor Scholarship

Varying amounts up to \$2000. Varying amounts up to \$1200 for new 17/18 commuters. Incoming freshmen must meet criteria above and have a 23-24/1060-1120 ACT/SAT or have a 3.25 to 3.49 high school

CUM GPA. New transfer students must have a 3.2 CUM GPA from the previous college. Renewal: 3.0 or higher CUM GPA

Trustee Honor Scholarship

Varying amounts up to \$4000. Varying amounts up to \$2400 for new 17/18 commuters. Incoming freshmen must meet criteria above and have a 25-26/1130-1200 ACT/SAT or have a 3.5 to 3.74 high school CUM GPA. New transfer students must have a 3.3 CUM GPA from the previous college. Renewal: 3.3 or higher CUM GPA

Presidential Honor Scholarship

Varying amounts up to \$6000. Varying amounts up to \$3600 for new commuters. Incoming freshmen must meet criteria above and have a 27/1210 ACT/SAT or have a 3.75 high school CUM GPA. New transfer students must have a 3.4 CUM GPA from the previous college. Renewal: 3.6 or higher CUM GPA

Other Institutional Scholarships

Academic Theatre Scholarships

Academic Theatre Scholarships vary in amount and are determined by the Director of Theatre. The student must declare a Theatre major and complete an audition and interview process. Contact the Director of Theatre for further information. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarship.

Athletic Scholarships

Athletic scholarships are available for all sports programs offered at Bethel University including Cheerleading. Scholarship amounts vary in amount and are determined by the head coach of each sports program. A contract must be received each year. Renewal is at the discretion of the coach and athletic director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Bethel Promise Scholarship (Associates Program only)

This is a very limited scholarship available to Associates Program students who qualify for the Tennessee Promise Scholarship. It combines with no other Bethel scholarships.

Bethel Service Scholarship

Bethel Service Scholarships vary in amount up to \$2500. For new 17/18 commuters the amounts vary up to \$1500. The student must complete

twenty hours of community service each term under the direction of the program director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Colegio Americano Friendship Scholarship

One full tuition scholarship awarded each year to a graduate of the Colegio Americano, a Cumberland Presbyterian school in Cali, Colombia, South America. The scholarship can be received for four years. Renewal requires a 2.5 CUM GPA. This scholarship combines with no other scholarships.

Community College Scholarship

This is a one-time scholarship up to \$500 for a community college graduate with at least a 3.0 GPA.

Community Engagement Scholarship (CES)

This service scholarship varies in amounts and is determined by the program director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Contiguous County Grant

Contiguous County Grants vary in amount up to \$1000. Varying amounts up to \$600 for new 2018/19 commuters. The grant is awarded to students whose permanent address per the FAFSA is in Carroll County or one of the seven contiguous counties (Benton, Decatur, Gibson, Henderson, Henry, Madison, or Weakley).

Cumberland Presbyterian Grant

Cumberland Presbyterian Grants vary in amount up to \$4000. Varying amounts up to \$2400 for new 2018/19 commuters. The scholarship is awarded to active members of the Cumberland Presbyterian Church. An application documenting membership for at least one year must be submitted.

Cumberland Presbyterian Ministerial Scholarship

Cumberland Presbyterian Ministerial Scholarships vary in amount up to full tuition and fees. This scholarship is for Cumberland Presbyterian students entering the ministry. A completed application documenting approval by the student's Presbytery and the Bethel University Chaplain must be submitted each year. This scholarship does not combine with any other Bethel scholarship. Applications are available on Bethel's website.

Division of Music Vocal/Instrumental Scholarship

Division of Music Scholarships vary in amount. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Dollar General Scholarship

Dollar General Scholarships are available to employees of Dollar General or employee's immediate family. A completed application and proof of employment must be submitted to receive this tuition discount.

Dual Enrollment Scholarships

Dual Enrollment Scholarships vary in amount. This scholarship only combines with Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships. Contact Craig Lunn for further information.

Endowed Scholarships

Bethel University offers several endowed scholarships with varying amounts and award criteria. Contact the Financial Aid Office for further information.

Hendrix Scholarship

Hendrix Scholarship competition is held each February for new incoming freshmen. The first place winner receives a full tuition, fees, double room and meal scholarship. The second place winner receives a tuition and fees scholarship. Renewal requires a 3.6 CUM GPA. This scholarship combines with no other Bethel Scholarships.

Heritage Scholarship

To be considered for the Heritage scholarship a first time freshman must have a 3.75 high school GPA and at least a 27 ACT. This scholarship only combines with the Cumberland Presbyterian grant and Contiguous County grant. Amounts vary up to \$12,000 for dorm students and \$8000 for commuters. Renewal requires a 3.6 CUM GPA.

Honors Program Scholarship

Honors Program Scholarships are for academically gifted students and vary in amounts up to \$10,000. New 17/18 commuter amounts vary up to \$6000. Incoming freshmen must have a 3.25 high school GPA and at least a 24 English and Reading ACT. Applications must be submitted to the program director.

This scholarship only combines with the Cumberland Presbyterian Grant and Contiguous County Grant. Renewal requires a 3.0 CUM GPA and a 3.0 GPA in all Honor courses.

Multimedia Scholarship

Multimedia Scholarships vary in amount. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships

Opportunity Scholarship

Opportunity Scholarships vary in amount up to \$10,000. This scholarship is for students from a disadvantaged background. The student must have a Sponsor and reside on campus.

Phi Theta Kappa Scholarship

Phi Theta Kappa Scholarships are awarded to transfer students who are members of Phi Theta Kappa. The amounts vary up to \$1000. New 17/18 commuter amounts vary up to \$600. Renewal requires a 3.5 CUM GPA.

Prime Scholarship

Prime Scholarships are available for employees of Prime Trucking or employee's immediate family. A completed application and proof of employment must be submitted to receive this discount. The Prime Scholarship does not combine with any other Bethel scholarships.

Renaissance Participation Scholarship

Renaissance Participation Scholarships vary in amounts and auditions are required. Scholarships are available for vocal, theatre, and instrumental talent. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships. Contact the Renaissance Office for further information.

Resident Assistant Scholarship

Resident Assistant Scholarships vary in amounts up to \$3720. See the Director of Housing for further information.

Servant Leadership Scholarship

Servant Leadership Scholarships vary in amounts up to \$10,000 for dorm residents and \$6000 for commuters. Students must contribute to Bethel University or the community through approved activities. This scholarship does not combine with any other Bethel Scholarships. Renewal requires a 3.00 cumulative grade point average.

Walmart Servant Leadership Scholarship

The Walmart Servant Leadership Scholarship varies in amounts up to \$10,000 for dorm residents and \$6000 for commuters. The student must be a Walmart Associate or the dependent of a Walmart Associate. This scholarship does not combine with any other Bethel Scholarship. Renewal requires a 3.00 cumulative grade point average.

Wildcat Booster Scholarship

Wildcat Booster Scholarships vary in amount. The scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Satisfactory Academic Progress (SAP)

For Receiving Financial Aid

Students must be making Satisfactory Academic Progress (SAP) to be eligible for financial aid assistance. SAP has three measurements that are required to ensure the student is making progress towards graduation:

1. Cumulative Grade Point Average
2. Completion Ratio
3. Maximum Time Limit

1. Cumulative Grade Point Average (CGPA) - Qualitative Measure

Students must be making academic progress toward graduation by maintaining the following minimum CGPA:

Undergraduate Students

- 0-27 credit hours completed 1.5 CGPA
- 28-47 credit hours completed 1.8 CGPA
- 48 or more credit hours completed 2.0 CGPA

Graduate Students

Students must maintain a cumulative grade point average of 3.0 throughout the program.

2. Completion Ratio (Quantitative Measure)

Satisfactory completion of at least 66.67% of all coursework attempted. This means achieving a grade of "D" or above. Grades of "F", "I", "WF", "WP" or "W" are not satisfactory.

3. Maximum Time Limit Measure

Students must be making cumulative progress toward graduation and must complete their requirements within 150% of the published length of their academic program.

- An undergraduate example: Undergraduate students must complete 128 hours to graduate, $128 \times 150\% = 192$ hours maximum.
- A graduate example: Graduate students must complete 36 hours to graduate, $36 \times 150\% = 54$ hours maximum.

Four SAP Statuses

Students' academic records are evaluated by the Financial Aid Office at the end of each payment period. There are four SAP statuses that can apply:

1. In Good Academic Standing
2. Financial Aid Warning
3. Financial Aid Canceled
4. Financial Aid Probation

1. In Good Academic Standing (IGAS)

The student has met all three measurements of SAP.

2. Financial Aid Warning (FAW)

Students who fail to meet all three SAP measurements at the end of their current payment period will be placed on FAW for their next payment period. Students under this status may continue to receive financial aid assistance for one additional payment period. If a student is meeting all three SAP measurements at the end of the FAW period, the status will change back to IGAS; if not, they will be placed on a Financial Aid Canceled (FAC) status. Students who fail all courses during a payment period will result in a FAC status without a warning period.

3. Financial Aid Canceled (FAC)

Students who fail to meet all three SAP measurements during the FAW semester or fail all courses during a semester will be placed on FAC. Students under the FAC status are no longer eligible for any Financial Aid assistance. Students should be prepared to pay for any charges incurred while on Financial Aid Canceled status. Students may appeal this status.

4. Financial Aid Probation (FAP)

Students on a FAC status due to not meeting all three SAP measurements may be eligible to appeal for reinstatement. If the appeal is approved, the student will be placed on Financial Aid Probation. Reasons that may be acceptable for an appeal are:

- Serious illness or accident on the part of the student
- Death, accident, or serious illness in the immediate family
- Other documented circumstances beyond the control of the student

After FAP has been approved the student must be meeting all SAP measurements at the end of the probationary payment period or successfully following an academic plan. The academic plan is designed for the individual student to achieve SAP at a determined

reasonable period of time. Students that do not successfully complete the plan will be placed on the FAC status again.

Satisfactory Academic Progress Appeal Process

Students whose financial aid was canceled due to not meeting all three measurements of SAP may be eligible to appeal for reinstatement.

The Purpose of the SAP Appeal

The purpose of the SAP Appeal is to allow students to explain the circumstances that interfered with their ability to meet SAP standards during the most recent payment period.

Steps for Appealing

1. Complete the Bethel University Satisfactory Academic Progress Appeal Form.
2. Attach a formal letter, describing in detail the extenuating circumstances that prevented the student from maintaining SAP and what has changed that would support maintaining SAP in the future.
3. Submit the SAP Form, formal letter, and required documentation to the Bethel University Financial Aid Office that administers the student's program.
4. Acceptable documentation is listed on the SAP appeal form. Appeals submitted without the required official documentation will be denied. If the Financial Aid office that administers the student's program requires further information or clarification from the student, it will request additional documentation from the student. All documentation submitted is confidential to the extent permitted or required by law.

During the Appeal

Students requesting an appeal are ineligible to receive financial aid funding or deferment of payment until the appeal has been processed and approved. An appeal may be denied. If the student registers for classes during the appeal process, they should make payment arrangements other than financial aid funding in advance in the event that their appeal is denied.

Appeal Approval

Not all appeals are approved. Approval is dependent upon factors that include, but are not limited to, prior academic progress, ability to document unusual circumstances during the time of failure to achieve SAP, ability to prove that circumstances have changed to ensure future success and reasonable ability to achieve SAP prior to graduation.

If the appeal is approved, the student must be meeting all three SAP measurements at the end of the probationary payment period or be successfully following an academic plan. The plans are designed for the individual student to achieve SAP at a determined reasonable period of time.

Academic Plan

If a student is unable to meet all three SAP measurements within one payment period, they will be placed on an academic plan. The student will need to contact their advisor to develop a plan of study. The plan of study will detail the exact courses and hours needed for the student to graduate. The student must adhere to the plan of study, attempt and satisfactorily complete 12 or more credit hours per payment period, and maintain a minimum 2.5 GPA for the payment period.

A deadline will be set based on each individual student's academic plan of when the student can reasonably begin meeting all three SAP measurements. Upon satisfactory completion, the student will be removed from probationary status.

Appeal Denied

In the event the student does not qualify for an appeal, they may be eligible to have financial aid reinstated by the following actions:

- Attend Bethel University or another school at their own expense until they are meeting all of Bethel University's SAP requirements. The student would be reinstated under the Financial Aid Warning status.

AND

- Notify the Financial Aid Office administering aid for their program when the student has met all SAP measurements and provide supporting documentation.

Additional Information Concerning Satisfactory Academic Progress

Transfer Students

Transfer students will be governed by the same rules as other students. All transfer credit hours accepted by Bethel University will count towards attempted hours.

Repeat, Pre-threshold, & Threshold Courses

Repeated, pre-threshold, and threshold courses are included in the completion ratio and the maximum time limit measure. If a course is repeated, only the repeat grade counts toward graduation requirements and cumulative grade point averages.

Federal and State Aid Return Policies

Non-Modular Programs

Students who enroll and formally withdraw are subject to a recalculation of any federal, state, or institutional aid that was received during the term. Federal regulations mandate a recalculation of Title IV funding (Federal Pell, SEOG, Federal Stafford/Parent Plus/Grad Plus/Perkins Loans) based on the number of days in the term versus the number of days the student attended classes (as determined by the date of withdrawal). This calculation gives a percentage, and if the percentage is greater than 60% no Title IV funds must be returned. If the percentage is equal to or less than 60%, then a recalculation of Title IV fund eligibility must be completed based on the time the student did attend classes with a set policy on what funds are returned first. Students who fail to formally withdraw and/or cease attending classes (unofficial withdrawal) may have 50% of federal funds returned per federal regulations. Students who receive all “FA” grades (failure for non-attendance) could also have financial aid funds returned. Bethel University institutionally funded aid is also pro-rated when a student formally withdraws by the following policy in conjunction with the tuition refund policy:

- First Week of Class—All tuition dropped and all institutional aid withdrawn.
- Second Week of Class—80% of tuition and institutional aid withdrawn.
- Third Week of Class—60% of tuition and institutional aid withdrawn.
- Fourth or Fifth Week of Class—50% of tuition and institutional aid withdrawn.
- After the Fifth Week of Class—No tuition or institutional aid will be withdrawn.

No discounts will be made for dorm rooms if a student withdraws, but meals will be pro-rated for the unexpired time, except in the case of a withdrawal due to disciplinary action. NOTE: Due to the length of summer terms, drop rates are pro-rated differently. Please see the Office of Financial Aid for details.

Modular Programs (RN-BSN)

Dropping a Module:

If a student drops a module or withdraws, it can greatly affect the amount of Financial Aid they have been awarded. Financial aid funds that have been credited to their account may have to be returned to the state or federal agency that provided the funding. This may leave the student owing a balance to Bethel University that they are obligated to pay.

Bethel University recommends contacting the Financial Aid Office before dropping any course to determine how it will affect their account. Below is the information Bethel is required to provide a student concerning dropping a module or withdrawing.

If a student drops a module, a portion of their Financial Aid could be affected. If a student's enrollment status changes, the percent of earned Federal or State Grant aid that is dependent on enrollment status will be adjusted. If a student's original enrollment status was full-time in a term or semester, the chart below is an example of aid earned.

The following information is also available on Student Aid on the Web at studentaid.ed.gov.

UNDERGRADUATE			
Number of credit hours enrolled per term	Enrollment Status	% of aid earned	% of aid not earned that must be returned
12 or more	Full-Time	100%	0%
9 to 11	3/4-Time	75%	25%
6 to 8	1/2-Time	50%	50%
1 to 5	Less Than 1/2 Time	If a student drops below half-time, the percentage of grants that can be kept is based on the regulations for that grant and the adjusted Cost of Attendance. Please contact the Financial Aid Office for the percentage amounts for each type of aid.	

GRADUATE			
Number of credit hours enrolled per term	Enrollment Status	% of aid earned	% of aid not earned that must be returned
6 or more	Full-Time	100%	0%
3 to 5	1/2-Time	50%	50%
1 to 2	Less Than 1/2 Time	If a student drops below half-time, the percentage of grants that can be kept is based on the regulations for that grant and the adjusted Cost of Attendance. Please contact the Financial Aid Office for the percentage amounts for each type of aid.	

Withdrawing from a Modular Program:

When dropping a module a student is currently attending or about to begin, Bethel University must determine if the student is considered to be withdrawn. A student is considered withdrawn, for Title IV purposes, if the student ceases attendance at any point prior to completing the payment period or period of enrollment unless the school obtains written confirmation from the student at the time of the withdrawal that the student will attend a module that begins later in the same payment period or period of enrollment.

In order to prevent additional unearned aid from being returned, when a course is dropped the student must complete a Notice of Intent form. The Notice of Intent states that even though the student is dropping a course, they will continue attending future courses with Bethel University within the same payment period. This form can be found on the student website with instructions on where to email the form. It must be received by the Financial Aid Office within 7-days of the dropped course, or the assumption will be that the student is withdrawing.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or stops attending before completing the semester, or
- Does not complete all modules (courses which are not scheduled for the entire semester) for which the student has registered at the time those modules began.
- Does not complete a Notice of Intent form within 7 days of dropping a course and the student is not currently attending any courses.

The law specifies how Bethel University must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans and Federal Supplemental Educational Opportunity Grant (FSEOG).

When a student withdraws during the payment period or period of enrollment (Bethel University can define these for the student and tell them which one applies), the amount of Title IV program assistance a student has earned up to that point is determined by a specific formula. If a student received (or Bethel University or the student's parent received on their behalf) less assistance than the amount that the student earned, they may be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period or period of enrollment, they earn all the assistance they were scheduled to receive for that period that is not based on the enrollment status of full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, less than half-time. Aid based on enrollment status such as Federal or State Grants will be adjusted accordingly.

If a student did not receive all earned funds, they might be due a post-withdrawal disbursement. If the student's post-withdrawal disbursement includes loan funds, Bethel University must obtain permission from the student before disbursing the funds. A student may choose to decline some or all of the loan funds so that they do not incur additional debt. Bethel University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school must obtain the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give their permission (some schools ask for this when the student enrolls), they will be offered the funds. However, it may be in their best interest to allow the school to keep the funds to reduce their debt at the school.

There are some Title IV funds the student may be scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements. If the student receives (or Bethel University or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, Bethel University must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of their funds or
- the entire amount of excess funds.

The school will return funding based on Federal Title IV guidelines.

Financial Aid Disclaimers

Commitment of federal or state funds is tentative and contingent upon subsequent congressional and/or state appropriation and actual receipt of the funds by Bethel University.

The Financial Aid Office has the right to review, modify, or cancel an award at any time because of changes in financial, enrollment, residential, or academic status or changes in academic program. Contact the Financial Aid Office at 731-352-6418 or financial-aid@bethelu.edu for any questions or concerns.

Curriculum Organization

Undergraduate

The undergraduate curriculum at Bethel is organized into four parts: the Liberal Arts core, the program core, the majors, and the minors. Each of these elements is described below. Administrative responsibility for oversight and instruction for the College of Health Sciences is given to academic departments and Division Chairpersons.

Bethel University believes the General Education Program is the foundation of a liberal arts education. It supports the mission of the University by providing breadth of knowledge and placing the multiple disciplines in perspective. The General Education Program promotes critical thinking and reflection which support the depth of knowledge offered in the majors while providing students with shared learning experiences.

University Parallel/General Education Program Required Courses

Total of 33 semester hours of University Parallel/General Education required Courses.

- College Orientation Experience 3 semester hrs.
(specified for 2 semester hours for CHS)
- English Composition 6 semester hrs.
- Humanities/Fine Arts 6 semester hrs.
(specified for some majors)
- Mathematics/Science 6 semester hrs.
(specified 1 semester hr. science lab for CHS)
- Social Science 6 semester hrs.
(specified for some majors)
- Religion or Philosophy 6 semester hrs.
(specified for some majors)

University Parallel/General Education Outcomes

1. Students will develop effective written communication skills.
2. Students will be able to identify the basic principles of scientific methodology.
3. Students will be able to identify the basic principles of quantitative reasoning.

4. Students will be able to demonstrate an understanding of the scholarly dimensions of religious studies.
5. Students will be able to demonstrate and appreciation of the arts.
6. Students will be able to demonstrate effective critical thinking skills.
7. Students will be able to demonstrate an understanding of the human experience.

In order to realize these outcomes, undergraduate students at Bethel University College of Health Sciences are required to take the following Liberal Arts Core courses:

I. General Education Courses through the College of Arts and Sciences (33 Hours)

- COE 102 – 2 hrs
- ENG 101, ENG 111, ENG 201, ENG 202 – 12 hrs
- REL 111, 112, or 113 – 6 hrs
- MTH 111 or higher (excluding MTH 113) – 3 hrs
- CHE 111, 111L – 4 hrs
- HIS 200 level – 6 hrs

II. The Program Core

As part of Bethel University's effort to simplify and clarify its curriculum, the college has incorporated a program design that features a program core. The program core is the next logical step for a student to take as he/she moves from the core curriculum and wishes to explore coursework that pertains to a major field before completely committing to a major. This intermediate step allows for greater flexibility in course selection and major exploration. Undergraduate students at Bethel University College of Health Sciences are required to take the following Program Core courses:

- BIO 111, 111L, 201, 201L, 202, 202L, 211, 211L -- 16 hrs
- PSY 211 – 3 hrs
- HEA 211 – 3 hrs
- MTH 202 – 3 hrs
- SOC 111 – 3 hrs

The College of Health Sciences' Bachelor of Science in Nursing (BSN) and The College of Arts and Science's Associate of Science (AS) in pre-Nursing programs both require completion of the Liberal Arts core and Program core. Successful completion of these core requirements will earn students an AS degree in pre-Nursing under CAS and/or a path of progression to the BSN degree program under CHS, pending official admittance. Please

note that completion of the AS program does not guarantee admittance into the BSN degree program.

III. Majors in The College Of Health Sciences

Students must select a major field of study in their pursuit of a Bachelor of Arts or Science degree at Bethel University. CHS offers a major in nursing, which requires official admittance into the program (see Application, Admission, & Progression section under Department of Nursing). Upon successful completion, nursing majors will earn a Bachelor of Science in Nursing (BSN).

Department of Nursing

Bachelor of Science in Nursing

Introduction

We, the faculty of the Department of Nursing (DON), are honored that you have chosen Bethel University to assist you in achieving your goal of becoming a baccalaureate-prepared registered nurse. We look forward to providing you with numerous educational experiences that will facilitate your transition from student to professional nurse.

The mission statement and philosophy of the Bethel University Department of Nursing are consistent with the mission statement, operational definitions, and objectives of the parent institution (Bethel University). The mission statement and philosophy reflect the beliefs of the faculty and give direction to the baccalaureate nursing program.

Vision

The vision of the Bethel University Department of Nursing is to be the premier nursing program in the region. The faculty expects our graduates to be distinguished as a result of their caring and compassion, academic, clinical and professional excellence, commitment to professional nursing, advocacy for their patients' and communities' health, contribution to the advancement of safe, quality patient care, and leadership in the implementation and standardization of evidence-based practice in an ever-changing healthcare environment.

Mission

The mission of the Bethel University Department of Nursing is to provide our students with the opportunities, education, experiences, environment, mentoring, and leadership necessary for them to develop to their highest potential as professional nurses.

Highest potential is defined as each student being prepared to exhibit excellence by positively impacting health care of the patient communities served, demonstrating competency by delivery of the ultimate level of safe quality care created by participation in inter-professional collaboration, life-long learning and advanced education, and implementing an evidence-based practice as the standard of care.

Philosophy

We, the Bethel University Nursing Faculty, believe that each person is a unique product of his or her environment; that learning is a result of the teaching-learning process; that health impacts quality of life; and that nursing is the art and science of care-giving, the prevention of illness, and promotion of health.

We believe that each person is a global citizen who exists and functions within the context of family, community, and world. We believe that each person is responsible and accountable for the decisions he or she makes and for the consequences resulting from those decisions. We believe in the intrinsic value of each person and that he or she is deserving of respect and dignity throughout the lifespan. We see each person as a holistic being whose interaction with his or her environment has the potential to positively influence the purpose and meaning that others derive from their existence.

We believe that environment shapes the person, just as the person exerts an influence upon his or her environment. Our belief is that a person's environment is the sum of the physical aspects of one's internal and external existence as well as moral, cultural, psychosocial, socioeconomic, spiritual, political, educational, ecological and technological forces. We also believe that individuals make choices about how they interact with their environment resulting in an impact on their lives.

We believe that learning is the principal way in which individuals enhance the efficacy of their interactions within their environment. We believe that learning gives people the skills and knowledge they need to be successful on a personal level while allowing them to contribute to the benefit and welfare of society. We believe that learning is an individual process, that every person has potential and can learn. We also believe that every person has the responsibility to be an active participant in the learning process and is personally accountable for his or her learning outcomes.

We believe that learning is the sum of the outcomes from the teaching-learning process. The teaching-learning process is a reciprocal endeavor that involves the active, mutually cooperative participation of faculty and students in the learning environment. We believe that it is our responsibility to provide our students with the leadership, professional guidance, and academic foundation to be successful in the nursing profession. It is our professional obligation to instill a passion for life-long learning in our students to enable them to stay well-informed of the changes in health care science, technology, and evidence-based practice.

We believe that health—on the individual, community, and global level—is nursing's reason for being. Our belief is that health is a dynamic, constantly adapting state and is influenced by multiple variables, including the physical environment, culture, gender, age, ethnicity, lifestyle,

socioeconomic status, education level and genetics. Our position is that the meaning of health is unique to each individual and exists on a continuum from wellness to death. The science of nursing strives to improve health maintenance and health management to achieve optimal wellness while participating in multidisciplinary care.

We believe that nursing is a profession founded upon caring. Nursing is an art and a science. The art is in our caring and in the manner of our care; the science involves health promotion, illness prevention, risk-factor identification, acute and chronic care, rehabilitation, and chronic disease management. Nurses are leaders, care-givers, designers of care, change agents, teachers, role models, decision makers, scientists, managers, and advocates. We believe that the future of nursing lies in taking a leadership role in health promotion, health care and the health care system.

Program Goals

The Bethel University Bachelor of Science in Nursing degree prepares graduates for entry-level professional positions in primary, secondary, and tertiary care settings serving persons of all ages from diverse populations and for advancement to a graduate degree program in nursing.

The Bethel University nursing graduate is expected to embody certain characteristics. These characteristics are as follows:

- Demonstrates professional excellence as evidenced by a practice that reflects moral, legal, and ethical principles and accepted standards of practice.
- Integrates liberal arts, science, and nursing knowledge as the foundation of professional practice.
- Displays caring, compassion, and respect for human dignity.
- Acts as the patients' advocate, making their care and well-being the highest priority.
- Shares responsibility for and assumes a leadership role in the provision of quality health care and its continuous improvement based upon current evidence.
- Utilizes clinical reasoning and evidence-based practice to improve health care of individuals, families, communities, aggregate populations and the world.
- Collaborates and communicates effectively with teams, both intra and interdisciplinary and other health care stakeholders using verbal, written, and informatics skills.

- Exhibits the cultural competence needed to provide holistic health care to individuals, families, communities, aggregate populations and the world.
- Applies knowledge of the health and wellness continuum to educate about and advocate for measures to maximize the health of individuals, families, communities, aggregate populations and the world.
- Accepts responsibility as an advocate for health care policies that improve health care for all, taking into account the needs of the profession, the health care system, and society.
- Functions as a professional nurse generalist providing safe, competent, evidence-based quality care.
- Demonstrates a commitment to professional excellence through life-long learning.

Bethel Nursing Expected Program Outcomes

Completion Rate	≥70% within three years of full-time enrollment in the nursing program
Employment	100% of those seeking employment
1st time NCLEX pass rate	>85%
AACN/SkyFactor Graduate Exit Assessment	≥ mean 5.0 on factors measured
AACN/SkyFactor Undergraduate Nursing Alumni Assessment	≥ mean 5.0 on factors measured

Application, Admission, & Progression

Application Requirements

Students must apply for full time enrollment in the nursing program by completing the nursing application, which is available at bethelu.edu (nursing program page) and in the nursing department. The application deadline for fall admission is March 1 of each year. Applicants must also take the ATI TEAS examination prior to March 1 as part of the admission process. This examination is administered by the Department of Nursing at scheduled times in January and February of each year.

The Nursing Committee on Admissions and Retention carefully examines each applicant's complete college scholastic record and ATI TEAS results.

Selection of applicants is made on a competitive basis and equal educational opportunity is offered to all students meeting the entrance requirements regardless of race, sex, color, religion, marital status, age, national origin, or veteran status. A class is admitted in the fall semester of each academic year.

Eligibility Requirements

Enrollment in any nursing course is limited to students who have applied for Department of Nursing admission and have been admitted into the Bethel University Nursing Program. To be considered for admission into the nursing program, the student must have completed all College of Health Sciences common core requirements and nursing program core requirements with a grade of C or higher. All common core and program core courses must be completed prior to entering the nursing program except for 9 credit hours which may only be taken from REL, HIS, or FA courses. The student must have a minimum cumulative GPA of 2.75. Transfer course grades will be included in the calculation of GPA to determine eligibility for admission to the nursing program. Developmental course grades will not be included in calculation of GPA for admission consideration.

For the cohort admitted in the academic year 2020/2021(catalog), all applicants who meet admission requirements for the nursing program will be admitted to the program.

Course Repetition

Bethel nursing students may repeat one nursing course if less than a “C” grade is earned. Students are ineligible to continue in the nursing program at Bethel University if grades of “D” and/or “F” are earned in two or more nursing courses. Students who transfer from another nursing program with a “D” or “F” in one nursing course on the transcript will be ineligible to continue in the Bethel Nursing Program if grades of “D” and/or “F” are earned in one or more nursing courses. Decisions regarding acceptance of nursing courses completed successfully from the previous nursing courses will be made by the Admissions and Retention Committee based on comparison of the syllabus from previous course and the same Bethel nursing course.

Students who have earned a “D” or “F” in two nursing courses from another nursing program will be considered for admission to the Bethel nursing program on a case-by-case basis. No equivalency credit will be given for any nursing course successfully completed in the previous nursing program if the student is accepted for admission to the nursing program. The student must meet all prerequisite requirements prior to transferring into the Bethel nursing program after earning a “D” and/or “F” in two nursing courses will be ineligible to repeat any Bethel nursing courses in which they earn a “D” or “F.”

Grading Scale

A	94-100	Excellent
B	85-93	Very Good
C	76-84	Good
D	75-65	Unsatisfactory
F	64 or below	Failure
W		Withdrew
P/F		Pass/Fail

Methods of Evaluation for Progression

The Department of Nursing faculty has adopted the following evaluation plan for progression in the nursing program:

Format for Standardized Evaluation of Students

- Instructor-determined number of unit exams with a minimum of three throughout the semester (Optional in NUR 321, NUR 381, NUR 430, & NUR450)
- Quizzes as appropriate (announced & unannounced)
- Comprehensive Final
- ATI Content Mastery Assessment (if available for the course)
- Clinical Evaluation Tool
- Nursing Care Plans, Concept Mapping
- Projects, Papers, Journals, Presentations, Debates, Portfolios (not an all-inclusive list)
- Medication Calculation Examination (for each clinical course)

Weight of Percent of Each of the Above Evaluation Methods

- Unit Exams..... 40 – 80% total
- Quizzes..... 0 – 10% total
- ATI Content Mastery Exam (if available) 10%
 - ⊙ Level 3 proficiency – 10 pts
 - ⊙ Level 2 proficiency – 10 pts
 - ⊙ Level 1 proficiency – 0 pts
 - ⊙ Less than Level 1 proficiency – 0 pts
- Comprehensive Final..... 20%
- Projects, Papers, Journals, Presentation..... 0 – 20% total
- Clinical Evaluation Tool..... Pass/Fail
- Nursing Care Plans, Concept Mapping..... Pass/Fail

Criteria for Successful Completion of Each NUR Course

1. Comprehensive final must be completed with a grade of 76 or above to progress to the next NUR course.
2. Total average of grades for all objective evaluations must be 76 or above to progress to the next NUR course (Unit Exams, Quizzes, ATI Content Mastery Exam, Final Exam).
3. Total average of all grades for the NUR course must be 76 or above to progress to the next NUR course.
4. Clinical Evaluation must be a passing grade to progress to the next NUR course.
5. Completion of the Medication Calculation Examination in each clinical course with a 90% or higher grade. Each student will have two opportunities to achieve this grade.

Each of the above criteria must occur to progress to the next NUR course. If any of the first four criterion are not met, the grade earned will be a “D” or below. If the criteria in #5 are not met, the student will administratively withdraw from the course during the first week of class. This withdrawal is not considered a failure of the course and will not be considered when evaluating eligibility for readmission.

Transfer Coursework

After admission to the Bethel University Department of Nursing and prior to taking courses at other institutions, students must receive written permission from the College of Health Sciences Registrar to enroll in any course at another institution. Students should not base their progression or graduation on permission being granted to take coursework off campus. Students must notify their advisor when courses are not taken as scheduled, are dropped or failed, and should subsequently contact their advisor or director to receive authorization to alter the originally agreed upon permission form. Students who fail to adhere to this policy may not receive credit. Courses taken at other colleges and universities may alter the Bethel University GPA. Students are responsible for having official transcripts for all authorized work taken at other colleges and universities sent to the Bethel University College of Health Sciences Registrar’s Office for proper recording within one (1) semester of completion.

It is the student’s responsibility to determine that the transfer courses have been recorded in the College of Health Sciences Registrar’s Office.

Governance and Readmission to the Nursing Program

Students who are accepted into the Bethel University Department of Nursing will be governed by the policies in effect at the time admission to the program is granted. If a policy is modified while the student is

enrolled in the nursing program, the Director and Student Affairs student representative will be responsible for notifying all students of the change in policy. Additionally, students will receive a copy of the revised policy from the director. This copy may be delivered in hard copy or electronic form.

Students who have been absent from the nursing program at Bethel University for one or more semesters for any reason must apply to the department for readmission and follow the Readmission to the Nursing Program policy requirements. The policy is available from the Department of Nursing and on the nursing program web page. Space availability will be one of the criteria used for the readmission decision as well as review of the student's previous academic record and the student's actions taken to address the reason for absence from the program.

The faculty and academic advisers are available to help students understand and meet academic requirements for the Baccalaureate of Nursing degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the Bethel University Department of Nursing are met. It is essential that each student become familiar with all requirements and remain informed throughout their program career.

Grade and Academic Honesty Appeals

If a nursing student feels that he or she is a victim of unfair grading practices, classroom procedures, or treatment of academic honesty the following procedures should be followed:

1. The nursing student should first discuss the complaint with the nursing faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the Director of Nursing.
3. If the situation remains unsettled, the student should discuss the complaint with the College of Health Sciences Vice President.
4. If the situation remains unsettled, the student may appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
5. If the situation remains unsettled, the student may appeal to the President of Bethel University.

In addition, nursing students are expected to adhere to the Appeals Process of Bethel University as stated in *The Log*.

National Council Licensing Examination (NCLEX)

Each student is required to write the NCLEX after graduation from the nursing program. Successful completion of this examination is required for licensing as a Registered Nurse. Licensing is required of any graduate who wishes to practice as a Registered Nurse. The director of the nursing program will assist the senior nursing students in the final semester to complete the application process required to be eligible to take the NCLEX and achieve licensing. Fees for the application process are the responsibility of the student and are listed in this catalog.

The student must complete the Virtual ATI (VATI) and receive the green light from the ATI mentor before the director will sign the identification 2X2 photo and submit the student's final transcript for licensing to the Board of Nursing. The student is required to complete at least 20 hours per week in the nursing department and an additional 20 hours per week at home after graduation to complete study for the VATI and receive the green light to write the NCLEX examination.

Academic Advising

Academic advisement is necessary to meet students' goals in the nursing program. Advising involves discussion of program options, assistance in program development and course sequencing, planning future goals, and preparing for graduation and licensure. All students must meet with their advisors during the published registration and advising periods. Faculty will post open hours of availability for advising appointments at least one week prior to scheduled pre-registration dates.

Students should seek guidance from their faculty advisor to:

- discuss problems that hinder academic progression
- select courses for the semester
- review their plan of study
- discuss any changes such as dropping or adding a course
- seek advice regarding unsatisfactory academic outcomes
- review progress throughout the program
- seek advice on future goals

To be prepared for the advising session, students must:

- check their advisor's office for office hours
- sign up on their advisor's posted advising schedule to set up an appointment,
- arrive on time
- be open to suggestions for improvement in study habits, work schedules, etc.
- maintain their own academic file including a copy of transcripts

- bring their academic file and other documents, like copies of emails, petitions, etc. to the session if appropriate
- contact their advisor if they are unable to arrive on time or need to change their appointment
- refer to this catalog and the College of Arts and Sciences catalog for any questions regarding degree requirements and progression.

Student Responsibilities

Clinical Experiences

The safety of patients may necessitate removal of a student from a clinical experience. Faculty members are responsible for recommending this action to the director of the department when indicated. The student who demonstrates clinically unsafe behavior can be administratively removed from and will fail the clinical course.

If the clinical agency recommends the removal of a student from a clinical facility, the student will be removed from the facility and may be removed from the Department of Nursing for failure to meet the objectives of a specific nursing course.

When, in the opinion of the instructor, a student is not prepared for the educational activity or is in violation of the Standards of Conduct as outlined in the Nursing Student Handbook, the student will be dismissed from the clinical experience for the day by the instructor. The student will fail to meet the critical behaviors for the clinical experience on the day of removal from the clinical experience. The instructor may recommend further action to the director of the department.

Attendance at all scheduled clinical and laboratory experiences is required. Penalties for a missed experience will be determined by the clinical faculty responsible for the experience. Opportunity for completion of the missed experience will be determined on a case-by-case basis and will take into consideration faculty availability, availability of facility resources, and student history of reliability and responsibility as well as reason for absence.

Failure to complete required clinical experiences successfully may result in failure of the nursing course even if a grade of “C” or higher is obtained on the didactic portion of the course.

Dosage Calculation Examination

The Bethel University Pre-Clinical Dosage Calculations Testing Policies exist to facilitate dosage calculations competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require

nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore,

it is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation testing serves as a means for continued assessment by students and faculty of these important required skills. Bethel University is committed to assisting students who need additional instruction in dosage calculations in order to maintain safe medication administration in clinical courses. All clinical students who have successfully completed Pharmacology in Nursing

Students are required to pass a dosage calculation test by the end of the first week of each clinical semester. The student is provided 2 attempts to pass the test; the passing score is 90% or above. Students who do not achieve 90% or above on the first attempt are required to wait a minimum of 24 hours to retest. If the student does not pass the 2nd attempt of the exam with a score of 90%, the student will be required to immediately administratively withdraw from all nursing courses at Bethel University and the tuition refund policy of Bethel University will be applied.

Nationally-Normed Proficiency Testing

Students will be required to take nationally-normed tests throughout the nursing curriculum specific to the content studied, with the expectation that an identified proficiency level or above be obtained. Remediation and re-testing may be required prior to receiving a grade in the nursing course during which the test is administered. All students are required to take a nationally-normed comprehensive examination at the completion of the Capstone Practicum in Nursing course and are expected to score at an identified proficiency level or higher. The identified proficiency level will be stated in the Capstone Practicum in Nursing course syllabus and should be attained for successful completion of the course.

Purpose of Testing

- Assists in documenting student outcomes
- Identifies strengths & weaknesses of students and aggregate groups of students
- Provides curriculum evaluation data
- Strengthens the potential for successful NCLEX outcomes

The fee for one year of testing is added to tuition charges for NUR 311 and NUR 418. These fees include access to all ATI practice exams, ATI content mastery examinations, ATI Nurse ProLogic, all skills modules, clinical reasoning scenarios, electronic copies of all review materials, printed copies of review materials, ATI Touch, ATI Achieve, and access to Virtual ATI review program after graduation.

Community Service

A total of three hours per semester of community service is required of each student. This activity is NOT GRADED, but documentation must be received by the Department of Nursing Office Manager by the last week of the semester prior to finals week if the student is to pass each clinical course. The documentation should be submitted on the approved department form. It is the intent of the requirement that the student volunteer with a health-related community service project.

Professional Character

Bethel University Department of Nursing requires that all nursing students exhibit exemplary professional character. Evidence of exemplary professional character includes:

- ability to distinguish right from wrong ability to think and act rationally accountability for his or her own behaviors
- ability to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting
- ability to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of the patient or the public or could protect the patient or the public from unnecessary risk of harm.

Academic Integrity

The university's expectations commence when the university initially accepts a student. They apply to the student's conduct wherever the student may be, on or off the campus, and when the student is engaged in university-related activities and when the student is not.

Basic Honesty

The university insists on basic honesty and encourages the development of relationships characterized by integrity. Lying or misrepresentations concerning official university business threaten the welfare of the university community.

Academic Responsibility

Academic honesty is an essential condition for the health of Bethel University and is vital to the achievement of its intended objectives. Consequently, any effort on the part of a person to submit work that is not his or her own in fulfillment of course or examination requirements shall not be tolerated.

- The unauthorized use, or attempted use, of any form of notes, tables, books, or other devices in the writing of an examination or test of any kind is prohibited.

- The use of words from a source without quotation and documentation, or the idea of a source without documentation constitutes plagiarism and is prohibited. All sources used in the preparation of a paper or other assignments should be listed in the bibliography and specific quotations and references should be indicated by appropriate citation.
- Any student giving or receiving unauthorized aid, by any means including notes, signs, words, or gestures, is guilty of cheating.
- The submission of work that is not the actual accomplishment of the person submitting it is a violation of academic honesty.
- Assistance in typing or proofreading a paper is not considered improper unless specifically forbidden by the instructor.
- The removal, misappropriation, or destruction of academic material in an unauthorized manner from the person, the office, or the vehicle of an instructor, from the library, or from another person is prohibited. Refer to The Log, The Student and Residence Life Handbook for further clarification.

The following actions, while not all inclusive, are examples of academic misconduct:

- Cheating during an exam
- Plagiarism, consisting of representing someone else's work as your own in a paper, report, care plan, etc.
- Use of alcohol or drugs while performing duties in the classroom or clinical
- Falsification of any data in the classroom or clinical setting
- Any academic behaviors that violate the policies of the nursing department, Bethel University or the Professional Standards of Conduct as stated in this document. Students are expected to adhere to the academic conduct policies of Bethel University. Violation of any of these policies may result in dismissal from the nursing program.

Professional Conduct

All students enrolled in the Bethel nursing program must exhibit professional conduct. Bethel University Department of Nursing defines exemplary professional conduct as the integrated pattern of personal, academic, and occupational behaviors exhibited consistently by an individual that meet the rules and regulations for licensure by the Tennessee Board of Nursing as well as meet the Tennessee Nurse Practice Act requirements.

Failure to exhibit professional behavior in academic, clinical laboratory experiences, or personal performance may result in the removal from the Bethel nursing program.

The Bethel University Department of Nursing student is expected to display professional behaviors that are conducive to the practice of

professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional.

Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. Nursing students are expected to incorporate into their behavior the Bethel University Student Code of Conduct and Professional Standards of Conduct as discussed throughout this section of the catalog and the policies and regulations as established by the following regulatory bodies:

- American Nurses' Association (ANA) Code of Ethics for Nurses
- Nurse Practice Act—Tennessee Board of Nursing
- American Hospital Association Patient Bill of Rights

The faculty of the Bethel University Department of Nursing expects professional nursing students to conform to the standards of nursing practice. The term unprofessional conduct is described as any act, practice, or omission that fails to conform to the accepted standards of the nursing profession. Unprofessional conduct includes but is not limited to the following: (Adopted from the American Nurses' Association (ANA) Code of Ethics for Nurses, Nurse Practice Act—Tennessee Board of Nursing, and American Hospital Association Patient Bill of Rights)

1. Failing to assess and evaluate a patient's status or failing to institute nursing intervention which might be required to stabilize a patient's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/ or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/ or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning

the patient except where required by law.

8. Causing, permitting, or allowing physical or emotional injury to the patient or failing to report the same in accordance with the incident reporting procedure in effect where the nurse is employed or working.
9. Leaving a nursing assignment without notifying appropriate personnel.
10. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

Failure to meet these standards will result in a failing grade for the clinical course.

Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
3. The nurse promotes, advocates for, and strives to protect the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.
7. The nurse, in all roles and settings advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public

to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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If a nursing student violates any of these standards and is involved in an unsafe incident in the clinical area, the Unsafe Clinical Performance Incident Report must be completed by the student and faculty member.

Professional Appearance/ Student Policies & Guidelines

Students are to be professionally attired at all times.

Classroom

In the classroom environment on the campus of Bethel University, the student nurse is required to wear a purple scrub uniform with the Bethel University DON patch sewn to the left upper sleeve. The purple scrub should be appropriately fitted and may be worn with a long sleeve shirt underneath during cold months. A black, white, gray or purple lab jacket may also be worn over the scrubs..

Off Campus

At off campus Bethel University Department of Nursing sanctioned events “business casual” is considered professional attire. Professional attire does not include jeans, shorts, skorts, casual sandals, flip flops, halter tops, athletic wear, sweat shirts, tank tops, muscle shirts, or tee shirts.

- Shoes should be clean and comfortable with low heels.
- Socks or hose must be worn if appropriate.
- Jewelry is kept to a tasteful minimum. No multiple visible piercings. The only visible piercing is to be one small earring in one pierced hole of each ear.
- Fingernails should be clean and trimmed no longer than the fingertip.
- No nail jewelry or artificial nails are permitted. Neutral-colored nail polish may be worn.
- Tattoos must be covered.

Clinical Experiences

The general requirements for the uniform for students of the Bethel University Department of Nursing will be as follows:

- Students accepted into the Bethel University nursing program must purchase one white uniform top, one white lab jacket, and previously described scrub uniform, all with attached Bethel DON patch, from Meridy's Uniforms. Ordering information will be distributed in the admission packet sent to newly-admitted nursing students. This information may also be obtained from the Department of Nursing. Information regarding the specified Bethel nursing uniform is available on the Meridy's Uniform website after entering the pass code given to incoming students.
- Nursing shoes must be all white. They may be leather or non-porous sport shoes. Shoes must be clean, comfortable and quiet. (Canvas shoes as well as open toe or open heel shoes are not acceptable). Socks or hose must be worn. Socks are to be white.
- The Bethel student ID is to be worn on the left upper chest area, on the uniform, street clothing, lab coat, or scrubs when functioning as a Bethel University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.
- Some clinical experiences will require the wearing of street clothes with lab jacket and the Bethel student ID. Street clothes include skirt or slacks with a shirt or blouse or dresses. Permissible street clothes do not include jeans, shorts, casual sandals, halter tops, tank tops, muscle shirts, or tee shirts.
- Shoes should be clean and comfortable with low heels.
- Socks or hose must be worn if appropriate.
- Hair must be pulled back, secured, and up off the collar for all clinical experiences.
- Jewelry is kept to a minimum. No multiple visible piercings. The only visible piercing is to be one small earring in one pierced hole of each ear.
- Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted. Clear nail polish may be worn.
- Students must wear a watch that allows them to count seconds so that heart and respiratory rates may be counted. All students are

recommended to bring a personal stethoscope to clinical experiences as appropriate.

- Tattoos must be covered.

Any questions about grooming or professional attire should be addressed to the faculty of the Bethel University Department of Nursing prior to the clinical experience.

Attendance and Tardiness

Attendance at the first session of all nursing classes (didactic and clinical laboratory experiences) and new student orientation is mandatory.

Attendance is required for each course. If the student has to miss a class for any reason, the student must get an excused absence from the instructor prior to the event. Students are responsible for all material presented in their absence and completing all requirements and the objectives of material presented.

A student missing any scheduled assignments, quizzes, or exams without prior notification of the faculty member will earn a grade of zero. Opportunities to complete and resubmit assignments or take quizzes and examinations at other than scheduled times will be provided at the discretion of the faculty and as outlined in the course syllabus.

Punctuality is required. All students are required to be in the classroom seated and ready to begin work at the scheduled time for class to begin.

Attendance at all scheduled clinical laboratory experiences is required. Penalties for a missed clinical laboratory experience will be determined by the clinical faculty responsible for the missed clinical laboratory experience. This clinical faculty member will consider and evaluate each missed experience on an individual basis considering such factors as previous patterns of reliability and responsibility demonstrated by the student, availability of facilities, availability of faculty, and reason for the absence.

Punctuality is required for a scheduled clinical laboratory experience. When a student is tardy for any scheduled clinical laboratory experience, appropriate action will be determined by the faculty and might consist of dismissal from the clinical laboratory experience for that day and/or an additional assignment.

Two unexcused tardiness and/or absences from scheduled clinical laboratory experiences will result in dismissal from the clinical course. If a student misses a clinical activity for any reason, the student will be required to make up the clinical hours. The type of clinical activity will be determined by the instructor.

Nursing students enrolled in clinical nursing courses must attend clinical orientation scheduled according to the nursing course. This may be the first week of each semester or later in the semester. Absence will cause cancellation of enrollment in these courses.

If illness or other conditions occur that prevent participation in a scheduled clinical laboratory experience, it is the student's responsibility to follow course guidelines published in syllabi for notifying the faculty and the agency. A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider.

Outcomes and penalties for a missed clinical laboratory experience will be determined by the clinical faculty member who coordinated that clinical experience. The faculty member will evaluate each case on an individual basis and will make the final determination for when a student is ready to re-enter the clinical experience.

Examinations

Examination dates are listed in the course syllabus. Students will take each examination at the time scheduled. If the student is unable to take the examination at the scheduled time, the instructor must be contacted prior to the class period the examination is being taken. Reasons for missing an examination must be considered academically valid, such as illness, and will be accepted on a case-by-case basis by the faculty. The student will make up the examination within 120 hours (not including weekends or holidays) after returning to class or clinical laboratory experience. Arrangements to make up the examination will be made through the course instructor. Make up exams may be a different form and format such as essay. A student who fails to comply with the above will not be permitted to take the examination and the grade will be recorded as zero.

Final Examinations

Final examinations will be given on dates and times as specified by the Bethel University Department of Nursing.

Quizzes/Assignments

Students are responsible for attending class prepared. This includes completion of all assigned readings and learning activities as designated in the course syllabus.

Quizzes may be announced or unannounced. All assignments are due on the date specified on the class schedule. Any assignment turned in late may have points deducted as stated on the evaluation form of the particular assignment.

Classroom/Clinical Participation

Students are expected to participate in class discussion. Each student will be accountable for all assigned objectives. The student will be held accountable for all content taught in previous courses.

Performance in Clinical Experiences

Students are expected to arrive at the clinical laboratory experience prepared and may be sent home if not prepared. Clinical preparation may include but is not limited to research related to assigned patient health care needs, reviewing readings related to assigned patient health care needs, viewing skills modules, practicing in the skills lab, or developing care plans or care maps prior to arrival at the clinical experience. As part of the clinical experience, students will have the opportunity to work in several clinical settings and with numerous persons during their years as a student in the nursing program. As professional nursing students, students are expected to keep confidential all information entrusted to them by patients, family members, peers, and colleagues.

Nursing students will be expected to travel to the clinical facility the day before clinical practice to meet the patient they will be caring for during clinical practice. Students will also collect data from the patient and patient documents that will assist them in planning for care during the clinical practice experience.

Utilization of Handheld Electronic Devices

All students are required to use a handheld device [Personal Digital Assistant (PDA), Smartphone (iPhone©, Android, Blackberry, etc.), iTouch©, or any other handheld device (HED)] in the clinical area for quick reference on clinical topics. The use of the HED is guided by the policies of the individual clinical sites and the Department of Nursing Guidelines for Use of Handheld Electronic Devices in the Clinical Setting. HIPAA policies are to be followed when using any HED device. No patient identifiers or personal patient information may be placed on the HED. Telephone and camera must be in the “off” mode while in the clinical area. Text messages may only be sent to your clinical instructor to notify him or her that you need their assistance. No text messages may be sent to other students or external sites. No pictures may be taken of documents, patients, computer screens, etc. while in any clinical area. Appropriate asepsis techniques must be used when referencing the HED in the clinical area.

If non-adherence occurs, the student will be removed from the clinical area immediately. The incident will be reported to the director and consequences will range from an unsatisfactory for the clinical day or failure of the clinical component of the courses to removal from the nursing program.

Inclement Weather Policy

Clinical laboratory experiences may be cancelled by the faculty in the following situation:

At those times when the school district within the county of location of the classroom or clinical experience is closed due to inclement weather. Consideration will be given to student and faculty travel to the learning experience.

Each faculty member is responsible for evaluating the weather conditions in the geographical area of the clinical site. If the decision is made to cancel a clinical experience, it is the faculty member's responsibility to contact the student and the clinical facility with the relevant information. All missed clinical hours will be made up. The type of clinical activity will be determined by the instructor.

Membership on Nursing Committees

Since nursing faculty and students are involved in governance of the educational process, students are elected or appointed to the following faculty committees:

- Department of Nursing Curriculum Committee
- Department of Nursing Student Affairs Committee

Employment

Students may be employed on or off campus as opportunities are available and the course load and schedule permits. However, the Department of Nursing faculty urges caution in scheduling more than a few hours of work per week. Work schedules must allow time to study. Students employed in clinical agencies may not wear the school uniform or Bethel student ID during employment. The uniform worn during such employment should be the one required by the employing agency. Students who are employed in a clinical setting must not sign their names as Bethel University Student Nurse.

Change in Health Status

A change in physical or emotional health status must be reported to the clinical instructor and program director as soon as it is suspected and/or verified. Although the student's right to privacy is recognized and respected, it is important that the faculty be aware of the situation in order to protect the student, Bethel University, and affiliated organizations. The student may be required to seek evaluation by a health care provider and provide documentation regarding ability to function safely in the classroom and clinical setting.

In order to progress academically, the student must demonstrate the ability to fulfill program requirements and objectives. If the student is unable to meet the course requirements due to health problems, he/she will be asked to withdraw from the class or to withdraw from the university for the semester.

Additional Nursing Student Fees

Uniform expense	\$100.00 - \$200.00
Purchase of electronic device for e-books	varies according to device
Textbooks	varies by semester
Clinical/lab fees	\$70.00/course for NUR 300, 311, 322, 326, 324, 410, 414, 418, 424, and 430; \$90 for NUR 422 (added to each clinical nursing course tuition)
Professional Liability Insurance	\$18.00/year (added to NUR 311 or NUR 418 tuition each year)
Student Nurse Association membership	\$40.00/year (added to NUR 311 or NUR 418 tuition each year)
Standardized exams	\$1,325.00/year (added to NUR 311 or NUR 418 tuition each year)
Nursing Central	\$252 (added to NUR 311 providing access to six reference e-books updated throughout the program)
Criminal background checks:	\$125.00 for each check <ul style="list-style-type: none"> – admission to nursing program – before application for state board examination – as required by clinical agency requirements
Drug screens	\$28.00/year

Transportation to and from clinical experiences	varies according to site (Memphis, Nashville, Bolivar, and Jackson as well as local health care facilities)
Bethel University Department of Nursing pin	\$21.00 - \$200.00 (to be awarded to graduating seniors during pinning activities)
Nursing Licensure Examination	\$375.00
Health Insurance	varies by insurance company

**Student expenses may vary from semester to semester according to increases in costs from participating organizations. These are in addition to tuition and fees.*

Clinical Agency Requirements

Drug testing and criminal background checks of nursing students are required by the facilities which serve as the sites for the clinical learning experience for nursing students. These facilities require drug testing and criminal background checks of each student, prior to the time the student would have contact with the facility's patients or employees.

Drug Screen – Yearly

Drug screens are performed yearly at the beginning of fall semester. The Department of Nursing arranges for a laboratory to collect urine specimens on campus at a specified time. The cost of the drug test is added to the tuition charge of NUR 311 and NUR 418 each fall. Any additional expenses related to the need for further investigation by the Medical Review Officer will be the responsibility of the student.

If a positive drug screen occurs, the following will occur:

- The student will be immediately suspended for a minimum of one year (12 continuous months from the date of the beginning of the suspension) from the nursing program.
- The positive drug screen will be shared by the Bethel University Department of Nursing Director with the Vice President of the College of Health Sciences for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program.
- Other appropriate actions, if any.

Any nursing student with a positive drug screen is encouraged to seek

treatment. The Bethel University Department of Nursing encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct. A student who has on one occasion had a positive drug screen under this policy and who desires to reapply to the Department of Nursing may reapply for a school semester beginning after the period of suspension (one year minimum). The student will, in addition to meeting all other requirements for similarly situated applicants, be required to provide documentation of successful treatment and the student will be required to consent to and undergo drug testing. The decision on whether to re-admit the student is not guaranteed and will be made on a case-by-case basis.

Additionally, a student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test, plus other consequences. In this situation, the student is required to sign the consent and complete an immediate drug test. Some clinical facilities also require a drug test if an injury occurs to the student on site. The student is required to pay for all drug tests.

Criminal Background Check

Each student who will be the subject of the criminal background check is required to cooperate with the company conducting the check so that it can be completed at the time required by Bethel University prior to a clinical laboratory experience. Each student is required to provide the screening company accurate identifying information requested so that the company can carry

out the screen upon the student. Each student is required to sign any and all consents/releases, in the form(s) designated by Bethel University, including consent to the criminal background check and permission for it to be provided by the company to Bethel University. It is intended that the background check include all cities and counties of known residence for the 7-year period prior to the check.

Under this policy, the term “failing” the criminal background check is defined as the screening company reporting to Bethel University that the student had any of the following during the 7-year period prior to the check:

- A felony conviction.
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).

- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registration as a sex offender.
- Any requirement specific to each clinical facility used for clinical experiences.

The company conducting the criminal background check will communicate the criminal background check results to the Director of the Bethel University Department of Nursing. It is the policy of Bethel University to maintain the confidentiality of these criminal background check results to the extent required by law. The student must give permission for the clinical agency to view the results if requested due to concern over violation of the facility's criminal background check policy.

When a student fails the criminal background check, the following will occur:

- The student will be immediately suspended from the nursing program until the company conducting the check reports to Bethel University that the student no longer fails the check.
- The student will be notified of a description of the adverse action taken, the name of the company which prepared the report, a statement that the company did not make the decision to take the adverse action, that the student has a right to obtain a free copy of the company's report from the company, and to contest its contents.
- The results will be shared by the Bethel University Department of Nursing with the Vice President of the College of Health Sciences for further action. The results may be shared with the appropriate contact from the clinical facility.
- Other appropriate actions, if any.

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the Director of the Bethel University Department of Nursing within three days of the conviction, and the student will be referred to the Vice President of the College of Health Sciences. Action taken will be predicated on the type of criminal offense and particular policy violated by the offense.

At the time of the background check, the student must pay all expenses associated with the criminal background check process.

Immunization, Current CPR Card, & Health Insurance

Up-to-date immunization status as well as current CPR training is required of all students by the facilities in which Bethel schedules clinical experiences.

Required immunizations include:

- Tetanus/Diphtheria (TD) (within past 10 years) or Tdap if renewal is required while enrolled in the nursing program
- Measles, Mumps, Rubella (MMR and blood titer)
- Hepatitis B and blood titer (or signed waiver)
- 2-step Tuberculosis Skin Test (nonreactive) or one step TB skin test performed consistently for previous 2 years or more (nonreactive) or Chest X-ray (clear) or negative blood test
- Varicella (chickenpox) and blood titer
- Annual flu shot between September 1 and September 30.

CPR certification must be from the American Health Association and must be for the Healthcare Provider BLS CPR. Copies of documentation of immunization status and American Heart Association Healthcare Provider CPR training card must be submitted to Certified Background Student Immunization Tracker prior to the first day of class. Information regarding the process to accomplish this requirement is included in the admission packet sent to newly-admitted nursing students. This information is also available from the Department of Nursing. If annual renewals are necessary, copies of the renewals should be submitted to the Student Immunization Tracker before the first day of classes each semester.

Bethel Department of Nursing students enrolled in clinical nursing courses must submit proof of health insurance to the Student Immunization Tracker.

Student Malpractice Liability Insurance

All students are required to purchase malpractice liability insurance prior to participating in clinical experiences. This is a requirement of all clinical facilities in which Bethel nursing students practice. The Department of Nursing contracts with an insurer to provide blanket malpractice insurance for all students enrolled in the nursing program. The yearly fee for the insurance is added to the charges for NUR 311 and NUR 418.

Compliance with All Policies

Students who are not in compliance with the above policies regarding drug testing, background checks, immunizations, CPR, health insurance, and malpractice insurance will not be allowed to participate in clinical activities involving patient contact. The missed time cannot be made up, will be counted as unexcused absences, and handled according to policies stated in the student handbook.

* It is the student's responsibility to follow all guidelines and requirements set forth in the Bethel University Log and the Bethel University College of Health Sciences Catalog.

Health Insurance Portability and Accountability Act (HIPAA)

- All students must sign a Bethel University Nursing Confidentiality Statement prior to accessing patient files in any agency used for clinical education. Some agencies require additional confidentiality forms specific to their facility be signed in addition to the Bethel University DON Statement.
- All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc.) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
- Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
- Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. Examples of documents include course papers, care plans, interview information, etc.
- If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
- Only students wearing the approved Bethel University identification badge will be granted access to patient information by the clinical agency.
- Student IDs are to be worn on the left upper chest on the uniform, street clothing, or scrubs when representing self as a Bethel

University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information.

HIPAA Privacy Official

- The Director of the Bethel University Department of Nursing is the Privacy Official but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new director is named.
- The duties of the Privacy Official include: a) maintaining program compliance with HIPAA regulations, b) developing Bethel University policies and procedures related to HIPAA regulations, c) maintaining documentation of complaints and sanctions, and d) overseeing the HIPAA training program.
- The chain of command under the Director, Bethel University Department of Nursing, as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to director. At times it may be appropriate for the student and faculty/ lead teacher to meet simultaneously with the director.

HIPAA Training

- All Bethel University students enrolled in clinical courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each student will be asked to sign a form indicating understanding of the Bethel University Department of Nursing policies and procedures related to HIPAA and the Bethel University Department of Nursing Confidentiality Statement. The clinical agencies may require additional HIPAA training as well.
- If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
- All students will complete retraining within 1 month following a significant change in privacy practices.

HIPAA Complaints

- A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
- The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
- Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to failure of course or suspension from the program.

Pathogen Exposure

Any exposure to bloodborne pathogens, tuberculosis, or communicable pathogens other than bloodborne communicable diseases during clinical laboratory experience should be reported to the person in charge of the unit and the individual(s) must follow that institution's policy regarding bloodborne pathogen or communicable disease exposure. The student will pay for any exposure testing requested. If post-exposure procedures are not available to the involved individual, the student should go immediately to the nearest emergency room.

The student must immediately notify the supervising faculty promptly of the incident or exposure no matter how small it might be. Incident reports are to be completed by the faculty member and student(s) involved at the facility. The agency may require additional documentation as well.

The student may receive immediate testing/treatment at the agency if offered OR report to the nearest emergency room. Immediate reporting will afford the opportunity for the initiation of the process of appropriate follow-up of possible exposure to bloodborne pathogens or tuberculosis as well as provide timely administration of appropriate therapy in the event of any known infectious exposure.

The student and faculty together must complete the Bethel University Department of Nursing Post Exposure Incident Form for Bloodborne Communicable Diseases or Tuberculosis as soon as possible after the incident or exposure.

The supervising faculty member will assist the student with the above reports and clarify the student's understanding of the treatment recommendations.

Other exposures or incidents not related to pathogens or tuberculosis, the student must:

1. Notify the supervising faculty member promptly.

2. Report the incident immediately to the appropriate individuals within the agency and complete any records required by agency policy.
3. Receive immediate treatment at the agency if available OR report immediately to the nearest emergency room.
4. Complete the Bethel University DON Post Incident Form within 24 hours of the incident.

In the case of all exposures or incidents, the supervising faculty member will inform the Bethel University Director of the Department of Nursing immediately of the incident or exposure. The faculty will help the student complete the required reports and forms, clarify information regarding reporting and treatment, and file the appropriate forms in the student's file. The Director of the Bethel University DON will inform the Vice President of the College

of Health Sciences of the incident or exposure and follow any guidelines or regulations set forth by Bethel University or other reporting agencies.

Fees acquired for bloodborne pathogen, tuberculosis, or other exposures and incidents are the responsibility of the student. The student will have financial responsibility for all testing and resulting treatment.

Curriculum Organization: Nursing Program

Bachelor of Science in Nursing Program

Common Core courses are pre-requisites to admission to the Nursing Program and are offered by the College of Arts & Sciences. Course descriptions for these classes are listed in the 2020-21 CAS catalog.

Liberal Arts Core Courses (33 hours)

- COE 102 – 2 hrs
- ENG 101, ENG 111, ENG 201, ENG 202 – 12 hrs
- REL 111, 112, or 113 – 6 hrs
- MTH 111 or higher (excluding MTH 113) – 3 hrs
- CHE 111, 111L – 4 hrs
- HIS 200 level – 6 hrs

Program Core Courses (28 hours)

- BIO 111, 111L, 201, 201L, 202, 202L, 211, 211L -- 16 hrs
- PSY 211 – 3 hrs
- HEA 211 – 3 hrs
- MTH 202 – 3 hrs
- SOC 111 – 3 hrs

After Notification of Admission to the Nursing Program

Nursing Major (67 hours)

Semester 1: (14 hours)

- NUR 300 Adult Health Assessment in Nursing - 4 hrs
- NUR 311 Foundations in Nursing Care - 5 hrs
- NUR 317 Pharmacology in Nursing I - 2 hrs
- NUR 321 Concepts in Professional Nursing - 2 hrs
- NUR 305 Success in Nursing School - 1 hr

Semester 2: (15 hours)

- NUR 318 Pharmacology in Nursing II - 2 hrs
- NUR 322 Nursing Care of Clients with Psychosocial Disorders - 4 hrs
- NUR 323 Pathophysiology in Nursing - 3 hrs
- NUR 326 Nursing Care of Adults I - 6 hrs

Semester-Summer Session: (8 hours)

- NUR 334 Nursing Care of Children & Adolescents - 5 hrs
- NUR 381 Research in Nursing - 3 hrs

Semester 3: (15 hours)

- NUR 410 Nursing Care of the Community - 4 hrs
- NUR 414 Nursing Care of Women and Neonates - 5 hrs
- NUR 418 Nursing Care of Adults II - 6 hrs

Semester 4: (15 hours)

- NUR 422 Nursing Care of Critically Ill Adults - 4 hrs
- NUR 424 Capstone Practicum in Nursing - 6 hrs
- NUR 430 Leadership & Management in Nursing - 4 hrs
- NUR 450 Issues in Health Care - 1 hr

Total Graduation Hours = 128

RN-BSN Program

Bachelor of Science in Nursing Completion Program

The Bethel University RN-BSN online completion program is designed for the working RN with the following characteristics in mind: accessibility, building upon knowledge learned in Associate Degree Nursing or Diploma program, potential for success, growth in professionalism, excellence, and enhancement in clinical reasoning skills. The RN-BSN graduate will embody the same characteristics defined in the Bethel Department of Nursing Program Goals.

Program Design & Delivery Format

The online RN-BSN Program is designed in a modular format. Each module is 10 weeks in length with two modules being offered every financial aid term of 20 weeks. Modules may consist of 2-3 courses with a total of up to 17 credit hours per term. All courses are offered online to meet accessibility needs

of the working RN. Courses are scheduled in a flexible manner based on the individual student's course needs. RN-BSN courses are delivered in an asynchronous schedule. Some courses may also include an occasional synchronous class meeting. These synchronous sessions are planned around the class members' schedules.

Admission

RN's may be admitted every 10 weeks at the beginning of a new module offering. Time required to progress through the program is determined by the number of pre-requisite credits needed and number of courses taken during each 10-week module. The required nursing courses may be completed in 50 weeks if all pre-requisite general education courses have been completed.

Admission Requirements for the RN-BSN Program:

- The RN must have an active unencumbered RN license.
- The RN must have graduated from an accredited Associate's program (ADN, AAS, AS) or Diploma program in Nursing
- The RN must apply for admission to Bethel University, pay the \$30 application fee, and be accepted for admission into the university.
- The RN must complete a Department of Nursing RN-BSN application.

- The RN must submit official transcripts of all college courses taken to Bethel University Enrollment Services.
- The RN must complete all required financial aid documents based on the type of financial aid sought.

Progression

Progression requirements are an earned C or higher in each course taken. If students earn a D or F in one nursing course, they are eligible for readmission into the RN-BSN program. If they earn a second D or F in a nursing course after readmission, they are not eligible for readmission to the RN-BSN program.

Students who transfer from another nursing program with a D or F on the transcript in one nursing course in a RN-BSN completion program will be ineligible to continue in the Bethel Nursing Program if grades of D and/or F are earned in one or more nursing courses.

The grading scale for the RN-BSN program is the same as the BSN pre-licensure program. Methods of evaluation will vary for each of the courses required to take advantage of the online delivery system and to take into consideration previous college and nursing education, as well as to determine mastery of required content.

Methods of evaluation may include but are not limited to: examinations, quizzes, research papers, discussion boards, projects, portfolios, concept maps, presentations, online virtual clinical experiences, case studies, clinical scenarios, community assessments, epidemiology studies, health policy creation or revision, leadership projects, or capstone projects.

The RN-BSN student is expected to abide by the Nurses Code of Ethics, the ANA Standards of Conduct and Standards of Performance, and the academic integrity expectations at Bethel, as well as the State Board of Nursing Practice Act. The student is also expected to follow HIPAA guidelines.

Most students can complete the RN-BSN program in three to four terms (60 – 80 weeks).

Governance and Readmission to the Nursing Program

Students who are accepted into the Bethel University Department of Nursing RN-BSN program will be governed by the policies in effect at the time admission to the program is granted. If a policy is modified while the student is enrolled in the nursing program, the director and Student Affairs student representative will be responsible for notifying all students of the change in policy. Additionally, students will receive a copy of the

revised policy from the director. This copy may be delivered in hard copy or electronic form.

Students may interrupt progression through the RN-BSN program without penalty. However, absence for more than two terms will require submission of a letter of intent for completion of the nursing program. The policy for readmission is not applicable if the student has been absent to complete needed general education courses at another university. Readmission will be based on space availability.

Faculty and academic advisers are available to help students understand and meet academic requirements for the Baccalaureate of Nursing degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the Bethel University Department of Nursing are met. It is essential that each student become familiar with all requirements and remain informed throughout the program career.

Financial Aid

Assistance with financial aid options is offered through the Bethel University Financial Aid Office. RN-BSN students are not eligible for any institutional aid but may receive federal and state assistance based on individual eligibility.

Costs (In Addition to Tuition)

Technology Fee (each term)	\$100
Graduation Fee	\$50
Nursing Pin Fee	\$20-200
Textbooks (general education and some NUR courses)...	Varies per course

Grade and Academic Honesty Appeals

If a nursing student feels that he or she is a victim of unfair grading practices, classroom procedures, or treatment of academic honesty, the following procedures should be followed:

1. The nursing student should first discuss the complaint with the nursing faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the Director of Nursing.
3. If the situation remains unsettled, the student should discuss the complaint with the College of Health Sciences Vice President.

4. If the situation remains unsettled, the student may appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
5. If the situation remains unsettled, the student may appeal to the President of Bethel University.

In addition, nursing students are expected to adhere to the appeals process of Bethel University as stated in *The Log*.

Academic Advising

The RN-BSN student is supported by multiple personnel throughout their Bethel academic experience. A College of Health Sciences recruiter is available to identify potential RN-BSN students who might benefit from enrolling in the RN-BSN program. The recruiter assists the student throughout the enrollment process. An individual in Enrollment Services specifically dedicated to work with RN-BSN students will assist the student in the university application process and submission of transcripts. The Director of the Nursing Department and the RN-BSN Course Coordinator will assist the student with planning their progression through the Bethel RN-BSN program. A plan of study is developed by nursing department personnel and discussed with the student for academic, work, and personal planning. An individual in the Financial Aid Office is available to assist the student throughout the application process for financial aid. The Course Coordinator is also available to assist the student throughout the entire process. Once the student is officially admitted to Bethel and the RN-BSN program, the Course Coordinator registers the student for courses according to the student's individualized plan of study.

The RN-BSN student will be assigned a Bethel e-mail, contacted by the nursing department to inform them of this e-mail, provided directions for completion of the Learning Management System (Canvas) orientation, and given access to first module courses. After completion of the Canvas orientation session, the student is shipped a laptop and begins the first module courses.

Nationally-Normed Proficiency Testing

Students will be required to take nationally-normed tests throughout the nursing curriculum specific to the content studied, with the expectation that an identified proficiency level or above be obtained. Remediation and re-testing may be required prior to receiving a grade in the nursing course during which the test is administered.

Membership On Nursing Committee

Since nursing faculty and students are involved in governance of the educational process, students are elected or appointed to the following faculty committee:

- Department of Nursing Curriculum Committee

The RN-BSN representative may attend the curriculum committee meetings face-to-face or may attend via electronic medium.

Changing Class Schedules

Dropping or Adding a Class

Class schedules are changed by officially adding or dropping a class. Merely attending a class does not constitute official registration. Merely failing to attend a class does not constitute an official dropping of a class. Classes may only be dropped or added to a schedule through approval from the RN-BSN Course Coordinator. Any class schedule change may have consequences for financial aid. Check first with the Office of Financial Aid before changing class schedules.

In order to drop or add a course, students must first complete a RN-BSN Drop/ Add form from the Course Coordinator. Students must complete the form, secure the signature of their faculty advisor, and deliver the completed form to the Course Coordinator. The date of the drop or add is determined when the form is received by the CHS Registrar. A delay at this point can have expensive and severe academic consequences. A \$25 fee is charged for each student-initiated Drop/Add form processed. Students dropping or adding courses should check with the Office of Financial Aid prior to submitting the Drop/Add form. Each student must carry 12 credit hours to maintain a full-time course load and remain qualified for full-time financial aid.

Note: The policies for dropping a course in the RN-BSN program are different from other CHS programs.

Grades for Dropped Courses

If a student drops a class prior to the course start date, no grade will be recorded for the class. If the student drops a class in the second through the seventh week of the course, a grade of W will be recorded. After the seventh week, no class can be dropped unless the student can prove that one of the following conditions exists: serious illness or injury of the student as documented by a physician, serious family problems as documented by a physician or minister, or change in work schedule as documented by the employer. All documentations must be submitted to the Program Director. Nonattendance of classes will result in F grades.

Note: No student can withdraw from any class in which a grade of F has

been received for violation of the attendance policy.

Withdrawal Procedure

Some personal or family emergencies require a student to withdraw from school. Permission to withdraw is not automatic and may be denied or discouraged. Students who transfer, withdraw, or do not return within a semester must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligation:

- Discuss the situation with the Course Coordinator.
- Secure a withdrawal form from the CHS Registrar and fill in all appropriate spaces.
- Secure all required signatures on the withdrawal form.
- Deliver the completed form to the CHS Registrar. Failure to complete this step may result in failing grades and heavy financial obligations.
- There is a \$25.00 fee per course for withdrawal.

Voluntary withdrawal does not guarantee permission to be readmitted to the university.

Note: The policies for dropping a course in the RN-BSN program are different from other CHS programs.

Grades for Withdrawal

If a student withdraws from classes prior to the start date of the first class of the term, no grades will be recorded. If the student withdraws from classes after the second week of the first class of the term, a grade of W will be issued for the class in progress. Remaining courses in the term that have not begun will be dropped from the student's schedule. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

Administrative Withdrawal Policy

Faculty will report in writing to the registrar any student on the class roster who has not attended class for a period of two weeks (consecutive class days) during a traditional semester without notifying the faculty member. This student may be administratively withdrawn from the class. Any student who is administratively withdrawn from all classes will not be allowed to stay on campus. Administrative withdrawal from a class may affect the student's financial aid, full-time or part-time status, and participation in sports or other extracurricular activities and does not guarantee permission to be readmitted to the university.

Refund Policy

The following schedule guides drop dates and associated refunds. Last

date of participation in the class is used as the effective date of the drop. Students are allowed to drop the course with a grade of W from week two through week seven. After the seventh week, the student will receive the grade earned in the course.

1st week (course is dropped)	100% refund
2nd week (grade of "W")	80% refund
3rd week (grade of "W")	60% refund
4th week (grade of "W")	40% refund
5th week (grade of "W")	20% refund
6th and 7th week (grade of "W").....	0% refund

Curriculum Organization: RN-BSN Program

Note: Although RN-BSN students are admitted with 37 nursing credits for ADN courses, all students must still meet the total required program hours.

General Education Courses (33 hours)

- COE 102 - 2 hours
- ENG 101, 111 - 6 hours
- REL 111, 112 - 6 hours
- MTH 111 or higher (excluding MTH 113) - 3 hours
- BIO111 and BIO111L - 4 hours
- Fine Arts elective (choose from: ART 213, ART 214, ART 215,
- ENG 201, ENG 202, MUS 201, MUS 331, SAT 116) - 6 hours
- PSY 111 - 3 hours
- SOC 111 - 3 hours

Pre-Program Courses (25 hours)

- HSC 212 Nutrition for Health Care Providers - 3 hrs
(will accept HEA 211)
- BIO 211 Microbiology - 3 hrs
- MTH 202 Introduction to Statistics - 3 hrs
- PSY 211 Human Growth and Development - 3 hrs
- BIO 201 and BIO 201L Human Anatomy & Physiology I
with lab - 4 hrs
- BIO 202 and BIO 202L Human Anatomy & Physiology II
with lab - 4 hrs

RN-BSN Nursing Courses (32 hours)

- NUR 302R Transition to Baccalaureate Nursing Practice - 4 hrs
- NUR 306R Introduction to Research for Evidence-Based Practice - 3 hrs
- NUR 307R - Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care I - 3 hrs
- NUR 310R/310RL Health Assessment of Adults with lab - 4 hrs
- NUR 402R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care II - 3 hrs
- NUR 406R Baccalaureate Nursing Practice in the Community with lab - 4 hrs
- NUR 413R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care III - 3 hrs
- NUR 417R Leadership and Management in Baccalaureate Nursing Practice with lab - 4 hrs
- NUR 421R Clinical Reasoning Practicum/Capstone for Baccalaureate Nursing Practice with lab - 4 hrs
- Elective Courses

Total Program Hours: 123

Disclaimer: Depending on enrollment numbers, RN-BSN courses may be combined with other sections of the same course to maximize student numbers in each course.

Physician Assistant Program

Master of Science

The Bethel University Physician Assistant Program (BUPAP) will confer a Master of Science degree in Physician Assistant Studies upon completion of the 27 month educational program. The program consists of 12 months of didactic education and 15 months of clinical experiences.

Mission

The mission of Bethel University's Physician Assistant Program is to create opportunities for members of the learning community to become exceptional and compassionate healthcare professionals who will practice medicine within an ethical framework of Christian principles.

Educational Philosophy

The BUPAP faculty understands that the field of medicine is constantly evolving. Therefore, we strive to train students to become life-long learners adept at critical thinking. The role of the instructor is to guide and objectively evaluate the student, select and present important material, and model professional behavior, based upon the Physician Assistant core competencies and technical standards adopted by Physician Assistant organizations (Please see Resources Page, PA Competencies and PA Technical Standards). The instructor will likewise be a life-long learner, who will be objectively evaluated on a regular basis by the student and peers.

General Goals

- To maintain continuous accreditation with the Accreditation Review Commission on Education for the Physician Assistant, Inc.
- To recruit and admit highly qualified applicants.
- To attract and graduate students who exhibit a servant's heart.
- To maintain a level of first-time PANCE pass rates above the national average.
- To maintain a 95% employment rate at six months of graduation.

Objectives

(Functions and tasks that graduates are expected to perform.)

The Bethel PA Graduate will/will be able to:

- have a fully developed identity as a healthcare professional.
- have developed the desire to provide excellent care in a compassionate manner.
- have mastered the concepts of anatomy and physiology and pathophysiology.
- have mastered the concepts of clinical medicine, pharmacology, pediatrics, genetics, geriatrics, electrocardiograms, radiology, medical terminology, laboratory medicine, and behavioral science.
- understand the history of the PA profession and know the applicable laws, rules, and regulations concerning the practice of medicine as a Physician Assistant.
- be proficient in the performance of clinical procedures necessary for practice as a Physician Assistant.
- have medical knowledge sufficient to understand pathophysiology, differential diagnosis, patient management, surgical principles, and health promotion and disease prevention in a typical primary care practice.
- have developed and refined a systematic approach to both the complete and focused history taking and physical exam skills.
- utilize interpersonal and communication skills that encompass verbal, nonverbal, and written exchange of information.
- have developed an understanding of the PA role in the health delivery system to include patient care that is effective, patient centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness.
- develop professional relationships where the graduate demonstrates a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.
- sharpen and refine critical analysis skills of their own practice experience, medical literature, and other information resources for the purpose of self-improvement.

- demonstrate an awareness of and responsiveness to the larger health system of healthcare to provide the patient care that is of optimal value.
- pass the Physician Assistant National Certifying Exam (PANCE).

Accreditation Status

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted Accreditation-Continued status to the Bethel University Physician Assistant Program sponsored by Bethel University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2024. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Graduation from an accredited PA program is the only way to be eligible to sit for the National Certifying Exam (PANCE).

For more information regarding the implications of accreditation, please visit: arc-pa.org, or contact ARC-PA at 12000 Findley Road, Suite 150, Johns Creek, GA 30097, and (770) 476-1224.

PANCE

PANCE pass rate: The Bethel University PA Program has a 94% five-year pass rate.

The most recent graduating cohort, the class of 2019, completed their PANCE exam with a first-time pass rate of 90%. The inaugural class of 2011 graduated with a first-time pass rate of 94%, followed by a 100% pass rate for the class of 2012, 91% for the class of 2013, 98% for the class of 2014, 95% for the class of 2015, 86% for the class of 2016, 100% for the class of 2017, and 98% for the class of 2018.

Application Procedure

1. Complete a CASPA application at <https://caspa.liaisoncas.com> (Central Application Service for Physician Assistants).
2. Complete a supplemental application, and send with it a \$75 fee to the PA Program. The supplemental application form is available online at bethelu.edu/academics/colleges/college-of-health-sciences/physician-assistant-studies/pa-program-application-acceptance

3. Selected applicants will be interviewed by the admission committee. Candidates are evaluated by the admission committee to assess their acceptability to the program.
4. The applicant who has been accepted to the Program will be notified of the interview team's decision within 2 weeks of interview.
5. Applicant will be expected to pay \$1,000 deposit to hold a seat, within 10 business days of receiving the offer. This deposit is applied towards the first semester of tuition and is non-refundable.

Application Requirements

To apply, applicants should have the following:

- Verified CASPA application.
- Completed supplemental application and fee received.
- A bachelor's degree from an accredited university by September 1st before matriculation in January.
- Original transcripts from all universities attended need to be sent to CASPA for review and verification.
- Three letters of recommendation: Two (2) letters of recommendation must be from a PA, MD, DO, or NP. One (1) letter can be from a university professor or advisor. Letters of recommendation from family members are not accepted.
- Successful completion of the nine prerequisite courses with a grade of "C" or better (preferred) by September 1st before matriculation in January.
- Completion of GRE and results received by CASPA for review and verification.
- Completion of a minimum of 40 hours shadowing with a Physician Assistant-Certified (PA-C).
- Non-native speakers of English: Achieved TOEFL IBT (internet based testing) scores of at least 87 for non-native speakers of English with the minimum section requirements of: Reading: 21, Speaking: 26, Listening: 20, and Writing: 20. The TOEFL IBT must have been taken within two years of applying.
- Prerequisite course work consists of the following classes:
 - Two Semesters – General Biology (or equivalent)
 - Two Semesters – General Chemistry (or equivalent)
 - Two Semesters – Human A & P

- One Semester – Microbiology or Bacteriology
- One Semester – Psychology
- One Semester – Human Genetics
- Recommended classes:
 - Biochemistry
 - Organic Chemistry
 - Cell Biology
 - Pharmacology
 - Immunology
 - Introductory Statistics or Critical Thinking

General Information

Students may apply before the completion of some pre-requisite courses but should inform the university as to when and where the needed course(s) will be taken. Such candidates may gain conditional acceptance. Successful completion of the nine prerequisite courses with a Grade C or better (preferred) by September 1st before matriculation in January is required. No prerequisites older than 5 years will be accepted unless you have been employed full time in the health care field with direct patient contact since completion of those prerequisites. Bethel University PA Program does not offer advanced placement. There is no credit for experiential learning. No Physician Assistant credits from another institution may be transferred into the didactic or clinical years.

BUPAP students must complete the entire program at Bethel University.

Applicants who received their baccalaureate degrees from colleges and institutions outside of the United States may also be considered for admission. These applicants must have their transcripts verified and translated by an approved organization (such as World Education Services), complete at least 12-16 semester hours of additional undergraduate or graduate study at an accredited U.S. college or university prior to submitting an application to the program. 30 semester hours is preferred. Applicants must also meet all other requirements.

No prerequisites older than 5 years after baccalaureate graduation will be accepted unless you have been employed full time in the health care field with direct patient contact since completion of those prerequisites.

Acceptance into the Bethel University PA Program is contingent upon:

1. Completion of all application requirements.
2. Successful completion of all outstanding prerequisite coursework.

3. Attending a personal interview. (By invitation only)
4. Receipt of acceptance letter and non-refundable acceptance deposit.
5. Proof of health insurance. All students are required to maintain health insurance for the duration of the program.
6. Receipt of negative drug screen and a background check indicating no prior convictions that would result in failure to obtain medical licensure.
7. Completion of physical examination and immunizations prior to matriculation.
8. No history of dismissal from another PA, medical, or nursing program for academic or disciplinary reasons.

Bethel University, Austin Peay State University, Baptist College of Health Sciences undergraduates will be guaranteed an interview if they meet all minimum requirements, however, they are not guaranteed admission into the PA program.

Acceptance-Readiness to Matriculate

The accelerated nature of the graduate-level curriculum offered by Bethel University College of Health Sciences for students enrolled in the PA Program requires that applicants seeking admission provide adequate evidence of their ability to undertake an advanced course of study. When evaluating an applicant's readiness to matriculate in the PA Program, members of the admissions committee consider closely all information available with particular attention to the following elements:

1. Academic achievement
2. Science and overall grade point average
3. Scores received on the Graduate Record Examination (GRE)
4. Responses to questions contained in the application
5. Letters of recommendation
6. Community service experience
7. Interpersonal and communication skills
8. Compassion
9. Personal integrity
10. Motivation for a career in health care
11. Knowledge of the PA profession and its role in health care
12. Recommendations of faculty interviewers

Averages of Previous Class

The following information describing recent averages for the class matriculating in January 2020 will allow prospective applicants to realistically assess their chances of admission, and to plan accordingly. This information may be used by applicants to help assess their application. Please note that these are AVERAGES. We evaluate each application on its own merit. Admission committee decisions are final.

Class average for those matriculating in January 2020:

- Cumulative GPA = 3.33
- Science GPA = 3.3
- Healthcare Experience = >1400 hours
- Patient Care Experience Hours = >2500
- Shadowing Hours = 189
- Science Hours = 78
- Average Age = 22-37
- GRE Scores = 303 / 3.8

Healthcare experience encompasses both Health Related experience (such as pharmacy techs, scribes, health care receptionists, billing specialists, etc) and Patient Care experience (such as EMT, Paramedics, Nurses, Pharmacists, PTA, combat medics, etc.). Patient Care experience is preferred to Health-Related experience. Please note that healthcare experience is not required, though it is preferred to no experience at all. However, completion of a minimum of 40 hours shadowing with a Physician Assistant-Certified (PA-C) is required.

Deadlines

CASPA will begin accepting applications on April 30, 2020 and will continue to accept applications until October 1, 2020. Applicants must have all required forms and documentation to the Bethel University Physician Assistant Program and your application must be verified by CASPA by October 1, 2020. If this deadline is not met, applications may not be reviewed, and applicants may miss being considered for the entering class. PLEASE APPLY EARLY.

Dates to Remember

- April 30 – start applying to CASPA
- September 1 – deadline for baccalaureate degree or completion of prerequisite classes
- October 1 – deadline to apply to CASPA and have all materials to Program and verified by CASPA (example: supplemental application, shadowing forms, etc.)

- June – October interviews will be conducted
- January – classes begin

Tuition & Fees

Tuition and fees are determined on a yearly basis by the university's Board of Trustees. The university reserves the right to change tuition and fees at any time without prior notice.

Tuition

Tuition is based on full-time studies and covers our 27 month program. Tuition is \$87,500 or \$12,500 per semester. (Note: Bethel University PA Program's curriculum consists of 7 semesters.)

Fees & Expenses

- \$70 graduation fee
- Approximately, \$5,200 in fees for medical equipment kit, labs, privacy screen for laptop, BLS/ACLS, PANCE review course, etc.
- Approximately \$2000 in additional expenses for books, scrubs, TAPA Fall Fest, housing, etc.
- Health Insurance - All students are required to have health insurance while enrolled in our program. This health insurance must be maintained through the entirety of our program. You must provide proof of health insurance coverage before and during your enrollment in the program.
- It is imperative you understand that you will be responsible for all of the expenses associated with travel, housing, meals, etc., for the entire clinical year. Federal aid recipients may use their financial aid to cover any expenses, associated with travel, transportation, living, as well as other miscellaneous expenses encountered during clinical rotations. BUPAP will not be responsible for expenses incurred by the student during clinical rotations. Please be sure to include this in your budget plans as you start the program! Rotations may be scheduled anywhere there is an available site and are also subject to change.
- Money for licensure/certification/DEA numbers upon graduation from the program and passing the PANCE.

Academic Standards

Students in the BUPAP graduate program must maintain at least a B average (80%) in each course during their didactic year in order to progress to the clinical year. Students must act professionally to everyone at all times while maintaining patient and practice confidentiality. Breaches of professional conduct may result in dismissal from the program.

Grades are assigned by the program on the following: Individual exams, practicum, check-offs, etc.

Grading System:

- 4.0 GPA A – Excellent (100 – 90)
- 3.0 GPA B – Good (89 – 80)
- For a Bethel University PA Program student, any grade below 80 (3.0 GPA), is considered a failing grade.

**For information regarding the programs remediation policy, academic warning policy, or attendance policy please refer to the program handbook

Program of Study

Study is designed to deliver the essential academic and clinical education necessary to prepare students for their professional roles and to satisfy the eligibility requirements to sit for the PA certification examination (PANCE). Study is divided into three didactic semesters over a 12-month period and four clinical semesters over a 15-month period. All students are required to follow the course schedule as outlined in their handbook moving in sequence with their cohort.

Didactic Course Offering

<u>Spring</u>	<u>Course</u>	<u>Credit Hours</u>
701	Clinical Medicine I	8
717	A&P with Lab I	2
723	Pathophysiology I	2
710	Pharmacology I	3
750	Lab Diagnostics I	2
740	Clinical Skills I	3
730	Physical Diagnosis I	3
770	The PA Profession	2
780	Genetics	2
760	Medical Terminology	1
790a	Evidence Based Medicine I	1
Total for Semester		29

<u>Summer</u>	<u>Course</u>	<u>Credit Hours</u>
702	Clinical Medicine II	8
718	A&P with Lab II	2
724	Pathophysiology II	2
711	Pharmacology II	3

751	Lab Diagnostics II	2
741	Clinical Skills II	3
731	Physical Diagnosis II	3
761	EKG	2
763	Radiology	2
	Total for Semester	27

Fall	Course	Credit Hours
703	Clinical Medicine III	8
719	A&P with Lab III	2
725	Pathophysiology III	2
712	Pharmacology III	3
752	Lab Diagnostics III	2
742	Clinical Skills III	3
732	Physical Diagnosis III	3
762	Behavioral Medicine	2
781	Geriatrics	2
782	Pediatrics	2
791	Evidence Based Medicine II	1
	Total for Semester	30

Clinical Year Overview

The clinical phase of the program consists of eleven rotations that must be completed to satisfy degree requirements. Eight of these are core rotations that provide exposure to different specialties within the healthcare field. The remaining three rotations are electives that can be completed in almost any discipline. Elective rotations may be completed in your home town or your hub area. Elective rotations can be completed in most states, though there may be some states in which you cannot complete rotations. BUPAP participates in the State Authorization Reciprocity Agreement, which may determine states in which you can complete your rotations. BUPAP has a large list of cardiologists, orthopedic surgeons, dermatologists, and many others to choose from. Elective rotations completed with core family medicine preceptors must be completed as your first elective due to the high demand of family medicine preceptors during the first two rotations for the second year clinical students.

Students may complete the core rotations near the program or may be placed in another hub area. A “hub” is an area where we have established

preceptors who are willing to take our students every year. If we are unable to place a student at a rotation in the assigned hub, the student may be relocated to another hub to complete that particular rotation. We realize this is an inconvenience so we strive to keep students in their assigned hub. However, occasionally students may have to relocate, so we ask that they please be prepared for that possibility. We attempt to keep relocations to a minimum.

Clinical year students will return to campus on the last Friday of each rotation. Return to campus days include end of rotation exams, case presentations, reviews, lectures, clinical skills practice and much more. Faculty advisors will meet with students on this day as well, to discuss the rotations and any issues encountered.

Clinical Course Offering

<u>Course</u>	<u>PAS #</u>	<u>Credits</u>
Family Medicine I	801	5
Family Medicine II	802	5
Internal Medicine	803	5
Emergency Medicine	804	5
General Surgery	805	5
Mental/Behavioral Health	811	5
Family Medicine/Pediatrics	813	5
Family Medicine/Women's Health	814	5
Elective Clinical Experience I	901	5
Elective Clinical Experience II	902	5
Elective Clinical Experience III	903	5
The Business of Medicine	816	3
Summative	815	3

Total Clinical Hours 61

Student Work Policy

Students enrolled in the PA Program are not prohibited, but are strongly discouraged from working during the didactic year, due to the intense and rigorous nature of the program. Students are not allowed to work for the program. If you choose to work and are unable to fulfill program requirements due to a work conflict, you will be dismissed from the program.

Students enrolled in the BUPAP are prohibited from working during the clinical year, due to the intense and rigorous nature of the program.

Students are not allowed to work for the program. Students are not to receive or accept compensation for any work performed within the preceptor's clinical site or practice. Students may only render services as part of the clinical phase of their education. If you choose to disregard the work policy and are unable to attend scheduled clinical rotations due to a work conflict, you will be dismissed from the program. Students must not substitute for, or function as, instructional faculty at the PA Program.

Physician Assistant Scholarship Opportunities

This is NOT a comprehensive list. You are responsible for researching & applying for these opportunities.

1. The Tennessee Physician Assistant Foundation

[awards 2 scholarships](#) each year at Fall Fest, TAPA's fall continuing medical education (CME) conference

- **The J.C Carey Memorial Scholarship**

Named a former Bethel PA Professions Professor, J.C. Carey.

- **The James Montag, Jr. Scholarship**

For PA's with military experience

2. Elise Rose Kelley Scholarship

Available to clinical year PA students only. A completed application and essay submission for a recipient to be chosen by the PA faculty based on the essay written by the applicant. The \$500 is awarded annually in the spring semester of the clinical year. In memory of the granddaughter of alumni members Tim and Stacey Lewis.

Many state PA organizations offer scholarships for PA students. Some organizations allow for residents, past residents, or future residents to apply.

3. The Physician Assistant Foundation

[Several scholarships available](#)

4. The AAPA Veterans Caucus Scholarship

[Scholarships for veterans](#)

5. PAs for Latino Health (PALH)

[Scholarships](#): do not need to be Latino to apply.

6. Annual African Heritage Caucus Scholarship Award

[Scholarship info link](#)

7. American Academy of Physician Assistants in Allergy, Asthma, and Immunology [Resources Link](#)

8. **American Association of Surgical Physician Assistants (AASPA) Susan and Tom Lusty Memorial Scholarship** [Scholarship info link](#)
9. **Society for Physician Assistants in Pediatrics (SPAP)** [Website](#)
10. **Society of Emergency Medicine Physician Assistants (SEMPA)** [Paul S. Robinson Award](#)
11. **Association of Physician Assistants in Oncology** [Resources](#)
12. **Physician Assistants in Orthopedic Surgery** [Susan Lindahl Memorial Scholarship](#)
13. **The Society of Physician Assistants in Otorhinolaryngology / Head & Neck Surgery** [Scholarship info link](#)
14. **The Society of Army Physician Assistants.** [Two Scholarships](#)
15. **Tylenol - Future Care Scholarship Program** [Scholarship info link](#)
16. **Certified Medical Educators** [Scholarship info link](#)
17. **The Hispanic Scholarship Fund** [Scholarship info link](#)
18. **Korean American Scholarship Foundation,** [Scholarship application](#)
19. **American Indian Graduate Center Scholarship and Fellowship Opportunities** [Resources link](#)
20. **The Paul & Daisy Soros Fellowships for New Americans** for immigrants or the children of immigrants. [Resources link](#)
21. **The National Italian American Foundation.** [Scholarship info link](#)
22. **The Physician Assistant Life.** A rich site of resources for PAs in all stages of their career including lists of Options for paying for PA school: [Grants, Scholarships, loans](#)
23. **The PA GLOBAL HEALTH (PAGH) Student Scholarship** is available once a year. Applications are collected in May, the submission deadline is in June, and winners are announced in August annually. [Website](#)

Non-Departmental Programs

Honors Program

The mission of the Honors Program at Bethel is to challenge academically gifted students to develop their capacities for analysis, composition, research, and critical thinking in order to increase their preparation for the duties incumbent upon education and achievement. The course of study embraced by the Honors Program both deepens the appreciation of all things human and promotes an interdisciplinary understanding of the contemporary world. As such, the Honors Program is a perfect complement to the Bethel University mission of helping students reach their full potential.

To be admitted to the Honors Program, incoming freshmen should have minimum English and Reading ACT scores of 24 and a minimum high school GPA of 3.25. Interested students should submit applications to the Director of the Honors Program, who will, in consultation with other Honors Program faculty members, begin making decisions in March. Applications are available from the Office of Admissions and from the Director of the Honors Program.

Freshmen may apply for admission to the Honors Program after their first semester. Applicants should have a minimum college GPA of 3.4 and the recommendation of one college professor. All applications from returning students must be submitted no later than May 30. Qualified students are encouraged to inquire.

Continued participation in the Honors Program is contingent upon maintenance of a 3.0 GPA in Honors Program courses and a cumulative GPA of at least 3.0. Any student earning a grade of D or F in HON 101 or HON 102 may repeat the course one time. Students who fall below the 3.0 minimum GPA in Honors courses may register for additional Honors courses only with the approval of the Honors Program Director. Students who fall below the cumulative GPA requirement will have a one-semester probationary period in which to raise their cumulative GPA to the minimum level.

The Honors research project preparation seminar (HON 395) must be taken in the Spring semester of the junior year. In the senior year, students must complete a Senior Honors Project (**495). This project must be supervised by a member of the faculty and must be approved by the Honors Project Director during the preceding semester.

Students who have earned at least a GPA of 3.0 in the required Honors courses and who have earned at least a cumulative GPA of 3.0 will

graduate from the Bethel Honors Program. This distinction will be duly noted on the transcript and diploma.

Senior Honors Project

If, at the end of the junior year, a student has a GPA of 3.5 or more, an honors project may be undertaken during the senior year. The project consists of a special research program in the major or minor field. The project is designed by the student with the approval of the faculty advisor, the Division Chair, and the Academic Dean.

Guidelines for the project are as follows:

1. With the approval of a faculty supervisor in the appropriate discipline and of the Honors Program Director, the student will enroll in **495 Honors Project.
2. The student's proposal must be submitted to the Division Chair and the Academic Dean no later than the first month of the semester for which the student is enrolled in **495 Honors Project. The student and the project advisor should be available to address any questions or concerns of the Department Chair and the Academic Dean.
3. The Division Chair and the Academic Dean must approve the project proposal as well as all subsequent changes to the original proposal.
4. The student will make a midterm progress report (written or oral) to the Division Chair and the Academic Dean during the semester in which the student is enrolled in **Senior Honor Project.
5. A copy of the completed and graded project will be submitted to the Division Chair and to the Academic Dean, each, no later than midterm of the following semester.
6. The student will provide two copies (50% rag content) of the final approved project narrative to the Burroughs Learning Center and one copy to the project supervisor.

Developmental Education

On the basis of the results of ACT tests and other information, such as transcripts, some students will be placed in developmental courses to remedy deficiencies which would otherwise prevent success in the college curriculum. Students failing to obtain a grade of C or better in any developmental course after three attempts will receive an automatic suspension. Credit in developmental courses will not be counted toward graduation requirements.

Global Studies

Study Abroad—IES

Bethel University has a Study Abroad agreement with IES, IES Abroad is headquartered in Chicago and provides 120+ study abroad programs in more than 30 global locations worldwide. Students may receive academic credit through programs which Bethel University approves. Bethel University students must complete an application process with the Bethel Study Abroad Faculty Advisor and with IES. For further information regarding IES, visit their website at IESabroad.org.

Global Service Learning

Students interested in Global Service Learning at Bethel University must enroll in GSL 150, 250, 350, or 450 (dependent on classification) for 3 hours credit, which also includes the travel. There are no prerequisites for the course and it is open to all Bethel University colleges. Students will be required to attend an informational meeting, submit a non-refundable deposit amount as determined, and complete application materials. Participation in the Global Service Learning experience is contingent upon approval of the Director of Global Studies.

Certified Nursing Assistant (CNA)

The Department of Nursing offers a six-week, three credit hour online course which prepares the student to take the exam for certification as a nursing assistant. Clinical practice experiences are provided in the long-term care facility under the guidance of a preceptor. The program has 135 hours of learning experiences divided between didactic experiences, skills lab experiences and clinical practicum experiences. The nursing assistant program meets federal regulations as issued by Center for Medicare and Medicaid Services as well as individual state regulations that operationalize the federal regulations. Currently the program is approved to be offered in Tennessee and Kentucky.

Program Delivery Format

The program is offered in response to a request from a Long-Term Care facility to teach a class for a group of potential CNA employees. The students are employees or potential employees of the facility. No individual students are enrolled in the course – only groups of individuals through the facility requesting the course. The preceptor is employed by the facility and works closely with the Bethel course instructor to ensure coordination of didactic experiences with clinical experiences as well as integration of content learned into clinical practice.

Program Design

The didactic portion of the class is designed to meet and/or exceed the individual state requirements for classroom learning hours. The classroom

learning experience is developed to assist the student to construct the learning necessary to provide quality care to his or her clients. Methods of instruction include but are not limited to: PowerPoint presentation, online text with assigned readings, online videos demonstrating skills to be utilized in the delivery of care, discussion board postings, papers, online activities, online quizzes and online examinations.

The clinical portion of the class is designed to meet and/or exceed the individual state requirements for skills lab and clinical practicum experience. A minimum of 16 hours is spent in skills lab practicing and validating competency in skills as required by federal and state regulations prior to providing hands-on care to clients. After the student's competency is verified, a minimum of 32 hours is spent delivering care to the clients under the supervision of the clinical practicum preceptor.

Admission Requirements

Admission to the nursing assistant program requires that the student have a high school degree or a GED. An official high school transcript or a GED certificate must be submitted to Bethel University to complete admission to the program. The student must meet all practice requirements of the facility in which they will be participating in clinical experiences. These requirements may include: immunizations requirements, CPR certification requirements, background check requirements, liability insurance. The facility is responsible for ensuring that all students meet the facility requirements as specified by state and federal regulations.

Progression Requirements

The student must make a 70% to pass the course and be eligible to take the certification examination. The student must also demonstrate proficiency in all skills as required by state and federal guidelines.

Methods of evaluation include: skills check offs, discussion boards, quizzes, exams, clinical evaluation performance.

Course Descriptions

Undergraduate

Course Offering - Clinical Year

Note: University Parallel/General Education course offering information can be found under the “Undergraduate Course Descriptions” section of the 2020-21 College of Arts and Sciences catalog.

HEALTH SCIENCE

HSC 212 Nutrition for Health Care Providers (3 hours)

An introduction to nutritional foundations, spanning the duration of the life cycle in regard to prevention, maintenance and enhancement of health according to an individual's health, age, and activity level in a variety of healthcare settings. This course is designed for the future healthcare professional with an emphasis on applying evidence-based nutrition recommendations and guidelines to promote optimal health, prevent disease and treat health-related conditions.

HSC 216 Medical Terminology for Health Care Providers (3 hours)

Utilizing a systems-based approach, students will gain an understanding of basic elements, rules of building and analyzing medical terms associated with the body as a whole. Students will define, interpret and pronounce medical terms relating to structure, function, pathology, diagnosis, clinical procedures and pharmacology. Students will be able to recognize, spell, pronounce, and define medical words by combining prefixes, suffixes, and work roots as well as become familiar with common abbreviations used in medicine.

NURSING

NUR 300 Health Assessment of Adults (4 hours)

This course introduces the student to normal and abnormal findings noted during physical assessment found in persons age young adult and older. The focus of the course will be on the assessment phase of the nursing process and the development of skills needed to perform physical assessment while considering psychosocial and cultural backgrounds. The topics of interviewing, utilizing therapeutic communication, and teaching health promotion behaviors will be discussed and practiced. Prerequisite: admission to the nursing program.

NUR 302R Transition to Baccalaureate Nursing Practice (4 hours)

This course is designed as a transition to baccalaureate nursing practice for the registered nurse. The expanding roles and concepts that influence nursing practice in today's complex health care environment are the focus of this class. Nursing theories and models of practice, critical thinking/clinical reasoning, evidence-based practice, health promotion and illness prevention, health care delivery system, informatics, socialization and image, and career management will be discussed in relation to the baccalaureate role. Prerequisite: admission to the nursing program.

NUR 305 Strategies for Nursing School Success (1 hour)

Strategies for success in nursing school will be discussed. Topics to be discussed include study skills, time management skills, test-taking skills specific to nursing exams, individual learning styles and utilization of syllabus and textbook resources. Opportunities for practice of these strategies will be integrated into the discussion of each topic.

NUR 306R Introduction to Research for Evidence-Based BSN Practice (3 hours)

This course provides an overview of qualitative and quantitative research methodologies as applied to nursing practice and the role of the baccalaureate nurse as a critical research consumer. The research processes applied in each type of research, methods used to critique research studies prior to becoming a research consumer and implications for utilizing the findings for evidence-based nursing practice will be discussed. Prerequisite: admission to the nursing program. Prerequisite or corequisite: MTH 202, NUR302R.

NUR 307R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care I (3 hours)

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three-part series that covers a variety of complex illnesses. Prerequisite: CHE 123R.

NUR 310R Health Assessment of Adults (3 hours, 1-hour lab)

This course will guide the student in differentiating normal and abnormal findings noted during physical assessment found in clients. The focus will be on the skills needed to perform physical assessment while considering psychosocial and cultural backgrounds. The topics of interviewing, therapeutic communication, and teaching health promotion behaviors will be discussed and practiced. Prerequisite: admission to the nursing program.

NUR 311 Foundations in Nursing (5 hours)

This course focuses on the foundations of professional nursing practice. The nursing process and evidenced-based practice will be explored and applied. Study of the factors that impact health, essential nursing interventions and the promotion of physiological functioning by the nurse will guide development of an understanding of the role of the nurse as provider of care. Beginning skills will be taught in a laboratory component of the course and implemented in the clinical component to prepare the student to function in the beginning role of provider of care. (3 hours class and 6 hours clinical per week) Prerequisite: admission to the nursing program.

NUR 317 Pharmacology in Nursing I (2 hours)

This course is the first half of a yearlong course in pharmacology in nursing. The courses together will focus on pharmacological therapy and the role of the nurse in drug management, with consideration of social, economic, and technological changes in administering medications safely. Emphasis will be placed on developing critical thinking abilities necessary to care for persons receiving medication therapy. Prerequisite: admission to the nursing program.

NUR 318 Pharmacology in Nursing II (2 hours)

This course is the second half of a yearlong course in pharmacology in nursing. The courses together will focus on pharmacological therapy and the role of the nurse in drug management, with consideration of social, economic, and technological changes in administering medications safely. Emphasis will be placed on developing critical thinking abilities necessary to care for persons receiving medication therapy. Prerequisite: NUR 317.

NUR 321 Concepts in Nursing (2 hours)

This course focuses on the values, roles, ethics and image of the professional nurse. Nursing theory, nursing models of practice, teaching/learning and the health care delivery systems will be introduced. The history of nursing, nursing education, political factors affecting nursing, global health care, and the Nursing Code of Ethics will be discussed as well as their influence on current and future practice issues. The concepts of cultural diversity, altruism, autonomy, dignity, and integrity will also be introduced. Prerequisite: admission to the nursing program.

NUR 322 Nursing Care of Clients with Psychosocial Disorders (4 hours)

This course emphasizes the process of psychosocial adaptation in persons with acute and chronic mental disorders. The course also contains a clinical component that focuses on nursing care of clients in the psychosocial setting. The importance of critical thinking and developing evidence-based practice in the psychosocial setting will be emphasized. (2-hour class and 6 hours clinical per week.) Prerequisites: NUR 300, 311, 317, 321

NUR 323 Pathophysiology in Nursing (3 hours)

This course will explore the pathological alterations of normal physiological function and the resulting disease processes along with their clinical manifestations. Prerequisite: admission to the nursing program.

NUR 326 Nursing Care of Adults I (6 hours)

This course is the first semester of a two-semester series that examines theoretical and scientific knowledge necessary to care for culturally diverse adults. The physiologic pathology of selected diseases of adults, adaptation to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of adults. Critical thinking and the development of evidence-based practice will be emphasized. (3 hours class and 9 hours clinical per week.) Prerequisites: NUR 300, 311, 317, 321.

NUR 334 Nursing Care of Children and Adolescents (5 hours)

This course examines theoretical and scientific knowledge necessary to care for culturally diverse children and adolescents. The physiologic pathology of selected diseases of children and adolescents, adaptation to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of children and adolescents. Critical thinking and the development of evidence-based practice will be emphasized. (3 hours class and 6 hours clinical per week.) Prerequisites: NUR 318, 322, 323, 326.

NUR 381 Research in Nursing (3 hours)

This course introduces the student to the history of nursing research, research methodologies, and techniques of utilizing research findings to establish evidence-based practice. Quantitative and qualitative research designs will be reviewed to prepare the students to become knowledgeable consumers of research and in critiquing research. Prerequisite: MTH 202. Prerequisite: admission to the nursing program.

NUR 402R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care II (3 hours)

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three-part series that covers a variety of complex illnesses.

NUR 406R Baccalaureate Nursing Practice in the Community (2 hours, 2-hour lab)

This course prepares the student as a generalist for entry level practice in community health nursing. Students will identify methods of delivering culturally competent health care to community groups while developing basic skills in epidemiological investigation, and community health assessment and health promotion. In addition, this course includes a clinical component that offers the student the opportunity to apply concepts learned in the community health nursing course by focusing on health promotion in areas such as public health, primary care, occupational health, home health, and hospice. Students will serve in roles of health educators, coordinators, and care providers in a community health setting. Prerequisite: 300 level nursing courses.

NUR 410 Nursing Care of the Community (4 hours)

This course prepares the student as a generalist for entry level practice in community health nursing. Students will identify methods of delivering culturally competent health care to community groups while developing basic skills in epidemiological investigation, and community health assessment and health promotion. In addition, this course includes a clinical component that focuses on health promotion in areas such as public health, primary care, occupational health, correctional health, and hospice. Student will serve in roles as health educators, coordinators, and advocates in a community health setting. (2 hours class and 6 hours clinical per week.) Prerequisites: NUR 334, 341.

NUR 413R Pharmacological/Pathophysiological Basis for Complex Illness Nursing Care III (3 hours)

Development of the clinical judgment skills necessary for the baccalaureate nurse to care for adults experiencing complex illness in all environments is the focus of these courses. Pathophysiology content, pharmacology content, and physiological knowledge are integrated to approach complex illness using critical thinking skills to determine appropriate nursing interventions and develop evidence-based clinical judgments. Each course is a part of a three-part series that covers a variety of complex illnesses. Prerequisite: Transition to Baccalaureate Nursing Practice & Health Assessment.

NUR 414 Nursing Care of Women and Neonates (5 hours)

This course examines theoretical and scientific knowledge required to provide nursing care to culturally diverse women and childbearing families. Women's health issues, including pathology of diseases specific to women, maternity care, and newborn care will be discussed. Health promotion, risk reduction, and disease prevention will be emphasized. The clinical component of this course focuses on nursing care of female clients. Students will gain experience in a variety of gynecologic and obstetric settings. Critical thinking and evidence-based practice will be emphasized. (3 hours class and 6 hours clinical per week.) Prerequisites: NUR 334, 341.

NUR 417R Leadership and Management in Baccalaureate Nursing Practice (2 hours, 2-hour lab)

This course examines the leadership styles utilized in baccalaureate nursing practice. Theories and skills utilized in leading and managing including prioritization and delegation, organizational structures, and legal and ethical issues will be examined. The impact of economics and regulations on leadership will be considered. Investigation of the impact of nursing leadership on interdisciplinary relationships and their effect on the outcomes of nursing care will be facilitated. The clinical component of this course focuses on baccalaureate nursing leadership and management roles in a variety of healthcare settings. Prerequisite: 300 level nursing courses.

NUR 418 Nursing Care of Adults II (6 hours)

This course is the second semester of a two-semester series that examines theoretical and scientific knowledge necessary to care for culturally diverse adults. The physiologic pathology of selected diseases of adults, adaption to stressors, and the dysfunction of systems will be discussed. This course also includes a clinical component that focuses on nursing strategies utilized to promote restoration of health during illness of adults. Critical thinking and the development of evidence-based practice will be emphasized. (3 hours class and 9 hours clinical per week.) Prerequisites: NUR 334, 341.

NUR 421R Clinical Reasoning Practicum/Capstone for Baccalaureate Nursing Practice (1-hour, 3-hour lab)

The clinical reasoning practicum and capstone course will offer the student the opportunity to apply knowledge and skills obtained from the Physiological/Pathophysiological Basis for Complex Illness Nursing Care courses. A simulated clinical environment will offer clinical scenarios where the student will be expected to apply clinical reasoning skills that result in positive clinical outcomes. The capstone project concentrates on the application of strategic planning concepts to baccalaureate nursing practice. Emphasis will be placed on the development of critical thinking skills and research utilization to establish an evidenced based practice project. This

course provides the student with an opportunity to integrate concepts learned throughout the RN-BSN curriculum. Prerequisite: Physiological/ Pathophysiological Basis for Complex Illness Nursing Care I, II, III.

NUR 422 Nursing Care of Critically Ill Adults (4 hours)

This course is designed to introduce undergraduate nursing students to the Adult Acute Care/Critical Care practice setting across the health care continuum. Core content areas include nursing care for pathological conditions of the respiratory, cardiovascular, gastrointestinal, renal, endocrine, neurological, hematological, and immunological systems. Trauma, emergencies, and critical care practice issues such as palliative care, end of life care, and organ donation will also be discussed. The clinical component will provide the student with experiences in the critical care area. (2 hours class and 6 hours clinical per week.) Prerequisites: NUR 410, 414, 418.

NUR 424 Capstone Practicum in Nursing (6 hours)

This course provides the last semester nursing student with the opportunity to synthesize and apply nursing concepts. This course also contains a clinical practicum component based on the application of clinical decision-making in order to provide comprehensive nursing care to persons in inpatient or community settings. Students choose an area of interest and obtain clinical experience under the supervision of a preceptor. (2 hours class and 12 hours clinical per week.) Prerequisites: NUR 410, 414, 418. Students who earn a grade of “C” or higher are exempt from COE 401.

NUR 430 Leadership and Management in Nursing (4 hours)

This course examines the leadership styles utilized in nursing practice. Theories and skills in leading and managing including prioritization and delegation, organizational structures, and legal and ethical issues will be examined. The impact of economics, regulations and political influences on nursing will be explored. Investigation of the effect of interdisciplinary relationships on the outcomes of nursing care will be facilitated. The clinical component of this course focuses on nursing management roles in a variety of settings—allowing students to begin incorporation of knowledge obtained in this course into their practice. (2 hours class and 6 hours clinical per week) Students who earn a grade of “C” or higher are exempt from COE 401. Prerequisites: NUR 410, 414, 418.

NUR 450 Issues in Health Care (1 hour)

This course will focus on professional role development as well as beginning professional socialization. Current social, political, and economic issues that influence health care will be considered. Exploration of the nurse’s role within the current health care environment with regard to these evolving health care issues will be facilitated. Prerequisites: NUR 410, 414, 418.

NUR 490 Special Topics (1-3 hours)

A special course developed to afford learning experiences beyond courses in the curriculum. Topics for the course require approval of the Academic Dean.

NUR 491 Nursing Care of Older Adults (2 Credit Hours)

This course prepares the student as a generalist for entry level practice in nursing care of older adults. It will focus on nursing and aging theories, body systems' age-related changes, assessment skills and tools, ethical, cultural, pharmacological and nutritional considerations in the elderly population. In addition, this course will address application of the nursing process and the use of critical thinking skills in caring for the aged client. Various care settings and gerontological resources will be explored.

NUR 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum. Prerequisite: Junior standing, approval of advisor and Academic Dean.

Graduate Course Descriptions

PHYSICIAN ASSISTANT STUDIES

PAS 701 Clinical Medicine I (8 hours)

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan are case studies that allow the student to use critical analysis in the medical decision and problem-solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Pre-requisite: Admission to BUPAP.

PAS 702 Clinical Medicine II (8 hours)

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan are case studies that allow the student to use critical analysis in the medical decision and problem-solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation, making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Pre-requisite: Successful completion of PAS 701.

PAS 703 Clinical Medicine III (8 hours)

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan are case studies that allow the student to use critical analysis in the medical decision and problem-solving process. Students develop the skills of determining a differential diagnosis when given a clinical presentation making a definitive diagnosis with diagnostic tests, providing appropriate treatment and follow up. Pre-requisite: Successful completion of PAS 702.

PAS 710 Pharmacology I (3 hours)

This course is designed as a survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios are also incorporated in this course. Pre-requisite: Admission to BUPAP.

PAS 711 Pharmacology II (3 hours)

This course is designed as a comprehensive survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios are also incorporated in this course. Pre-requisite: Successful completion of PAS 710.

PAS 712 Pharmacology III (3 hours)

This course is designed as a comprehensive survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios are also incorporated in this course. Pre-requisite: Successful completion of PAS 711.

PAS 717 Anatomy & Physiology I with Lab (2 hours)

This course is an intensive study of human anatomy and physiology with clinical applications and medical terminology. This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the general structures and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Pre-requisite: Admission to BUPAP.

PAS 718 Anatomy & Physiology II with Lab (2 hours)

This course is an intensive study of human anatomy and physiology with clinical application of medical terminology. This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding to the general structure and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Pre-requisites: Successful completion of PAS 717

PAS 719 Anatomy & Physiology III with Lab (2 hours)

This course is an intensive study of human anatomy and physiology with clinical applications and medical terminology. This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding to the general structure and functional principles of the human body. It is organized to coincide with Clinical Medicine, to prepare the student to recognize the normal relationship of structure, and correlate normal variants clinically. Pre-requisites: Successful completion of PAS 718

PAS 723 Pathophysiology I (2 hours)

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Pre-requisite: Admission to BUPAP.

PAS 724 Pathophysiology II (2 hours)

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Pre-requisites: Successful completion of PAS723

PAS 725 Pathophysiology III (2 hours)

This course is designed to develop the Physician Assistant student's working knowledge and comprehensive understanding of the of the pathophysiological principles of the human body. It is an intensive study of pathology of the human body, which explores the etiology of organic and systemic disease. Lectures corresponding to the Clinical Medical and Anatomy & Physiology schedules are integrated throughout the didactic phase. Using this approach, the student will be able to understand, diagnose, and differentiate disease entities. Pre-requisites: Successful completion of PAS724

PAS 730 Physical Diagnosis I (3 hours)

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all the components together in a systematic and efficient fashion and in a complete and orderly form. Pre-requisite: Admission to BUPAP.

PAS 731 Physical Diagnosis II (3 hours)

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all the components together in a systematic and efficient fashion and in a complete and orderly form. Pre-requisite: Successful completion of PAS 730.

PAS 732 Physical Diagnosis III (3 hours)

Methods of examination, documentation of a complete physical examination, and oral presentation methods will be taught. This will be done using an organ system approach. At the end of this course, the student will be able to put all the components together in a systematic and efficient fashion and in a complete and orderly form. Pre-requisite: Successful completion of PAS 731.

PAS 740 Clinical Skills I (3 hours)

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Pre-requisite: Admission into BUPAP.

PAS 741 Clinical Skills II (3 hours)

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Pre-requisite: Successful completion of PAS 740.

PAS 742 Clinical Skills III (3 hours)

The course is designed to introduce skill sets that include the description, indications, contraindication, rationale, complications, essential anatomy/physiology and steps in performing clinical procedures. This knowledge is then applied in the clinical setting by performing the appropriate procedures as they correlate to routine care, identifying, or treating a diagnosis. The class is taught in traditional class time with scheduled practicum time and check off evaluations. The class utilizes advanced technology to demonstrate clinical procedures as performed in practice. Pre-requisite: Successful completion of PAS 741.

PAS 750 Lab Diagnostics I (2 hours)

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Pre-requisite: Admission to BUPAP.

PAS 751 Lab Diagnostics II (2 hours)

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Pre-requisite: Successful completion of PAS 750.

PAS 752 Lab Diagnostics III (2 hours)

This course introduces the Physician Assistant student to the diagnostic testing in clinical medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results. Pre-requisite: Successful completion of PAS 751.

PAS 760 Medical Terminology (1 hour)

This course introduces the Physician Assistant student to the language of medicine. The content is logically organized with a body system approach. This course will also provide a brief review of anatomic terminology. Pre-requisite: Admission to BUPAP.

PAS 761 EKG (2 hours)

A course designed to educate the Physician Assistant student on the utilization and interpretation of the electrocardiogram. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of the electrophysiology of the heart, basic approach to the evaluation of an electrocardiogram, obtaining a 12-lead electrocardiogram and rhythm strip, recognition of cardiac abnormalities such as dysrhythmias, ischemia, infarction, cardiac inflammatory conditions, conduction abnormalities, and chamber enlargement. Pre-requisite: Admission to BUPAP.

PAS 762 Behavioral Medicine (2 hours)

The course of behavioral medicine will present an introduction to the neurobiological, psychobiological, emotional, social and cultural influences on mental health and illness in the practice of primary care medicine. Personality, sexual, emotional and behavioral development across the life span will be addressed. Principles of violence identification and prevention will be examined. This course covers psychiatric topics with associated pharmacology, anatomy & physiology, pathophysiology, and when appropriate, laboratory medicine. Instruction in basic counseling skills will be reviewed. Instruments for the evaluation and assessment of psychiatric disorders will be presented. Students develop the skills of determining a differential diagnosis when given a clinical presentation making a definitive diagnosis with psychiatric assessments, and providing appropriate treatment, education, and follow up. Pre-requisite: Admission to BUPAP.

PAS 763 Radiology (2 hours)

This course is designed to educate the Physician Assistant student on the utilization and interpretation of radiological diagnostic tests. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of radiology, its history, and interpretation of x-rays, competence in ordering the correct diagnostic test for presenting complaint, introduction to fluoroscopy, computerized tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and angiography. Pre-requisite: Admission to BUPAP.

PAS 770 The PA Profession (2 hours)

This course explores the history of the PA profession, the role of the PA in today's health care system and the factors affecting them. Additional topics include credentialing, licensing, policies and procedures, regulations governing scope of practice, and the development of professional organizations for physician assistants, issues of professionalism, physician/PA relationships and ethics. Pre-requisite: Admission to BUPAP.

PAS 780 Genetics (2 hours)

This course is a survey of medical genetics. The goal is to equip students to understand the role of genetics in the practice of medicine. This will involve the ability to understand the medical genetics literature as well as the clinical applications of genetic knowledge in the care of individual patients. Pre-requisite: Admission to BUPAP.

PAS 781 Geriatrics (2 hours)

This is a course designed to cover the physical, social, legal and ethical care of the older patient by a primary care physician assistant. Pre-requisite: Admission to BUPAP.

PAS 782 Pediatrics (2 hours)

This is a course designed to introduce the PA student to pediatric medicine. The course will cover normal growth and development, the pediatric well-baby exam, immunizations and specific medical diseases and disorders as they relate to the pediatric patient. Pre-requisite: Admission to BUPAP.

PAS 790A Evidence-Based Medicine I (1 hour)

This course is an intensive study in evidence-based medicine and thinking critically about the information and evidence needed to produce clinical decisions. It will prepare the student to cope with the vast amount of medical literature produced every year. This course is structured to equip the student to effectively evaluate medical literature and apply the information acquired to clinical decision making. The final project in this course is designed for the students to demonstrate their understanding of EBM and of the evaluation of primary medical literature. Pre-requisite: Admission to BUPAP.

PAS 791A Evidence-Based Medicine II (1 hour)

This course is an intensive study and application of evidence-based medicine and critical thinking. The course will have the student utilize the information that was mastered in PAS 790A – EBM I and apply the information and evidence needed to produce sound clinical decision-making skills. The student will be presented with multiple case studies that encompasses a variety of topics based from the PANCE blueprint to which they will have utilize their critical thinking skills to determine the proper differential diagnosis and formulate an appropriate treatment plan using evidence based medicine. The final project in this course is designed to utilize their research methods and evidence-based medicine knowledge to take a previous case study project form the PAS 790A – EBM I, evaluate the resources, and write a case-based write up suitable for publications. Prerequisite: PAS 790A - Evidence-Based Medicine I.

PAS 801 Family Medicine I (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Family Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Family Medicine setting. The course will take place in the urgent care setting, outpatient clinic, inpatient hospital setting and/or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to obtain a medical history, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic studies, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Family Medicine.

PAS 802 Family Medicine II (5 hours)

This is a continuation of Family Medicine I. Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Family Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Family Medicine setting. The course may take place in the urgent care setting, outpatient clinic, inpatient hospital setting, and/or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Family Medicine.

PAS 803 Internal Medicine (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Internal Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Internal Medicine setting. The course will take place in the outpatient clinic, inpatient hospital setting, long term care facility and/or intensive care unit. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients from the initial visit through possible hospitalization and follow up. The student will have the opportunity to obtain a medical history, perform physical exams, develop a differential diagnosis, order/interpret appropriate

diagnostic tests, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Internal Medicine.

PAS 804 Emergency Medicine (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Emergency Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Emergency Medicine setting. The course will take place in the urgent care or emergency department. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization. The student will have the opportunity to obtain medical histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, perform common procedures, propose a treatment plan, and provide patient education on diagnosis and treatment of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Emergency Medicine.

PAS 805 General Surgery (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the General Surgery patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the General Surgery setting. The course may take place in the outpatient clinic, freestanding surgical center, operating room and/or inpatient hospital setting. The rotation will provide the opportunity for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up (including pre-operative, intra-operative and post-operative care). The student will have the opportunity to obtain medical histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, perform common procedures, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to General Surgery.

PAS 811 Mental/Behavioral Health (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Behavioral Medicine patient. This course will ensure that students are exposed to common disorders encountered in the Behavioral Medicine setting. The course may take place in the outpatient clinic, group home, schools, prison and/or inpatient hospital setting. The rotation will provide opportunities for the student to be

responsible for patients of various ages, from the initial visit through possible hospitalization and follow-up. Students will participate in activities of this rotation such as lectures, case management meetings, and group therapy sessions as directed by the preceptor. The student will have the opportunity to observe/perform intake exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, and provide patient education on diagnosis, prevention, and health maintenance of disease processes.

PAS 813 Family Medicine/Pediatric Medicine (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the Pediatric Medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the Pediatric Medicine setting. The course will take place in the outpatient clinic and/or inpatient hospital setting. The rotation will provide opportunities for the student to be responsible for patients aged 0-18, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to obtain medical and family histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose a treatment plan, perform common procedures and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Pediatric Medicine.

PAS 814 Family Medicine/Women's Health (5 hours)

Under the guidance of a qualified preceptor, this course will ensure that students are exposed to common disorders and procedures that are encountered in the women's health setting. The course will take place in the outpatient clinic, inpatient hospital setting and/or operating room. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients, from the initial visit through possible hospitalization and follow-up. This rotation will focus on general gynecologic health as well as routine pre-natal care. The student will have opportunity to obtain histories, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic tests, propose treatment plans, perform common procedures, and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to women's health.

PAS 815 Summative (3 hours)

The purpose of the summative evaluation is to ascertain the student's readiness to graduate based on a review of the entire graduate student career. The course will allow the student to present a portfolio to the Promotion/Retention/ Disciplinary committee that consists of a number of items to support the student's application for graduation. In addition to the academic year grades, professional evaluations, clinical year grades and preceptor evaluations, there will be assignments specific to the summative evaluation to be completed during the course that will provide a comprehensive review of the student's ability to function as a successful graduate physician assistant.

PAS 816 Business of Medicine (3 hours)

This course is designed to provide students an understanding of the business of medicine including group practice models, management, human resources, insurance products, CPT and ICD coding, third party reimbursement as well as potential impact of health care reform. The student will develop skills related to resume design, contract negotiation and interviewing as well as sufficient knowledge to be involved in management of the medical practice. Prerequisite: Successful completion of the clinical year rotation schedule.

PAS 901 Elective I (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about specific disease processes in the elected field of medicine.

PAS 902 Elective II (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about specific disease processes in the elected field of medicine.

PAS 903 Elective III (5 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about specific disease processes in the elected field of medicine.

Administration & Faculty

Administration

Walter Butler

Bethel University President

Joseph Hames, MD

Vice President and Academic Dean-College of Health Sciences

Jenny Webb, PhD, MSN, RN, CNE

Program Director, Nursing Program

Michael Trent Scates, PA-C

Program Director, Physician Assistant Program

Department of Nursing Faculty

Dayna Edwards (2009)

Associate Professor

A.S., Young Harris College

B.S.N., Medical College of Georgia

M.A., Tennessee Technological University

Ashley Johnson (2012)

Associate Professor

B.S.N., University of Tennessee at Martin

M.S.N., Murray State University

Ph.D., University of Kansas

Holly Kimbrell (2012)

Associate Professor

B.S.N., University of Alabama Birmingham

M.S.N., D.N.P., University of Alabama Huntsville

Delecia Parker (2011)

Associate Professor

A.A., A.S., Pensacola State College

B.S.N., M.S.N., Florida State University

D.N.P., Union University

Jenny Webb (2010)

Program Director, Associate Professor

B.S.N., University of Tennessee at Martin

M.S.N., Union University

PhD, University of Tennessee at Knoxville

Physician Assistant Program Faculty

J.R. Allison, M.D. (2011)

Medical Director, Assistant Professor

B.S., Memphis State University

M.D., University of Tennessee-Memphis

Daniel Patrick Brown, PA-C (2018)

Assistant Professor

B.S., Bethel University

MSPAS, Bethel University

Joseph Hames, M.D. (1999)

Vice President/Academic Dean, Associate Professor

B.A., Furman University

M.D., University of South Carolina

Christy Lankford, PA-C (2015)

Assistant Professor

B.S.N., Bethel College

MSPAS, Bethel University

Cindy Laux, PA-C (2013)

Clinical Director/Assistant Professor

M.S., Kansas State University

MSPAS., Bethel University

Tonya Hayes Nash, PA-C (2020)

Assistant Professor

B.S., Bethel College

MSPAS., Bethel College

Eugene Platt, PA-C (2017)

Assistant Professor

BS Mathematics University of Houston

MSPAS, Bethel College

Kelly Rawls, PA-C (2020)

Assistant Professor/Admissions Director

B.A. University of Mississippi

MSPAS Bethel University

Michael Trent Scates, PA-C (2014)

Program Director

B.S.P.A.S., Trevecca Nazarene University

B.S., University of Tennessee-Martin

M.S.R.P.C., Alderson-Broadus College

Kerri Smith, PA-C (2011)

Associate Director, Academic Director

Associate Professor

B.S., University of Southern Mississippi

MSPAS, Bethel College

Jeff Wilbert, PA-C (2013)

Assistant Professor

B.S., Bethel College

MSPAS., Bethel College

PA Program Adjunct Faculty

Thomas Alleva, PA-C

Cindy Argo, CFNP

Paul Brinkman, PA-C

Kate Cummings, PA-C

John Nuss, PA-C

Board of Trustees

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