



## ACCEPTANCE OF ACADEMIC CREDIT POLICY: 3.020

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### **POLICY**

#### **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. All course credit earned at the university is applicable to any degree program offered by the university provided the course content is consistent with the program's outcomes and level of instruction.

#### **Normal Student Load**

##### **Undergraduate**

The student load is the number of semester hours taken for credit each semester. The normal student load is 15 semester hours per term.

Schedules range from 14 to 18 hours for most students. Course loads more than 18 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 grade point average of 3.00 or above and the approval of their Advisor and the Dean. Students taking 11 hours or less are designated part-time students and may or may not be degree candidates.

##### **Graduate**

Part-time load: a candidate taking less than 6 hours per term is considered to be part-time; however, taking three hours usually qualifies a candidate for loans through the Financial Aid Office. Full-time: for academic purposes, a candidate enrolled in 6 graduate hours is classified as a full-time candidate. No candidate may register for more than 12 graduate hours during a term without permission. Please contact your advisor for more details.

## **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.

## **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 in the Academic Catalog). Bethel University accepts credit in transfer from regionally and nationally accredited institutions that are recognized by the United States Department of Education. All credit presented from other institutions is evaluated for transfer on a course by course basis.

## **Undergraduate transfer credit**

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 that are 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 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 24 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 of the Academic Catalog for additional information.)

## **Graduate Transfer Credit**

- A maximum of six graduate semester hours from an accredited institution may be applied towards a graduate degree\*.
- Transfer hours may be applied only in electives.
- Applicants requesting recognition of transfer credit from other institutions should complete transcript request forms and submit them at the time of application. If an applicant does not request an evaluation of transfer credit at the time of application, transfer credit will not be applied later toward the degree at Bethel University.
- The University recommends providing a copy of any course descriptions in conjunction with the graduate transcript(s) submitted for evaluation.
- No grade below a C will be transferred.

\*Graduate credits are valid for 7 years from the time of completion to time of graduation from Bethel University.

## **International Transfer Credit**

In the admissions process, international applicants must show proof of the equivalent to high school graduation and college or university attendance through the submission of official transcripts. Besides language barriers, educational systems vary greatly internationally. As a result, all international transcripts submitted must be stated in standard U.S. educational terms. To that end, Bethel University requires a translated-evaluation for each credential submitted. This translated evaluation must be completed by an established international evaluation service. All official translated evaluations from trusted sources will be reviewed and credit transferred as with any other transcript.

## **Types of Alternative Credit**

### **Academy Credit**

Bethel University has established a faculty review process that allows the university to award credit for Fire and/or Law Enforcement Academy training. Bethel University accepts up to 30 semester hours in academy credit. These credits may only be applied to the student's elective requirements.

### **Challenge Examinations**

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 course instructor and the student's advisor. 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 Examinations must start the procedure with their advisor. All tuition costs connected with a particular exam must be met by the student before the testing date.)

- Applications for any one Challenge Exam 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 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.
- 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.

## **Advanced Standing Credit (Maximum 60 credit hours)**

### **Military Training and Experience**

Military credit evaluations are provided for all Active Duty, Reserve and Veterans from all branches of the Armed Forces. Bethel University accepts up to 60 semester hours of Advanced Standing credit from coursework and non-duplicated training experiences. These credits may only be applied to the student's elective requirements.

### **Credit by Examination**

- Advance Placement Program: By submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program, students may be awarded a maximum of 12 semester hours in Advance Placement credit. Such credit may be used for either Common Core or elective credit.
- CLEP and DSST Examinations: Students may qualify for a maximum of 30 hours of credit earned through the American Council on Education (ACE) on the College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) examinations.

**Note:** No science lab credit is available through CLEP or DSST. ACE educational credit by examination and ACE credit for training programs are also included in this area.

### **Credit for Experiential Learning (Maximum 30 credit hours)**

Experiential learning credit is typically earned through workforce training and is available to currently enrolled students. To receive this credit award, students have a number of avenues to demonstrate college-level learning. The credit awarded is based upon faculty recommendations or recommendations as described by the American Council on Education's The National Guide to College Credit for Workforce Training or as outlined in the following portfolio programs.

### **Prior Learning Credit**

Bethel University accepts a maximum of 30 credit hours of Prior Learning credit from law enforcement training. Prior Learning Credit may only be applied to Graduate programs when it is completed with the Federal Bureau of Investigation (FBI). These credits may only be applied to the student's elective credit.

### **Portfolio Program**

A process has been established that allows for the evaluation of prior learning obtained through workforce training or life experiences. The Portfolio Program is available only to currently

enrolled students. The process provides students with an opportunity to demonstrate and document learning experience. If sufficient documentation can be presented, students may request up to 30 semester hours of portfolio credit. Occasionally, students may be asked to submit additional documentation to demonstrate the learning experience for which credit is requested. Please refer to the Portfolio Handbook for additional information.

### **Directed and Individual Study**

Under extenuating circumstances, some Bethel courses can be completed outside of 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 and register for the Directed Study or Individual Study course(s). A student must complete the required forms and obtain appropriate signatures (including the 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, provide 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.

### **Residency Requirements**

While Bethel University does not limit the total amount of transfer credit, students are required to complete a certain number of hours with the University. Students in the associate programs are required to complete 30 semester hours and students in the baccalaureate programs must complete a total of 45 hours. The residency requirement is not to be confused with any other requirements for graduation.

### **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 and online.

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 student 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 Dean of the College of Arts & Sciences.

### **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 of the Academic Catalog.)

### **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.

## **REQUIREMENTS FOR GRADUATION**

### **College of Arts & Sciences**

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.

### **Associate**

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

1. Complete a minimum of 60 semester credit hours with an academic cumulative grade point average of 2.0 or greater.
2. Complete the required core curriculum for the chosen program of study.
3. Complete all required assessments related to the chosen program of study.
4. Complete a minimum of 15 semester hours through Bethel University.
5. Complete at least 15 hours of the final 24 semester hours through Bethel University.
6. Complete the Application for Graduation form through the student portal on the Bethel student web site by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.

Any student completing the Associate of Arts or Associate of Science degree who chooses to continue their education for the Bachelor of Arts or Bachelor of Science degree must meet all graduation/course requirements for that degree.

### **Bachelor's**

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

1. Complete a minimum of 120 college-credit semester hours (a minimum of 25% numbered 300 and above) with an academic average of C (2.0 GPA).
2. Complete the requirements of the University Parallel/General Education Core Curriculum for a Bachelor's degree.
3. 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).
4. 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.
5. Complete the Application for Graduation form through the student portal on the Bethel student web site by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.
6. Complete the Bethel University College of Arts & 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 the minor field (if a minor is chosen or required) through Bethel University.

### **Master of Arts in Education Graduation Requirements**

1. Complete the 30 hours of the Master of Arts in Education curriculum.
2. All graduates must maintain a grade point average of 3.0 with no more than one course completed with a grade of C, (D and F grades are not accepted).
3. Completion of all coursework within six years of the date of initial enrollment.
4. Submission of graduation application prior to application deadline.
5. All tuition and fees paid in full.

### **College of Health Sciences**

**Note: Some professional programs may have higher minimum GPA requirements and progression 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 (Nursing)**

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

1. 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.
2. Complete a minimum of 30 semester hours of coursework numbered 300/3000 and above. Waived for students successfully completing all NUR courses in the RN-BSN program.
3. Complete the requirements of the University Parallel/General Education Core Curriculum for a Bachelor's degree.
4. 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).
5. 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.
6. Complete the Application for Graduation form through the student portal on the Bethel student web site by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.
7. 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 (PA Program)**

To qualify for progression and graduation with the Master of Science in Physician Assistant Studies (MSPAS) degree, students must:

- Follow the approved course of study and satisfactorily complete all courses.
- Complete all courses with a cumulative GPA of at least 3.0, with no course or clinical rotation grade below 80%.
- Demonstrate proficiency in all PA competencies.
- Settle all financial accounts with the university.
- Successfully complete the Summative Evaluation upon completion of the Clinical Year.
- Must be recommended for graduation by the PA program's PRD committee and the Dean of CHS and approved by CHS faculty.

## **College of Professional Studies**

### **Associate**

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

1. Complete a minimum of 60 semester hours credit with an academic cumulative grade point average of 2.0 or greater.
2. Complete the required core curriculum for the chosen program of study.
3. Complete all required assessments related to the chosen program of study.
4. Complete a minimum of 30 semester hours through Bethel University.

5. Complete all major courses and major concentration courses and the first half of freshman English or its equivalent with no grade below "C."

### **Bachelor**

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

1. Complete a minimum of 120 semester hours with an academic cumulative grade point average of 2.0 or greater.
2. Complete a minimum of 39 semester hours of coursework numbered 300/3000 and above.
3. Complete the requirements of the University Parallel/General Education Core Curriculum for a bachelor's degree.
4. 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).
5. 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.

### **Master**

To participate in graduation exercises and graduate with a Master of Business Administration or Master of Science degree from Bethel University, each student must fulfill the following requirements.

1. Complete a minimum of 30 semester hours with an academic cumulative grade point average of 3.0 or greater.
2. Complete a minimum of 24 semester hours of coursework at Bethel University with a minimum grade of "C" or higher in all courses.
3. Complete the Bethel University program of study within seven (7) years from the date of completion for any transfer work awarded. (See Transfer Credit).
4. Complete all required assessments no later than the last day of classes for the term in which graduation occurs.

### **Participation in Commencement Ceremony**

Bethel University encourages all students to participate in commencement. However, participation is not mandatory.

### **College of Professional Studies**

Students who wish to participate in Bethel University's commencement exercise must have completed all academic requirements of their chosen program no later than the completion date published in the Academic Calendar for their selected date of commencement. Students must file an online Application for Graduation in the Student Portal no later than the deadline for their selected commencement date. Application filing deadlines are as set by the University (see student calendar in the Academic Catalog).

## **College of Arts & Sciences and the College of Health Sciences**

Students who have 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.

**Cords:** Before the ceremony on commencement day, honors cords will be presented to those students who have earned Academic Honors (See Honors Recognition in the Academic Catalog). Further, red, white and blue cords will be presented to graduates who are Military Veterans, in honor of their service.

### **Academic Stoles**

As a general rule academic or religious stoles are not permitted as part of the commencement regalia. However, students in good standing with a student organization that has a charter, constitution, and active membership on file with the Student Government Association may wear the official stole of that organization during commencement. Please see your advisor for more information.