

Bethel University

COLLEGE OF PROFESSIONAL STUDIES



2016-17

Academic Catalog

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THE CATALOG OF THE
BETHEL
UNIVERSITY
COLLEGE OF
PROFESSIONAL
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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. When changes are made in the curriculum that affect graduation requirements, the University accepts a moral obligation to provide students the curricular options effective the year of their most recent continuous enrollment or an alternative that would 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. Dr. Phyllis Campbell, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4002), is the person responsible for coordinating the University's efforts to comply with these laws.

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 Log. 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 Grievance Policy

(Note: This policy does not apply to student grade appeals or complaints regarding discrimination. Please refer to these policies in the Policy and Procedure Handbook.)

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 are persons not enrolled during the prior six (6) month period.

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

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

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

The Assistant to the President 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 shall 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.

Mission

The mission of Bethel University is to create opportunities for members of the learning community to develop to their highest potential as whole persons - intellectually, spiritually, socially, and physically - in a Christian environment.

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 this 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.

By the term, "whole persons," the University intends that, in the true spirit of the liberal arts education, the undergraduate education encompass all dimensions of the human being, which are in reality inseparable.

Intellectual development focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines.

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.

Physical development focuses on the corporeal aspect of the human; physical development incorporates respect for the body as integral to the cognitive, social, and spiritual dimension of the human experience.

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 collegiate environment should facilitate knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.

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 McLemoresville, 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 masters 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 approved by the TN Board of Education as a teacher preparation institution for the State of TN. Bethel University's bachelor's degree in Nursing is approved by the Tennessee Board of Nursing. Five year initial accreditation was granted to the Nursing Program April 2010 by the Commission on Collegiate Nursing Education (CCNE). Bethel's Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

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 six 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, Chattanooga, Jackson, Memphis, Nashville, and Paris, Tennessee.

Each of these campuses offers classes for the university's nontraditional Success Program (business). Additionally, coursework for the Master of Arts in Education degree is offered at the Jackson, Memphis, and Nashville sites. The College of Health Sciences' Physician Assistant program offers classes at the McKenzie campus and at a new state-of-the-art medical facility in Paris. The College of Professional Studies offers undergraduate bachelor's degrees in criminal justice, emergency services management and organizational leadership. It also offers master's degrees in business, criminal justice and conflict resolution. These programs are offered entirely online. Each satellite facility includes both classroom and office space.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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, telephone number, place of birth, E-mail address, classification, photograph, major/minor, dates of attendance, degree, university honors/awards, the most recent previous educational agency or institution attended, participation in school activities and sports and weight and height of members of athletic teams. 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.

Public notice of categories to be contained in a directory is hereby given and a period of one week is provided at the beginning of each semester during which time a student may request that such information not be released. Bethel University applies an “all or nothing” policy to the release of directory information.

In accordance with the Student Information in Higher Education Act of 2005, a student may execute a consent form authorizing Bethel to release confidential education records, as defined by federal law, to a designated parent, upon request.

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

STATEMENT OF NON-DISCRIMINATION

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. Dr. Phyllis Campbell, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4002), is the person responsible for coordinating the University’s efforts to comply with these laws.

COLLEGE OF PROFESSIONAL STUDIES

OVERVIEW

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 insure 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, computer, 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.

COLLEGE OF PROFESSIONAL STUDIES

ACADEMIC POLICIES

Students are expected to make themselves thoroughly familiar with the regulations of the university, their program, and the requirements for graduation. While specific programs may be approved by outside agencies, meeting Bethel University requirements does not necessarily imply that certification, licensure, or endorsement nationally or in a particular state will be granted automatically.

ACADEMIC INTEGRITY

Students are expected to uphold the University's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. 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. Finally, students committing a third offense will be expelled from the University. Offenses are cumulative over the course of the student's program 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 to the Executive Director of the College and finally to the Vice-President of the College.

STUDENT RESPONSIBILITY

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.

The University expects its students to enjoy and nurture this academic community whose purpose is to be a Christian institution of learning. They are expected to help sustain the University's values. It is the University's goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules that apply to students. Students are thus expected to be honest, respectful of others, helpful to the University's pursuit of its purpose, and law abiding.

DISRUPTIVE BEHAVIOR POLICY STATEMENT

Bethel University College of Professional Studies strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of a classroom or interaction with administrative offices and staff, whether in a face-to-face, online, or other type of educational forums will be addressed.

The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, technology use, etc.

- The instructor is in charge of the classroom or educational setting. This includes the times and extent to which he or she allows questions or discussion, the level of respect with which he or she and other students are to be treated, and the specific behaviors he or she will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
- An instructor may have a specific policy regarding cell phone, computer or other technology use within the classroom and its use may be restricted. It is up to each faculty member to determine how such technology will be used in his or her classroom and specific penalties may be outlined within his or her syllabi.
- An instructor is entitled to maintain order in his or her class and has an obligation to other students to do so.
 - In an on-campus classroom an instructor is authorized and expected to inform a student that his or her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Campus Security to assist with the student's removal.
 - In an online classroom all postings should be written in a professional format, avoiding the use of slang and "text" language. Students should be respectful when responding to other classmates or facilitators. Failure to do so may result in the student's post being administratively removed, which will affect their grade.
- If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course and/or the institution following administrative review by the Executive Director.
- Administrative action for disruptive behavior is not a progressive policy. A grievous act could bring about immediate expulsion.
- Students, as well as employees, are bound by the University's policy against harassment, in any form. Harassment will not be tolerated.
- Documentation of any serious pattern or instance of disruptive behavior will be placed in the student's permanent file.

FALSIFICATION OF DOCUMENTS

Falsification of records and official documents is prohibited by Bethel University. 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. A student who engages in any of these prohibited behaviors may be subject to administrative action up to and including an involuntary withdrawal from the institution following administrative review by the Executive Director.

PARTICIPATION POLICY

Bethel University's College of Professional Studies considers regular class participation essential to the learning process. Lack of participation decreases the contribution by and to the students and faculty. For those reasons, the following guidelines will be honored by faculty and students:

1. Participation for all online courses is based on posting work in each unit by the required deadlines. The completion of each unit is Sunday, 11:59 P.M. (CST) of the week assigned. Failure to post work by the required deadline constitutes as non-participation.
2. Any student whose cumulative absences exceed the published limit will have a grade of "FA" assigned and posted to the student's official academic record.
3. It is the student's responsibility to communicate to the facilitator any anticipated absences, the reason for nonparticipation due to an emergency, and to complete all assigned work.
4. Faculty is not expected to provide make-up work for nonparticipation.
5. The student cannot request a withdrawal from any class in which a grade of "FA" has been received for violation of the participation policy.
6. Final determination of a true emergency is at the discretion of the course facilitator.

GRADES AND GRADING (see also "Participation Policy" and "Academic Integrity")

Grading System

The University uses a 4 point grading system. 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
- FA: Failure for Attendance, 0 points
- P: Pass, 0 points*
- S: Satisfactory, 0 points*
- W: Withdrew, 0 points*
- WP: Withdrew Passing, 0 points * -- undergraduate program only.
- WF: Withdrew Failing, 0 points – undergraduate program only.

* Grades above marked with an * do not affect the grade point average.

** A passing grade of "C" is required in ENG 101 and all Major requirements. (See Requirements for Graduation)

Pass/Fail Grading

Grade Points are not awarded for Pass/Fail courses. As a result, a “P” grade does not affect the GPA. However, students failing to meet the minimum requirements (“C” level work) for a Pass/Fail course will receive a grade of “F” which does affect a student’s GPA.

Quality Points and the GPA

A letter grade is awarded for each course attempted (See “Grading System”) which indicates a student’s level of academic performance. A student’s overall academic performance is described in terms of a grade point average (GPA). Grade point averages are calculated by dividing the Total Quality Points earned by the Total Quality Hours attempted. (GPA = Total Quality Points ÷ Total Quality Hours Attempted.) Repeated courses are not included in this formula except as stated in the “Repeating Courses” section. Pass/Fail grades do not count in the totals except as indicated in the “Grading System” section.

Total Quality Points are calculated by multiplying the Grade Points for each course attempted by the Semester Credit hours(s) earned for each course.

The Term GPA is calculated by adding the Total Quality Points earned for all courses attempted during a term and dividing it by the total Semester Credit hours attempted during that term.

The Cumulative GPA is calculated by adding the Total Quality Points earned for all courses attempted at Bethel University and dividing them by the Total Semester Credit hours attempted at Bethel University.

Receipt of Grades

Students may view or print a student copy of their grades through the student website or submit a signed written request for their grades to their Student advisor. All requests submitted electronically must be sent using the student’s Bethel email account. Students with unpaid account balances will be unable to receive a grade report. In this event, the student should contact the College of Professional Studies, Billing Office to clear the account before the grades are made accessible.

Repeating Course

Undergraduate: Any course in which a student has earned a grade of “D”, “F”, or “WF” may be repeated for purposes of replacing the lower grade. The last grade earned is used to compute the grade point average. . A course in which a grade of “D”, “F” or “WF” is earned three times at Bethel University may not be repeated at Bethel University. The required Major courses are an exception. The number of attempts for Major Courses is limited only by Academic and/or Financial Aid Satisfactory Academic Progress policies. Further, credit earned through examination may not be used to replace “D”, “F” or “FA” grades earned in a course. The Registrar’s Office posts a grade of “F” for all courses that are not graded within 30 days of the course completion date. Students wishing to challenge a grade may do so in writing. (See Appeals Process below.)

Graduate: The repeating of courses for graduate students is limited to those courses in which a grade of “D” or “F” has been earned, except where the student’s GPA must be improved to reach the required 3.0 for graduation. In that case, graduate students without “D”, “F”, or “FA” grades, may repeat courses in which a “C” was earned until the required GPA of 3.0 has been reached.

Appeals Process

Students wishing to appeal an academic decision or grade; must do so in writing within seven (7) days of the disputed academic decision. The appeal must include the following: 1) on what grounds is this appeal being made and 2) why the student believes an appeal is warranted. Students must include any documentations they deem necessary to support their position. The original decision stands until the appeals process has run its course and a final decision has been rendered.

Academic Standing

Undergraduate: Undergraduate students are considered to be in Good Academic Standing when their cumulative GPA meets or exceeds the minimum GPA for their Student Classification.

- 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

Graduate: Graduate students are considered to be in Good Academic Standing provided a minimum cumulative GPA of 3.0 is maintained in each term of enrollment. Students whose cumulative GPA falls below 3.0 will be placed on Academic Probation. (See Academic Probation and Suspension)

Graduate students must also earn a grade of “C” or above in all non-elective courses. Any non-elective course in which a grade of “C” is earned, must be repeated.

Academic Probation and Suspension

All 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 (See: “Student Classification” below). The period of academic probation will continue as long as the GPA fails to meet the minimum GPA requirements for their student classification. (See Academic Standing) Undergraduate students on academic probation must limit their academic load to 15 semester hours.

Undergraduate:

Undergraduate students who fail to make a “C” average (2.0 GPA) in the following term while on probation will be automatically suspended for one term. Also a one-semester academic suspension is imposed on any undergraduate 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 a second one-semester suspension, all undergraduate students subject to suspension will be given a one-year academic suspension.

Any undergraduate student who once attended Bethel but has not attended in six months or more must file an Application for Readmission in the Office of Admission. There is no fee required for this application. If the student was academically or socially suspended from Bethel University, he or she also will be required to submit a written request for readmission. 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.

Graduate:

Graduate Students must earn a minimum 3.0 G.P.A. during each term of enrollment. Graduate Students who earn a cumulative GPA below a 3.0 are placed on Academic Probation. Graduate Students on academic probation must maintain fulltime status with a 3.0 G.P.A. during the subsequent term of enrollment. While in a Probationary status, graduate students who do not earn a 3.0 G.P.A. for the probationary term will be placed on Academic Suspension.

Readmission to the University after a term of suspension or administrative withdrawal is not automatic. All suspended or administratively withdrawn students are required to apply for readmission to the University. A letter must be sent to the Director of the Program before registration and should state the reasons for requesting readmission. (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.

Honors Recognition

Undergraduate students with a GPA of 3.70 or higher at the time of graduation will receive Honors recognition during the graduation ceremony and on the diploma.

Plan of Study

The Official Plan of Study is maintained by the student’s student advisor. It is initially produced once all transfer credit has been evaluated and applied to your degree program. The plan of study tracks your progress towards degree completion. It is in your best interest to review your Plan of Study on a regular basis and initiate periodic reviews of the plan with your advisor. When you near completion of your degree program, you will receive a degree audit that lists exactly what you need to complete your program of study.

Students may contact their student advisor for a copy of the Plan of Study.

Student Classification

Undergraduate 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.

CREDIT

Bethel University defines the unit of credit as the semester hour. Further, all courses are accelerated which allows students the opportunity to complete degrees more quickly. A typical course is worth three semester hours of credit.

Undergraduate: Courses meet one night per week for four hours each night and the course is five weeks in duration. Online courses are 5 weeks in length and require participation throughout the week.

Graduate: MBA and MACR courses are 8 weeks in length; MSCJ courses are 7 weeks in length. All graduate programs require participation throughout the week.

Requirements for Graduation

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, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation. **All degree requirements, to include an Exit Exam, must be met 30 days prior to the selected date of graduation.**

Undergraduate - Associates must:

1. Complete a minimum of 60 semester hours with an academic cumulative grade point average of 2.0.
2. Complete at least 30 semester hours through Bethel University.
3. Complete a major concentration of courses with no grade below "C".
4. Complete the requirements of the core curriculum and program of study.

Undergraduate - Bachelors must:

1. Complete a minimum of 128 semester hours with an academic average of 2.0 cumulative GPA.
2. Complete all major, major concentration courses, and ENG 101 or its equivalent with no grade below "C".
3. Complete the requirements of the Common Core Curriculum for the Bachelor of Science degree as prescribed by the degree program.
4. Complete a minimum of 39 semester hours numbered 300/3000 and above.
5. Meet the University residency requirement by completing the minimum number of semester hours required in the major for their program of study with the College of Professional Studies.
6. Meet all credit requirements for their chosen degree program and/or concentration.
7. File an application for graduation by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.

Masters of Science (MBA and MSCJ) must:

1. Complete 36 hours of coursework, at least 30 of which must be earned at Bethel University.
2. Earn a graduate cumulative G.P.A. of 3.00 or better.
3. Earn a grade of "C" or higher in all core requirements.
4. Transferred elective hours with a completion date no greater than 7 years from the date and term the transferred course was completed. (See Transfer Credit)
5. Complete all required assessment procedures related to the major field and/or the common core no later than the last day of classes for the term in which graduation occurs.

Normal Student Load

Undergraduate:

The normal student load is 12 - 14 semester hours per term. A course load of more than 18 semester credit hours is not advised. To be considered full time, students must be enrolled in a minimum of 12 semester hours per term. Students with less than 12 semester hours in any term are designated as part-time students.

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.

Challenge Examination Program (Undergraduates only)

Challenge Examinations are available to all undergraduate students enrolled in the College of Professional Studies. Credit is awarded for a passing Challenge Exam score. Students desiring to receive credit through a challenge examination must start the procedure by submitting the Challenge Exam Application Form to challengeexams@bethelu.edu. All costs connected to a particular exam must be met by the student prior to the testing date. Applications for credit from a particular course may be initiated only once.

Challenge exam credit may not be used to repeat credit of a course taken unsuccessfully. Credit will be awarded on a "Pass/Fail" basis only. Only passing grades will be entered on the student's transcript. Challenge exam credit does not affect the student's grade point average. Challenge exams cannot be repeated. 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 DANTES examinations are offered.) All challenge exams must be complete and graded 30 days prior to the selected date of graduation.

Seminars

Undergraduate:

Undergraduate students may earn credit by attending seminars. Undergraduate seminars are offered as an alternative for completing elective hour requirements. Each seminar provides a 1-3 hour opportunity for face-to-face interaction between faculty and students, as well as exposure to subject matter experts. Focused seminars are scheduled at designated campus locations. Seminars are elective credit only. Courses in the major may not be taken as seminars.

Graduate:

Graduate students may earn up to 6 semester hours in graduate level credit by attending seminars. Graduate seminars are offered as an alternative for completing elective hour requirements. Each seminar provides a 3-4 hour opportunity for face-to-face interaction between faculty and students, as well as exposure to subject matter experts in the field of business. Focused seminars are scheduled at designated campus locations.

Each seminar carries one semester hour of graduate level credit; therefore, three seminars can replace one

elective course. Attendance at a seminar does not earn credit; attendance and satisfactory completion of the assignments are both required. If a student registers for, but does not drop or attend the seminar, the class charge will remain and the student will receive a grade of F.

Transfer of Credit

Undergraduate:

Students transferring from two-year institutions must complete at least 48 hours of coursework at Bethel University. Students may transfer up to 80 hours of credit for a Bachelors program, or 30 hours of credit for an Associates program. However, despite the number of hours transferred, students must meet all graduation requirements (see Requirements for Graduation Section).

Graduate:

A maximum of six graduate semester hours from an accredited institution may be applied toward the 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 evaluation of transfer credit at the time of application, transfer credit will not be applied toward the degree at Bethel University. The University recommends providing a copy of course descriptions in conjunction with the graduate transcript for those graduate credits being submitted for evaluation. No grade below a C will be transferred. Core requirements must be taken through the Bethel University M.B.A. program.

**Credits are valid for a period of 7 years from time of completion to time of graduation from Bethel University.*

Residency Requirements

Transferring students having earned an Associate of Arts or an Associate of Science degree awarded by an accredited institution is presumed to have completed all Bethel University common core requirements except the Religion/Philosophy core requirement. Students transferring without an Associate of Arts or Associate of Science degree, whether from two-year or four-year institutions, must complete all Bethel University core requirements not met by transferred equivalent courses. Students may be required to complete additional requirements depending upon the state in which they live. Contact must meet resident state core requirements.

Course work from college-level degree-granting institutions not accredited by a regional accrediting agency 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. However, 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.

ADVANCED STANDING CREDIT

Bethel University accepts a maximum of 60 semester hours in Advanced Standing Credit through a combination of the following programs as recommended by the American Council on Education (ACE). Each program has maximum number of allowable credits, but at no time shall a student receive more than 60 semester hour total. Grades and quality points are not given for advanced standing credit.

Academy Credit

Bethel University has established a review process that allows the university to award credit for law enforcement and/or fire academy training. Bethel University will accept up to 30 semester hours in academy credit.

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 Advanced Standing Credit for credit earned through the College Board's Advance Placement program. Such credit may be used for Common Core or Elective credit.

CLEP/DSST

Students with acceptable scores may be awarded a maximum of 30 semester hours as recommended by the American Council on Education (ACE) through testing with the College Level Examination Program (CLEP) and the DANTES Subject Standardized Tests Program (DSST). CLEP/DSST Credit may satisfy either Common Core or Elective requirements.

Military Credit

Military Credit Evaluations are provided for those with active duty or reserve military training in all branches of service. Bethel University accepts a maximum of 60 semester hours in military training as well as non-duplicated ACE recommended credit earned through military experience. Bethel University applies Military credit to the student's elective requirements.

Portfolio Program

In recognition of an undergraduate student's previous learning, Bethel University has established a portfolio process which should relate to a Bethel academic division and must be equivalent to a college level learning outcome. This process provides the student with an opportunity to demonstrate and document learning equivalent to that which could be obtained in the college classroom. If proper and sufficient documentation of this prior learning can be obtained, the student can request that academic credit be awarded. The student may be required to supplement the documentation by a demonstration of the knowledge for which credit is requested. Up to 30 semester hours of portfolio credit toward the bachelor's degree can be requested and distributed in the core curriculum or electives. All portfolio assessment documents are due by October 1 for those students planning to graduate in December, by March 1 for those students planning to graduate in May, and by June 1 for those students planning to graduate in August.

Independent Study and Directed Study

Under extreme circumstances an undergraduate student may be granted an independent study or directed study. Permission for an independent study or directed study can only be granted by the Executive Director of the Program.

Correspondence Coursework

Bethel University will accept a maximum of nine semester hours of correspondence course undergraduate credit when offered by a regionally accredited institution of higher education. All proposed correspondence work must be approved by the Registrar in advance to guarantee acceptance of transfer credit.

ASSISTANCE AND STUDENT SERVICES

Library

The CPS Library Services are designed to inform, equip, and motivate students to educational success. Students may ask homework or research questions via e-mail, chat, or phone. Online reference help is available 24/7 through video tutorials and downloadable handouts on the CPS Library website (bethelu.libguides.com/cps). Homework and research assistance is also offered through class presentations by the Distance Education Librarian.

The CPS Online Library includes over 73,000 eBooks, 53,000 eJournals, and 100 databases. If a print book is needed, students may request one to be mailed to their home free of charge. Students may apply for visitor library privileges at local colleges or universities that are closer to their home than the Bethel Library in McKenzie. A letter of introduction from the Distance Education Librarian may be helpful and will be provided by request.

Carrying out Bethel's mission, the CPS Library Services creates opportunities for CPS students to develop to their highest potential.

Tutoring

Tutoring assistance is available to Bethel students who feel they need additional help to complement their classroom work and instructor counseling. Students may contact their advisor for information.

SMARTTHINKING is an online tutoring service that is accessible to all Bethel University College of Professional Studies students 24/7. The service provides three convenient options for students to receive support.

1. The first is electronic submission of work to the SMARTTHINKING website in which the student would receive personalized and detailed critique and feedback with 24 hours of the submission.
2. Secondly, students may enter one-on-one chat sessions with an e-structure for the questioned subject area. The e-instructors will engage students in the learning process with the use of a virtual whiteboard and related tools. E-instructors will support the students by providing them with guided questions to examine the subject matter at hand. Students would then be able to tackle future assignments on their own.

3. Lastly, students have the option to schedule private, virtual sessions with an e-instructor. This will allow the student more control of their time management for completion of assignments.

All SMARTTHINKING e-instructors are competent in their specific disciplines with the majority holding a master's degree or terminal degree.

Academic Achievement & Retention

Bethel University College of Professional Studies Academic Achievement and Retention Office provides resources and support to students with academic needs. The primary goal of the Academic Achievement and Retention office is to provide a supportive and inclusive environment that addresses the academic, social, and emotional needs of students.

Academic Advising

Each Bethel University student is assigned a qualified student 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 of his or her program of study.

Military Advising

Bethel University's College of Professional Studies is honored to provide assistance to active duty service members, veterans, reservists, Guardsmen, and family members who have earned educational benefits through their service to this country. The College of Professional Studies Military Advisor is well versed in the rules and regulations of the Department of Veterans Affairs GIBill and the Department of Defense Tuition Assistance program and is available to assist you from application through graduation.

COE

Orientation courses are required of all undergraduate students. These courses are designed to assist students in the transition to university, and from university to employment.

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 hosts a website where open positions, job fairs, and career opportunities are posted for review by students and alum. The library contains an assortment of materials related to the job search and catalogs from various graduate schools.

Testing Services

A variety of tests are used in admissions processing, student evaluation, career skill identification, and other areas. Students may contact student services at any time for assistance and more information.

Technology Program

Bethel University offers a technology program for all incoming full time students. Students are provided with technology based on their program of choice. Students are required to meet the terms and conditions of the Technology Contract. Bethel University will not provide additional technology if the student transfers to another college/program within the University.

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.

STUDENT WITH DISABILITIES POLICY

Bethel University College of Professional Studies (CPS) is committed to providing equal access to its academic activities to all qualified students. While upholding this commitment, CPS will also maintain the high standards of achievement, which are essential to the integrity of the College's programs and services. In advancing these aims, CPS will ensure that its policies, practices, and procedures conform to Federal and state statutes and regulations.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 established the rights of individuals with disabilities. The Americans with Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; and (3) is perceived by others as having such an impairment. In the context of colleges and universities, the most common disabilities include specific learning disabilities, visual and hearing impairments, physical challenges, and medical or health conditions that interfere with learning.

The ADA applies to colleges and universities as places of public accommodation and/or as employers. Section 504 of the Rehabilitation Act of 1973 states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives Federal financial aid.

Policy and Procedure

Bethel University's nontraditional learning environments include online and on campus settings. Students enrolled in the College of Professional Studies should follow the guidelines provided for determination of qualifications for reasonable accommodations.

Documenting a Disability

Documentation should be prepared by an appropriate medical or mental health professional who is not a family member. Documentation should be recent, comprehensive, and useful in assessing types of academic support available to assist students in their current academic setting. If the original documentation is incom-

plete or inadequate to determine the extent of the disability or reasonable accommodations, the University has the discretion to require additional documentation. Any cost incurred to obtain additional or initial documentation is borne by the student.

Guidelines for Documentation

In evaluating requests for accommodations, the University will need documentation that consists of an evaluation by an appropriate professional, on letterhead, which describes the current impact of the disability. It should include the following:

- A diagnostic statement identifying the disability, the original date of the disability, and the date of the most current evaluation. The clearly stated diagnosis or DSM-IV diagnosis of the disability or disabilities must be completed within the last five (5) years for a learning disability and within the last three (3) years for all other disabilities (psychological, ADHD, physical, etc).
- A description of the diagnostic tests, methods, and / or criteria used to reach the diagnosis.
- Complete educational, developmental, and medical history relevant to the disability for which accommodations are requested.
- A description of the functional limitations resulting from the disability or disabilities as related to the applicable academic setting (i.e. on campus or online).
- Recommendations for reasonable accommodations that would, in the evaluator's professional opinion, be most appropriate in the applicable academic setting (i.e. on campus or online).

Submitting Documentation

The evaluation, on the letterhead of an appropriate professional, and addressing each of the listed guidelines may be emailed to the Bethel University College of Professional Studies Office of Disability Services at cpsods@bethelu.edu. Failure to register a disability with the office in a timely manner will lead to delays in receiving services. Retroactive accommodations are not available.

Determination of Reasonable Accommodations

Upon review of documentation submitted, the Associate Academic Dean will determine qualification status in accordance with University policies and applicable government regulations. Students who qualify for services will receive an official letter of notification to provide current and future instructors regarding the reasonable accommodation(s). Facilitators in the non-traditional settings will only accept the official notification on university letterhead with the signature of the Associate Academic Dean. It is the student's responsibility to provide notification of accommodation to each course facilitator.

A documented explanation of the denial of reasonable accommodation requests will be provided to students who do not meet the qualifications of a disability applicable to the stated nontraditional academic setting.

Grievance Procedure

If the student feels that the facilitator is not compliant with the reasonable accommodation request, the student should immediately file a complaint with the Associate Academic Dean before any other grievance procedures are initiated. If the situation is not remediated to the satisfaction of the student, the student may escalate the appeal or grievance to the Executive Director, then the Executive Vice-President of the College of Professional Studies, and finally to the Assistant to the President for Strategies and Chief Academic Officer.

ALL DOCUMENTATION IS CONFIDENTIAL

CHANGING CLASS SCHEDULES

Dropping or Adding a Class

Class schedules are changed by officially adding or dropping a class. Attending a class does not constitute official registration. Failing to attend a class does not constitute an official dropping of a class. Before changing your class schedule, you may want to check with your Student Advisor or Student Services about the Financial Aid implications. Classes may be dropped at any time during the term, however there may be grade or financial penalties. (See “Grades for Dropped Courses”, “Grades for Withdrawal”, and “Refund Policies.”)

Undergraduate:

To add a course, undergraduate students must contact their advisor. Because of new financial aid regulations, dropping a class has become a two-step process.

Step 1: undergraduate students must send an email from their official Bethel email account to dropaclass@bethelu.edu. In that email, undergraduate students must include; their full name, the last 4 digits of their social security number, the name of the course, the first class date and the course location.

Step 2: undergraduate students must send a *Notice of Intent* form to fafunds@bethelu.edu. The Notice of Intent form notifies the Financial Aid Office that you are simply dropping a course and not withdrawing from the University. Because of the new regulations, this distinction will prevent the Financial Aid Office from returning all of your financial aid funds to the lender. The date of the drop or add is determined when the form is received. Any delay in the receipt of the drop/add form can have expensive and severe academic consequences.

A \$25 fee is charged for each Drop/Add Form processed for undergraduate students. Undergraduate students must carry a minimum of 12 semester hours to be considered full-time, undergraduate students that are dropping classes should always check with their Student Advisor prior to submitting a request.

Graduates:

A \$25 fee is charged for each course dropped. The only official method of dropping a course is to communicate with your advisor. A student must email a request, sign a drop form, and then ensure that your advisor has received your form, to drop a course. Graduate students must carry a minimum of 6 semester hours to be considered full-time. Graduate students that are dropping classes should always check with their Student Advisor prior to submitting a request.

Grades for Dropped Courses

If a student drops a class in the first two weeks of the course, no grade will be recorded for the class. If the student drops a class after week two (2), a grade of W, WP, WF will be recorded based upon your attendance, participation and performance in the course. (See Grades) Non-attendance of classes will result in FA grades. Note: No student can drop or withdraw from any class in which a grade of F or FA 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 discouraged. Voluntary withdrawal does not guarantee reentry into the University. Students who transfer or withdraw must complete the following formal withdrawal process to avoid unwarranted failing grades and unwanted financial obligation:

1. Discuss the situation with a student Advisor.
2. Using the appropriate form, request your official withdrawal to be processed through your student advisor.
3. Email the completed form to the student's Advisor. Failure to complete this step may result in failing grades and heavy financial obligations.
4. Fees to process withdrawal: \$25

Grades for Withdrawal

If a student withdraws from a course during the first two weeks of a course, no grades will be recorded. If the student withdraws from the course in the third through fifth weeks of the course, a grade of W, WP, or WF will be recorded. Note: No student can withdraw from any course in which a grade of FA has been received for violation of the attendance policy.

Administrative Withdrawal Policy

A student may be administratively withdrawn from the program, which affects the student's financial aid, full-time or part-time status, and does not guarantee permission to be readmitted to the University. College of Professional Studies Administration reserves the right to administratively withdraw any student from any program when deemed necessary. (See Attendance policy, Participation Policy, Financial Aid Cancellation Policy, Probation and Suspension Policy.)

TRANSCRIPTS

Transcript Policy

A transcript will not be issued unless the student's financial account is clear with all offices of the University. In addition, students who withdraw during a semester must complete the formal withdrawal process before they can receive a transcript (see Withdrawal Section)

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, we reserve the right to withhold the release of a transcript of that record if the student has an obligation to the university. Bethel will accept a faxed request as a written request.

Procedure to Request a Transcript

Students who need transcripts of their college record must file an online request (including signature) with the Registrar. Bethel University uses Transcripts on Demand™ by Scrip-Safe International as its agent for processing online transcript requests. This process is completely secure. To access the Transcripts on Demand™ service, complete the following steps:

- Go to www.bethelu.edu
- Click on “Academics”
- Click on “University Registrar”
- Under General Information, click on “Request a Transcript”
- Under the picture in the center of the page is a link to <https://iwantmytranscript.com/bethelu>. Click on the link.
- The first thing you have to select is your school. You must choose “Bethel University – McKenzie”. There are two Bethel Universities.
- A transcript can be emailed or mailed depending on the requirements of the receiver. You MUST sign and send the release form back to Transcripts on Demand™. This is part of the instructions.
- 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 policy that a transcript can only be sent for students who have a clear balance and no holds from any department.

The first time you use this service, you will set up your account with Transcripts on Demand™. You will provide your current/former names, address, student ID, and other information. You will be able to log in to your account and update your information whenever you need.

The Family Educational Rights and Privacy Act requires your signature in order to release your academic records. You will be required to complete a Consent Form and send it to Scrip-Safe by fax, mail or image upload. This Consent Form is created as part of the account set-up process and your signed copy will remain on file with Scrip-Safe to cover your future Bethel University - McKenzie transcript requests through Transcripts on Demand™.

You may pay for your transcript via credit card (Visa, Master Card or Discover). Transcripts on Demand™ uses the most current security available to protect your credit card and personal information. The fee for a transcript is \$10.00.

You may check the status of your transcript request at any time by logging on to Transcripts on Demand™ and clicking on the “Review Past Orders” tab. You will also receive email notification of your order status.

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.

COLLEGE OF PROFESSIONAL STUDIES

ADMISSIONS - UNDERGRADUATE

Admission requirements for the College of Professional Studies are the same as those for other degree programs offered by the University. Based on the nature of the curriculum, three years of work experience (or the equivalent) is recommended, as is at least a 2.0 (on a 4.0 point scale) grade point average in previous college work.

Applicants to the Associates degree or College Start programs do not need to have previous college credit to qualify. Applicants to the Bachelor of Science degree completion programs* should have prior college experience either through enrollment in college-level courses or through credit for prior learning (CLEP, DANTES, Military or portfolio program credit). Applicants with a Baccalaureate degree or higher from accredited institutions may apply to the Masters degree programs.

Applicants to degree completion programs in the College of Professional Studies (except transient students in the Special Offerings program) must meet with an enrollment counselor to review the program requirements. All applicants for the College of Professional Studies programs will be reviewed at the discretion of administrators.

**Degree completion programs include: Management & Organizational Development (on-campus), Organizational Leadership (online), Criminal Justice (online), and Emergency Services Management (online).*

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.
2. ***Resume:*** A professional resume that provides your educational and work histories.
3. ***Official transcripts:*** Students must submit an official high school transcript and college transcripts from each institution they wish to transfer credit from at the time of application.

If you do not report an institution at the time of application your transcript will not be evaluated for credit toward your degree at Bethel University. Bethel University will accept faxed transcripts from other colleges or universities as unofficial transcripts that must be followed by an official transcript through regular mail or overnight delivery service.

A high school equivalency may be accepted in lieu of a high school diploma. Passing scores on the HISET or GED are considered to be a 2.0 GPA for admission purposes. 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/940 SAT and 2.0 cumulative GPA
- 19 ACT/900 SAT and 2.5 cumulative GPA
- 18 ACT/860 SAT and 3.0 cumulative GPA

Applicants not meeting any of the above standards will be reviewed by the Executive Director 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 college transcripts for determination of transfer credit to be accepted. (See Transfer of Credit) Transcripts from other institutions become a permanent part of a student's academic record. All information pertinent to a student's degree program has been transferred to the Bethel Transcript. Bethel University does not make or send copies of transcripts received from other institutions. Students wishing to obtain a copy of another institution's transcript must contact that institution.

4. 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.
5. Immunization and Health Insurance Records: As required by the State of Tennessee, proof of two doses of the MMR (measles, mumps, rubella) vaccine are required of all full-time students (students enrolled in 12 or more credit hours). This proof may come in the form of a doctor's statement verifying the dates of immunization or a health department shot record.

Additional Requirements for International Students

In addition to the above requirements, international students applying for admission to Bethel University must submit the following documentation:

- Proof of equivalence of high school graduation (international students only): International students must submit proof of equivalent high school graduation and/or college attendance through official transcripts. If the transcripts are not in English, the student is responsible for obtaining a translated evaluation through an approved evaluation service. All international students must meet the admission requirements for entering freshmen or transfer students. International students should contact the Office of Admissions for information regarding I-20 forms.
- Proof of adequate English language skills: Students whose native language is not English must meet one of the following:
 - 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 17 on the ACT English subtest
 - Score of 415 on the SAT critical reading subtest
 - Score of 5 overall and 5 in each exam area on the International English Language Test

*TOEFL scores are valid for two years from the date of the exam.

TYPES OF ADMISSION

Degree Completion Admission

Degree Completion applicants should have at least three years of work experience (or the equivalent) and have an equivalent of 30 credit hours via prior college experience either through enrollment in college-level courses or through credit for prior learning (CLEP, DSST, or portfolio program credit). Students must meet the following cumulative GPAs based on their classification:

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

Transfer students who do not meet the minimum cumulative GPA for their classification, but are eligible to return to their previous college may be admitted on academic probation.

Readmission

Any student who once attended Bethel but has not attended in one or more terms must file an Application for Readmission in the Office of Admission. There is no fee required for this application. If the student was academically or socially suspended from Bethel University, he or she also will be required to submit a written request for readmission to the Executive Director of the Program. 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.

Bethel University and the College of Professional Studies have a long history of service to military students. Our programs are designed so that it may not be necessary to drop a class or withdraw from the program due to those obligations. However, sometimes it is necessary due to your military obligations to withdraw from the program. (See Changing Class Schedules for more details.) All Active Duty military students; including Reserves and National Guard wishing to return after one or more terms must follow the same readmission policy as listed above. Upon approval of your readmission, please work closely with your adviser to create a schedule for completion of your program in as short a time as possible.

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

All students transferring to Bethel must submit the \$30 application fee and official transcripts from any college previously attended. Bethel University will accept faxed transcripts from other colleges or universities as unofficial transcripts that must be followed by an official transcript through regular mail or overnight delivery service. Failure to disclose attendance at other institutions is sufficient cause for dismissal from the University.

Students wishing to transfer to Bethel must be eligible to return to their previous college to be admitted to Bethel University. Transfer students must meet the following cumulative GPAs based on their classification:

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

Transfer students who do not meet the minimum cumulative GPA for their classification but are eligible to return to their previous college may be admitted on academic probation. (See also “Academic Forgiveness Policy” in the Academic Policies section.)

Probationary Admission

New students who do not meet two or more of the three criteria for regular admission or transfer students who do not meet the minimum cumulative GPA for their classification, but are eligible to return to their previous college may be admitted on academic probation. If the student is accepted on probationary admission, he or she is restricted to a maximum of 13 hours in the first term of attendance and obtain a cumulative 2.0 GPA at the end of the first term. A student admitted on probationary admission who does not earn a 2.0 for the first semester of enrollment will be subject to dismissal from the University and will be ineligible for readmission until a full year has passed. After one year, the student may apply in writing to the Academic Dean for readmission to the University. However, readmission is not automatic.

International Student Admission

An international student from a non-English speaking country who transfers from a regionally accredited college within the United States will be required to provide an official TOEFL score report (scores valid for two years) which documents the required entrance scores unless the student has completed the equivalent of ENG 101 Expository Writing with a grade of “C” or above. Transfer students from non-English speaking countries who have attended college outside the United States or colleges within the United States which do not have regional accreditation will be required to provide an official TOEFL score (scores valid for two years) which documents the required entrance scores and an official ACT/SAT score report. NOTE: Required TOEFL scores – 513 TOEFL paper-based exam; 183 TOEFL computer-based exam; 65 TOEFL internet-based exam.

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.

COLLEGE OF PROFESSIONAL STUDIES

ADMISSIONS - GRADUATE

Admission decisions are final and are not based on any one element in the admissions file. Applicants who are denied admission have the opportunity to re-apply in twelve months.

REQUIRED DOCUMENTATION

Applicants to the graduate programs must submit the following documentation:

1. Completed application for admission to the program
2. \$75 application fee
3. A professional resumé which lists your educational and work histories.
4. Official transcripts from all undergraduate institutions and graduate institutions including one documenting that the applicant has at least earned a baccalaureate degree from a regionally accredited institution (or the equivalent for graduates of foreign institutions)
5. Two letters of recommendation from current or former employers or professors.
6. Essay
7. Photo ID
8. A student must have a zero balance prior to attending classes.
9. International students must submit a certified translation of the undergraduate degree or certificate transcript from a recognized translation service and a TOEFL score report. In order to be considered for admission a TOEFL score of 513 (for the paper-based test), 183 (for the computer-based test), or 65 (for the Internet-based test) is required unless the student's first language is English. TOEFL scores may be waived if the undergraduate degree was earned at an institution where the language of instruction is English.

ADMISSION STATUS

The College of Professional Studies Academic Review Committee evaluates all completed applications and may:

- Grant full admission
- Grant conditional admission
- Deny admission

Admission decisions are final and are not based on any one element in the admissions file. Applicants who are denied admission have the opportunity to re-apply in twelve months.

TYPES OF ADMISSION

Full Admission

All criteria are met with no restrictions.

Conditional Admission

Candidates who are conditionally admitted must maintain a 3.0 GPA during the first term/semester of enrollment or may be dismissed from the program. After completing the conditional admission requirement, a candidate will be granted full admission.

Transient Status

Transient is a special status which allows a student to take a maximum of six hours without being admitted to the graduate program. This is normally granted to a non-degree seeking candidate desiring to take hours for transfer or re-licensure purposes.

COLLEGE OF PROFESSIONAL STUDIES

FINANCIAL INFORMATION

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.

Delinquent accounts are subject to late fees and external collection agency involvement. 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:

1. Cash Plan
2. Federal/State Loans or Grants
3. Tuition Reimbursement Plan
4. Third Party Billing Plan
5. 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

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

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

DUE DATES

In order to provide for an orderly enrollment process, thorough documentation of the student's academic history, and sufficient time to process financial options paperwork, due dates for the submission of required documentation shall be five business days prior to the first class for each term.

In the event admissions or financial aid personnel believe this requirement will impose undue hardship on a prospective student a waiver may be requested. The requested waiver will be in writing, stating in sufficient detail the justification for the waiver, and the potential impact on the student's ability to comply with Bethel's tuition and fee repayment policies. The waiver will be filed with the Director of Business Operations for ultimate presentation to the President.

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 MasterCard. In some situations, the parents can give permission for their credit card to be used by the student.

TUITION AND FEES FOR THE COLLEGE OF PROFESSIONAL STUDIES

Tuition and Fees are as follows:

Undergraduate:

- Application Fee: \$30
- Book and Materials Fee: \$97 per course (OnCampus programs only)
- Tuition: \$345 per credit hour
- Portfolio Evaluation Fee: \$80 per hour
- Drop/Add Fee (Undergraduates): \$25 per drop/add

Graduate

- Application Fee: \$75
- Book and Materials Fee: \$97 per course (OnCampus programs only)
- Tuition:
 - MBA: \$550 per credit hour
 - MSCJ: \$465 per credit hour
 - MACR: \$500 per credit hour
- Drop/Add Fee (Graduates): \$25 per drop/add

REFUND POLICIES

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) a pre-paid debit card will be automatically issued to the student and a \$2 charge for the card will be deducted from the refund amount. Each time a refund is loaded on the pre-paid debit card an additional \$1 load fee will be deducted from the refund amount. Standard pre-paid debit card fees could occur.

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:

| When is the class dropped? | Associate Programs | Bachelor's Programs | MBA Programs | MS & MA Programs - Criminal Justice - Conflict Resolution |
|-------------------------------------|---------------------------|----------------------------|---------------------|--|
| Before the 2nd week of class begins | 100% | 100% | 100% | 100% |
| Before the 3rd week of class begins | 75% | 75% | 100% | 100% |
| Before the 4th week of class begins | 50% | 50% | 75% | 75% |
| Before the 5th week of class begins | 0% | 0% | 50% | 50% |
| After the 5th week of class begins | 0% | 0% | 0% | 0% |

COLLEGE OF PROFESSIONAL STUDIES

FINANCIAL AID INFORMATION

FINANCIAL AID FOR MODULAR UNDERGRADUATE AND GRADUATE PROGRAMS

APPLYING FOR FINANCIAL AID

Students must complete the following steps to apply for financial aid at Bethel University:

1. Apply and be accepted for admission to Bethel University.
2. File the Free Application for Federal Student Aid (FAFSA). The FAFSA should be completed each year as soon as possible after January 1 to ensure consideration for all federal and state grants.

To complete the FAFSA, students, parents, and borrowers are required to use an **FSA ID**, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your **federal student aid** documents.

After obtaining the FSA ID, the student should complete the correct year's application at fafsa.ed.gov. The student should list the Bethel University school code 003480 as the first school of choice. The PIN numbers are used as electronic signatures to finalize the application. Filing electronically provides the quickest means of processing the information on the form. However, paper FAFSA forms are available by calling 1-800-4-FED-AID. For more details, contact the Office of Financial Aid for the student's program of study. Please note that only natural parents', stepparents', or adoptive parents' information is to be used on this application for dependent students. In the case of divorced parents, the student should use the financial and family information for the parent/stepparent with whom he or she resides. Grandparent or guardian information is not allowed. Note that the first Tennessee school listed on the FAFSA will be assigned any Lottery or TSAC funds for which the student may be eligible. Students can request a transfer of funds if they decide to attend a different school within the state of Tennessee.

Financial aid award packets will be offered only after all requested documents and paperwork have been received and reviewed by the University.

FINANCIAL AID VERIFICATION OF FAFSA INFORMATION

Students are selected at random by the Department of Education's federal processing center or by Bethel University for a review called verification. A student whose file is selected is notified on the Federal Student Aid Report they receive after filing the FAFSA and also by the University. The Office of Financial Aid will notify the student detailing what documents are to be submitted.

Also, note that married students (or parents if the student is a dependent) who both file their IRS taxes

separately and both file “head-of-household” status may be required to file an amended tax return unless they were separated the last six months of the tax year. They would need to file either “married filing jointly” or “married filing separate” if the student desires to receive federal or state aid unless the “head of household status” meets IRS tax codes.

By signing and submitting the verification forms, the student also gives permission for the Office of Financial Aid to make electronic corrections resulting from verification. The student will then receive a summary of any corrections from the federal processing center.

The student is responsible for submitting all documents requested within 30 days of receipt of the verification request letter. Failure to submit this data will result in the forfeiture of all federal and state aid. Exceptions to this deadline may be made provided the student contacts the Office of Financial Aid explaining the reason for the delay and a projected date of receipt. The final deadline to receive verification documents for a financial aid year will be August 31, or no later than 90 days after the last day of enrollment, whichever is earlier. Please be aware that if the term has ended before the verification process as been completed, there may be aid that cannot be awarded due to federal regulations.

The financial aid office will make three attempts to contact the student to obtain needed documents. If documents are not received at that time the student’s file will be closed.

SCHOLARSHIPS & AID

FEDERAL FINANCIAL AID PROGRAMS

Bethel University participates in federal and state grants, loans, and work-study programs. Students must file a Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA each academic year for consideration in these programs. (See Applying for Financial Aid.)

Federal Pell Grants – Undergraduate Only

Federal Pell Grants are awarded to students with financial need as determined by the filing of the FAFSA and the federal needs formula. If eligible, the amount of a Federal Pell Grant depends on enrollment status (full-time or part-time) and whether attendance is for a full academic year or less. Minimum and Maximum amounts can change each Financial Aid Year. For more detailed information go to the following website: studentaid.ed.gov and click on Types of Aid.

Pell Grants have a Lifetime Eligibility Limit (LEU). If a student has received Pell Grant funds in the past, they are limited to a 12-semester maximum. If the student exceeds this limit, they can lose eligibility for additional Pell Grants beginning in 2012-13 school year. Equivalency is calculated by adding together the percentage of the student’s Pell eligibility that was received each year to determine whether the total amount exceeds 600%.

For example, if a student’s maximum Pell Grant award amount for the 2010-2011 school year was \$5,550, but they only received \$2,775 because they were only enrolled for one semester, they would have used 50% of

their maximum award for that year. If in the following school year, they were enrolled only three-quarter time for two semesters, they would have used 75% of their maximum award for that year. Together, they would have received 125% out of the total 600% lifetime limit.

Federal Supplemental Educational Opportunity Grant Federal or FSEOG - Undergraduate Only

The Federal FSEOG Grant is based on need and is awarded to students who demonstrate the greatest financial need (EFC =0) and are Federal Pell Grant eligible recipients. The pool of funds is limited. Check with the financial aid office for availability and amounts.

EDUCATIONAL LOANS

FEDERAL DIRECT LOAN PROGRAMS - UNDERGRADUATE LOANS

Federal Direct Loans are fixed rate loans. There is an upfront Direct Loan origination fee on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. Go to studentaid.ed.gov for up-to-date current interest rates and Direct Loan Origination Fee percentages.

The principal and interest payment on the need-based Federal Direct Subsidized Loans are deferred until the student graduates, drops below half-time enrollment, or has withdrawn from the University. No interest accrues on these loans until the student is no longer in school or drops below half-time enrollment status.

Principal and interest payments are deferred on the non-need based Federal Direct Unsubsidized Loans. Interest accrues on these loans when the aid is disbursed to the school. Loan amounts vary based on academic status, enrollment status, and whether the student is “dependent” or “independent” per the Department of Education policy. Current loan limits are as follows:

Dependent Students (except students whose parents can borrow Plus)

Maximum Yearly Amount

- Freshman: \$3,500
- Sophomore: \$4,500
- Junior and Senior: \$5,500

Maximum Yearly Additional Unsubsidized Loan Amounts

- Freshman: \$2,000 or \$6,000 if Parent Plus loan is denied
- Sophomore: \$2,000 or \$6,000 if Parent Plus loan is denied
- Junior and Senior: \$2,000 or \$7,000 if Parent Plus loan is denied

Independent Students

Maximum Yearly Amount

- Freshman: \$9,500
- Sophomore: \$10,500
- Junior and Senior: \$12,500

Aggregate Loan Amounts- Maximum Life-Time Limits

- Undergraduate Dependent Students: \$31,000, of which no more than \$23,000 can be subsidized
- Undergraduate Independent Students: \$57,500, of which no more than \$23,000 can be subsidized

If the student is a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that the student can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies, the student may not receive Direct Subsidized Loans for more than 150 percent of the published length of their program. This is called the "maximum eligibility period." The maximum eligibility period is based on the published length of student's current program. [Click here](#) for additional information concerning this regulation or go to the following [website: studentaid.ed.gov](#) and click on Types of Aid and then Loans.

Federal Direct Parent Plus Loan

Under this loan program, parents who are creditworthy may borrow up to the cost of attendance budget minus any financial aid a student receives. The student must be considered a dependent on their FAFSA for the parent to apply for this loan. There is an upfront Direct Loan Origination Fee of on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. **Effective 3/29/15 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.

For additional terms and conditions of this type of loan, Direct Loan Origination Fee percentages, and current interest rates we recommend accessing the following website: [studentaid.ed.gov](#).

FEDERAL DIRECT LOAN PROGRAMS - GRADUATE LOANS

Federal Direct Loans are fixed rate loans. There is an upfront Direct Loan origination fee on these loans. Go to [studentaid.ed.gov](#) for up-to-date current interest rates and Direct Loan origination fee percentages. This amount is deducted from the amount borrowed before the aid is sent to the school. Principal and interest payments are deferred on the non-need based Federal Unsubsidized Direct Loans. Interest accrues on these loans when the aid is disbursed to the school. Loan amounts vary based on academic status, the cost of attendance, and enrollment status per the Department of Education policy. Current loan limits are as follows:

- Maximum Yearly Amount Graduate level: \$20,500
- Aggregate Loan Amounts- Maximum Life-Time Limits \$138,500

If the student would like additional information concerning direct loans we recommend going to the following website: [studentaid.ed.gov](#)

DIRECT PLUS LOANS

GRADUATE AND PROFESSIONAL DEGREE STUDENTS:

Postgraduate students can borrow a Direct GRAD PLUS Loan to help cover education expenses. Under this loan program, students who are creditworthy may borrow up to the cost of attendance budget minus any financial aid a student receives. There is an upfront Direct Loan origination fee on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. The student is required to complete the Free Application for Federal Student Aid (FAFSA). In addition, before a student can receive a PLUS Loan, the school must have determined the student's maximum eligibility for Unsubsidized Direct Loans. **Effective 3/29/15 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.

For additional terms and conditions of this type of loan, Direct Loan origination fee percentages, and current interest rates we recommend accessing the following website: studentaid.ed.gov.

Federal Perkins Loan

Perkins loans are low-interest loans awarded to needy students per the FAFSA. No interest accrues and no payment is required as long as the student is enrolled at least half-time. Repayment begins nine months after the student ceases to be enrolled at least half-time. A Master Promissory Note (MPN) and Entrance Counseling must be completed. A Bethel student must have received a Federal Perkins loan in 2014/2015 to be eligible for a Federal Perkins loan in 2015/2016.

STATE FINANCIAL AID PROGRAMS – UNDERGRADUATE ONLY

The State of Tennessee offers several grants and scholarships. Grants include the Tennessee Student Assistance Award Program, Helping Heroes Grant, and the Tennessee Hope Foster Child Tuition Grant. Scholarships include the Tennessee Education Lottery Scholarship Program, Ned McWherter Scholarship, Dependent Children Scholarship, and the Christa McAuliffe Scholarship.

ADDITIONAL RESOURCES AVAILABLE

Vocational Rehabilitation Grants

These grants are made through the Department of Human Services for students who have a disability. Contact the local office of the Department of Human Services for more details.

Workforce Investment Act Grant

This grant is for recently unemployed adult students. The student should contact the local Department of Employment Services in their County for more information

Employee Reimbursement

Many employers offer tuition reimbursement for students pursuing to further their education. The student should contact the Human Resource Department at their place of employment to see if they have a reimbursement program. Most employers require the student to pay the University and then the company reimburses the student. It is recommended that all students apply for a Federal student aid by filing the FAFSA and then use the company reimbursement to pay on their student loan.

Outside Scholarships

There are many grants and scholarships available from outside sources. We recommend that students check with their church, local businesses, and organizations, as well completing an online search. Three excellent websites for finding scholarships are tn.gov/collegetpays/, careerinfonet.org/scholarshipsearch/, and studentaid.ed.gov. Avoid scams; never pay for help to find funding for college, don't pay for someone to complete the FAFSA, and never pay anything, including an application fee for a scholarship.

Private Student Loans

Students can borrow up to the cost of attendance less any aid received. Approval of the loan is based on student's credit rating. The interest rates vary based on the student's credit score and if they have a cosigner. We recommend that students exhaust all other options prior to taking on additional debt. Students can contact the Financial Aid Office for the website address for additional information.

Veterans Benefits

Students eligible for veterans' benefits should contact the Veterans Certification Officer. Application for Veterans' Administration Benefits cannot be processed until the applicant has received full admission to a degree program.

FEDERAL AND STATE AID RETURN POLICIES

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 **before dropping any course**, contact the Financial Aid Office for the student's program of study first determining how it will affect their account. Below is the information we are required to provide a student concerning dropping a module or withdrawing.

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

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 originally enrollment status was full-time in a term or semester, the chart below is an example of aid earned.

| 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 that the 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 he or she 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 he/she 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, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Perkins Loans.

When a student withdraws during their 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 that they have 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 that 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 a Federal or State Grants will be adjusted accordingly.

If a student did not receive all of the funds that they earned, 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 it can disburse them. A student may choose to decline some or all of the loan funds so that they don't 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 needs 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 that 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 must return this amount even if it didn't keep this amount of the student's Title IV program funds. If Bethel University is not required to return all of the excess funds, the student must return the remaining

amount. Any loan funds that the student must return, they (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds will be returned to the Department of Education by Bethel University. The requirements for Title IV program funds, when the student withdrew, are separate from any refund policy that Bethel University may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Bethel University may also charge the student for any Title IV program funds that the school was required to return. If they do not already know what Bethel University's refund policy is, they can ask Bethel University for a copy. Bethel University can also provide the student with the requirements and procedures for officially withdrawing from school.

If a student has any questions about their Title IV program funds, they can call the Financial Aid office that administers their program at Bethel University. For general information concerning Title IV program funds, they can contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at studentaid.ed.gov.

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; Cumulative Grade Point Average, Completion Ratio, and Maximum Time Limit.

Cumulative Grade Point Average (CGPA)

- **Qualitative Measure**

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

Undergraduate Hours

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

Graduate Students

- Must maintain a cumulative grade point average of 3.0 throughout the program

- **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.

- **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 of formula—Undergraduate level must have 128 hours completed to graduate, $128 \times 150\% = 192$ hours maximum.
- A graduate example of formula—Graduate level 36 hours needed to be completed to graduate = 54 would be the maximum hours allowed.

Four SAP Statuses

Student's 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 the student is meeting all three SAP measurements at the end of the FAW period their 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)

If all three SAP measurements are not met during the FAW semester or a student fails all courses during a semester this will result in a FAC status. 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 plans are designed for the individual student to achieve SAP at a determined reasonable period of time. If they do not, they 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 a student 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 a student, then it will request additional documentation via the student's Bethel e-mail address. 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 on factors that include but are not exclusive of 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 meet with 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. Based on these requirements 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 and will be removed from the probationary status.

Appeal Denied - Making Up Deficient Credit Hours Without Aid

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

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

AND

2. Notify the Financial Aid Office administering aid for their program when they have 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.

Financial Aid Disclaimers

The commitment of federal funds or state funds is tentative and contingent upon subsequent congressional and/or state appropriation and actual receipt of the funds by Bethel University. The Office of Financial Aid 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 of academic program. Students seeking an endorsement, licensure, or formal certification need to work with the Office of Financial Aid to see what assistance is available.

COLLEGE OF PROFESSIONAL STUDIES

CURRICULUM ORGANIZATION

UNDERGRADUATE

The College of Professional Studies offers undergraduate programs designed to meet the educational needs of working adults. In keeping with the university's mission to create opportunities for members of the learning community, the college offers course work leading to the degrees of Bachelor of Science, Associate of Arts, and Associate of Applied Science.

The Management and Organizational Development degree program and the on-campus College Start program are offered at locations throughout Tennessee. Satellite campuses are located in Chattanooga, Clarksville, Memphis, Jackson, Paris Nashville, and Cleveland Tennessee. All other programs are offered on-line.

PROGRAMS

The college offers three main undergraduate programs categories: degree completion programs (8 options), College Start programs (3 options), and Associate programs (6 options). The programs are cohort based, and groups start on a rolling basis throughout the year. Each cohort consists of 12 to 18 adult learners who typically remain together as a group throughout the entire program. In addition to the policies and procedures described in this catalog, policies applicable to students in the College of Professional Studies are also published in the Student Quick Reference Guide.

Degree Completion Programs

The degree completion programs are open to students with at least 30 hours of previous eligible college credit. Major programs include Management & Organizational Development (MOD), Organizational Leadership (OL), Criminal Justice (CCJ), and Emergency Services Management (ESM). The MOD and OL programs also offer optional concentrations in either Healthcare Management or Information Technology. On-campus classes meet once per week for five weeks in four-hour sessions, usually during the evening. Online classes consist of five-week courses with weekly homework and participation assignments. The program focuses on the combination of theory and practical application. Major course requirements represent junior- and senior-level work.

College Start Programs

The College Start program offers the same liberal arts base as the University's traditional programs plus additional elective hours supportive of the Success program majors. The College Start program offers 60 semester hours, including the entire Common Core, with three options: online with a business emphasis, on-campus with a business emphasis, and online with a criminal justice emphasis. Like the Degree Completion program, classes meet once per week for five weeks in four-hour sessions (on-campus) or online for five weeks. The program is designed for adults who have little or no college experience. College Start courses represent freshman and sophomore-level coursework.

Associate Degree Programs

The Associate degree program offers degrees in Criminal Justice and Business for students who desire only two years of college study. Optional concentrations to the business degree are available in Customer Relationship Management. The Associate programs provide exposure to general education and business fundamentals that prepare students for entry-level positions in industry and government. These programs have tracks as either Associate of Applied Science (AAS) or Associate of Arts (AA) degrees. An AAS degree is best for those who plan to find a job in a specialized field immediately after earning an associate degree. An AA degree is designed for students who plan to pursue a four-year bachelor's degree after finishing their associate.

Special Offerings

Special Offering courses are general elective courses designed to provide breadth to the curriculum in the Success and College Start programs. Classes offered as Special Offerings meet once per week for five weeks in four hour sessions, usually in the evening or on Saturday.

COMMON CORE

Bethel University believes the Common Core is the foundation of a liberal arts education. The Common Core is the general education portion of the Bethel University curriculum, and it supports the mission of the University by providing breadth of knowledge and placing the multiple disciplines in perspective. The Common Core promotes critical thinking and reflection which support the depth of knowledge offered in the majors while providing students with shared learning experiences. The Common Core is included in the College Start and Associate degree portions of the College of Professional Studies curriculum.

Educational outcomes of the Bethel Common Core are as follows:

1. Students will develop adequate oral communication skills.
2. Students will develop adequate written communication skills.
3. Students will be able to utilize the basic principles of scientific methodology.
4. Students will demonstrate the basic principles of quantitative reasoning.
5. Students will demonstrate an understanding of the historic dimensions of the human experience.
6. Students will articulate an appreciation of the arts.
7. Students will demonstrate an understanding of the scholarly dimension of religious studies.
8. Students will demonstrate effective critical thinking skills.
9. Students will show proficiency in using information technology.

Progress toward meeting the outcomes of the Common Core is measured in a number of ways, through standardized, nationally-normed tests, internally generated tests, class activities, and survey data.

ASSOCIATE DEGREE PROGRAMS

An Associate of Arts or Applied Science may not be earned in a program or field in which the student has previously earned a bachelor's degree at Bethel University. A maximum of thirty semester transfer hours may be applied toward an associate degree. A minimum of 30 semester hours must be earned through Bethel University.

Associate of Arts in Criminal Justice (60 hours)

A. Common Core (30 hours)

- English Composition – 6 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 6 hrs.
- Social Science – 6 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Criminal Justice Major (30 hours)

- COE 1010 College Orientation Experience (3 hours)
- CCJ 1000 Principles of Criminal Justice (3 hours)
- CCJ 1200 Principles of Corrections (3 hours)
- CCJ 1300 The U.S. Court System (3 hours)
- CCJ 2000 Overview of Criminal Procedure (3 hours)
- CCJ 2100 Principles of Law Enforcement (3 hours)
- CCJ 2200 Drugs in Society (3 hours)
- CCJ Electives (9 hours)

Associate of Applied Science in Criminal Justice (60 hours)

A. Common Core (21 hours)

- English Composition – 3 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 3 hrs.
- Social Science – 3 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Criminal Justice Major (39 hours)

- COE 1010 College Orientation Experience (3 hours)
- CCJ 1000 Principles Criminal Justice (3 hours)
- CCJ 1200 Principles of Corrections (3 hours)
- CCJ 1300 The U.S. Court System (3 hours)
- CCJ 2000 Overview of Criminal Procedure (3 hours)
- CCJ 2100 Principles of Law Enforcement (3 hours)
- CCJ 2200 Drugs in Society (3 hours)
- CCJ Electives (18 hours)

ASSOCIATE DEGREE PROGRAMS

Associate of Arts in Business (60 hours)

A. Common Core (30 hours)

- English Composition – 6 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 6 hrs.
- Social Science – 6 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Business Major (30 hours)

- COE 1010 College Orientation Experience (3 hours)
- BUS 1110 Introduction to Business (3 hours)
- BUS 1100 Introduction to Management (3 hours)
- BUS 1200 Introduction to Marketing (3 hours)
- ACT 1100 Principles of Accounting I (3 hours)
- BUS 1400 Introduction to Finance (3 hours)
- ECO 1000 Introduction to Economics (3 hours)
- BUS Electives (9 hours)

Associate of Applied Science in Business (60 hours)

A. Common Core (21 hours)

- English Composition – 3 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 3 hrs.
- Social Science – 3 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Business Major (39 hours)

- COE 1010 College Orientation Experience (3 hours)
- BUS 1110 Introduction to Business (3 hours)
- BUS 1100 Introduction to Management (3 hours)
- BUS 1200 Introduction to Marketing (3 hours)
- ACT 1100 Principles of Accounting I (3 hours)
- BUS 1400 Introduction to Finance (3 hours)
- ECO 1000 Introduction to Economics (3 hours)
- BUS Electives (18 hours)

ASSOCIATE DEGREE PROGRAMS

Associate of Arts in Business: Customer Relationship Management Concentration (60 hours)

A. Common Core (30 hours)

- English Composition – 6 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 6 hrs.
- Social Science – 6 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Customer Relationship Management Major (30 hours)

- COE 1010 College Orientation Experience (3 hours)
- BUS 1110 Introduction to Business (3 hours)
- MOD 2500 Group and Organizational Dynamics (3 hours)
- CRM 1200 Introduction to Retailing (3 hours)
- CRM 2000 Introduction to Customer Service (3 hours)
- CRM 2100 Leadership in Customer Service (3 hours)
- CRM 2500 Professionalism in Customer Service (3 hours)
- CRM Electives (9 hours)

Associate of Applied Science in Business: Customer Relationship Management Concentration (60 hours)

A. Common Core (21 hours)

- English Composition – 3 hrs.
- Humanities – 3 hrs.
- Mathematics/Science – 3 hrs.
- Religion – 3 hrs.
- Social Science – 3 hrs.
- CIS – 3 hrs.
- Communications – 3 hrs.

B. Customer Relationship Management Major (39 hours)

- COE 1010 College Orientation Experience (3 hours)
- BUS 1110 Introduction to Business (3 hours)
- MOD 2500 Group and Organizational Dynamics (3 hours)
- CRM 1200 Introduction to Retailing (3 hours)
- CRM 2000 Introduction to Customer Service (3 hours)
- CRM 2100 Leadership in Customer Service (3 hours)
- CRM 2500 Professionalism in Customer Service (3 hours)
- CRM Electives (18 hours)

COLLEGE START PROGRAMS

Core curriculum creates a foundation for learning developed for working professionals who have little or no previous college credit. The College Start program prepares you for the Bethel Success Bachelor's Program.

College Start (on campus) (60 hours)

- English Composition – 6 hours
- Humanities – 6 hours
- Social Sciences – 6 hours
- Religion – 6 hours
(up to 3 hours may be a Philosophy course)
- Science/Math – 6 hours
- COE 101 College Orientation Experience
- BUS 111 Introduction to Business
- BUS 112 Personal Finance
- BUS 255 Microcomputer Applications
- BUS 330 Business & Technical Writing
- MOD 101 Portfolio Development
- MOD 250 Group & Organizational Dynamics
- MOD 252 Organizational Communications
- Electives – 6 hours

College Start (online) (60 hours)

- English Composition – 6 hours
- Humanities – 6 hours
- Social Sciences – 6 hours
- Religion – 6 hours
(up to 3 hours may be a Philosophy course)
- Science/Math – 6 hours
- COE 1010 College Orientation Experience
- COM 1000 Communication in the Workplace
- BUS 1120 Personal Finance
- BUS 2550 Microcomputer Applications
- MOD 1500 Group Dynamics
- MOD 2600 Critical Thinking
- MOD 2610 Practical Stress Management
- Electives – 9 hours

College Start with a Criminal Justice Concentration (online) (60 hours)

- English Composition – 6 hours
- Humanities – 6 hours
- Social Sciences – 6 hours
- Religion – 6 hours
(up to 3 hours may be a Philosophy course)
- Science/Math – 6 hours
- COE 1010 College Orientation Experience
- COM 1000 Communication in the Workplace
- BUS 2550 Microcomputer Applications
- CCJ 1020 Police Crime Control Strategies
- CCJ 1025 Introduction to Deviant Behavior
- CCJ 1030 Introduction to Delinquency
- CCJ 1100 Introduction to Homeland Security
- MOD 1500 Group Dynamics
- Electives – 6 hours

BACHELOR OF SCIENCE PROGRAMS

Management & Organizational Development (*on-campus*) (128 semester hours*)

Note: This major is available through the College of Professional Studies only to the nontraditional student who has 3+ years of work experience or other applicable experience and who has already completed a minimum of 30 semester hours of college credit. There are three concentration options to this program: Management, Healthcare Management, and Information Technology.

*128 credit hours are required to graduate with a Bachelor of Science degree. The balance of the credits needed after the major coursework is completed can be fulfilled with electives, previous transferred credit, and other advanced standing credit options. Contact your recruiter or advisor for details.

A. Common Core Requirements – 30 semester hours

- 6 hours of English Composition
- 6 hours of Humanities
- 6 hours of Mathematics and/or Science
- 6 hours of Social Science
- 6 hours of Religion or 3 hours Religion and 3 hours Philosophy

B. Program Core – 4 semester hours

- 3 hours - CIS
- 1 hour - COE 4010

C. Major Requirements 27 semester hours

Courses that are common to all three tracks of this program:

- MOD 300 Orientation to Adult Learning
- MOD 310 Issues in Management
- MOD 350 Human Behavior in Organizations
- MOD 420 Issues in Marketing
- MOD 450 Ethical and Legal Environment of Organizations
- MOD 430 Business, Government, and the International Economy
- MOD 440 Strategic Planning
- MOD 410 Quantitative Approaches to Managerial Decision Making
- MOD 320 Systems Approach to Organizational Change

BACHELOR OF SCIENCE PROGRAMS

D. Concentration Requirements 18 semester hours

After completing the above nine courses of the Management & Organizational Development major, students begin the specialized courses for one of three concentrations: Management, Healthcare Management, or Information Technology.

D. Additional courses for the Management Track

- CIS 307 Management Information Systems
- MOD 360 Intro to Research Methods and Analysis Using Statistics
- MOD 340 Leadership
- MOD 400 Human Resource Management
- MOD 380 Followership
- Major Electives (choose 1 from the following)
 - MOD 470 Organizational Research Project
 - MOD 4350 Sales & Sales Management
 - MOD 4450 Crisis Management
 - MOD 4550 Business & Society
 - MOD 4800 Business Law

D. Additional courses for the Healthcare Management Track

- HM 4511 Healthcare Financial Management
- HM 4521 Healthcare Information Management
- HM 4531 Healthcare Policy Analysis and Decision-Making
- HM 4541 Human Resource Management in Healthcare
- HM 4551 Leading Healthcare Organizations
- HM 4561 Strategic Planning and Execution in Healthcare

D. Additional courses for the Information Technology Track

- CIS 3070 Management Information Systems
- IT 4501 Management of Information Technology
- IT 4511 Enterprise Information Security
- IT 4521 Managing IT Professionals in Dynamic Organizations
- IT 4531 Service Oriented Architecture Concepts
- IT 4541 E-Business and Online Commerce

E. Elective Courses - 49 semester hours

BACHELOR OF SCIENCE PROGRAMS

Organizational Leadership (Online) **(128* semester hours)**

Note: This major is available through the College of Professional Studies only to the nontraditional student who has 3+ years of work experience or other applicable experience and who has already completed a minimum of 30 semester hours of college credit. There are three concentration options to this program: Management, Healthcare Management, and InformationTechnology.

*128 credit hours are required to graduate with a Bachelor of Science degree. The balance of the credits needed after the major coursework is completed can be fulfilled with electives, previous transferred credit, and other advanced standing credit options. Contact your recruiter or advisor for details.

A. Common Core Requirements – 30 semester hours*

- 6 hours of English Composition
- 6 hours of Humanities
- 6 hours of Mathematics and/or Science
- 6 hours of Social Science
- 6 hours of Religion or 3 hours Religion and 3 hours Philosophy

B. Program Core – 7 semester hours

- 3 hours - CIS
- 1 hour - COE 4010
- 3 hours - OL 1150

C. Major Requirements – 27 semester hours

Courses that are common to all three concentrations of this program:

- OL 3050 Orientation to Online Learning
- OL 3110 Principles of Management
- OL 3230 Organizational Theory
- OL 3210 Principles of Managerial Accounting
- OL 3220 Principles of Marketing
- OL 4020 Managerial Economics
- OL 4240 Strategic Management
- OL 4250 Human Resource Management
- OL 3370 Systems Approach to Organizational Change

BACHELOR OF SCIENCE PROGRAMS

D. Concentration Requirements 18 semester hours

After completing the above nine courses of the Management & Organizational Development major, students begin the specialized courses for one of three concentrations: Business Management, Healthcare Management, or Information Technology.

D. Additional courses for the Business Management Track

- OL 3360 Management Information Systems
- OL 3240 Business Statistics
- OL 3250 Business Ethics
- OL 3350 Leadership
- OL 4340 Consumer Behavior
- Major Elective (choose 1 from below)
 - OL 4700 Organizational Research Project
 - MOD 4350 Sales & Sales Management
 - MOD 4450 Crisis Management
 - MOD 4550 Business & Society
 - MOD 4800 Business Law

D. Additional courses for the Healthcare Management Track

- HM 4511 Healthcare Financial Management
- HM 4521 Healthcare Information Management
- HM 4531 Healthcare Policy Analysis and Decision-Making
- HM 4541 Human Resource Management in Healthcare
- HM 4551 Leading Healthcare Organizations
- HM 4561 Strategic Planning and Execution in Healthcare

D. Additional courses for the Information Technology Track

- CIS 3070 Management Information Systems
- IT 4501 Management of Information Technology
- IT 4511 Enterprise Information Security
- IT 4521 Managing IT Professionals in Dynamic Organizations
- IT 4531 Service Oriented Architecture Concepts
- IT 4541 E-Business and Online Commerce

E. Elective Courses - 46 semester hours

Criminal Justice (*Online*) **(128* semester hours)**

Note: This major is available through the College of Professional Studies only to the nontraditional student who has 3+ years of work experience or other applicable experience and who has already completed a minimum of 30 semester hours of college credit.

*128 credit hours are required to graduate with a Bachelor of Science degree. The balance of the credits needed after the major coursework is completed can be fulfilled with electives, previous transferred credit, and other advanced standing credit options. Contact your recruiter or advisor for details.

A. Common Core (33 hours)*

- English Composition – 6 hrs.
- Humanities – 6 hrs.
- Religion – 6 hrs.
- Social Science – 6 hrs.
- Mathematics/Science – 6 hrs.
- CIS – 3 hrs.

B. Criminal Justice Major (45 hours)

- OL 3050 Orientation to Online Learning 3 hrs
- CCJ 3000 Introduction to Criminal Justice (3 hours)
- CCJ 3100 Ethics in Criminal Justice (3 hours)
- CCJ 3200 Introduction to Corrections (3 hours)
- CCJ 3300 Statistics in Criminal Justice (3 hours)
- CCJ 3500 Introduction to Law Enforcement (3 hours)
- CCJ 3600 Police Administration (3 hours)
- CCJ 3700 Criminal Procedure I (3 hours)
- CCJ 3800 Forensic Science (3 hours)
- CCJ 3900 Criminal Procedure II (3 hours)
- CCJ 4100 Criminological Theory (3 hours)
- CCJ 4300 Juvenile Justice (3 hours)
- CCJ 4400 Community Corrections (3 hours)
- CCJ 4500 Victimology (3 hours)
- CCJ 4600 Crisis Management (3 hours)

C. Elective Courses (50 hours)

*Note: The Common Core requirements may be completed through the College Start program.

Emergency Services Management (Online) **(128* semester hours)**

Note: This major is available through the College of Professional Studies only to the nontraditional student who has 3+ years of work experience or other applicable experience and who has already completed a minimum of 30 semester hours of college credit.

*128 credit hours are required to graduate with a Bachelor of Science degree. The balance of the credits needed after the major coursework is completed can be fulfilled with electives, previous transferred credit, and other advanced standing credit options. Contact your recruiter or advisor for details.

A. Common Core (33 hours)*

- English Composition – 6 hrs.
- Humanities – 6 hrs.
- Religion – 6 hrs.
- Social Science – 6 hrs.
- Mathematics/Science – 6 hrs.
- CIS – 3 hrs.

B. Emergency Services Management Major (45 hours)

- OL 3050 Orientation to Online Learning
- ESM 3000 Survey of Emergency Management
- ESM 3100 Management of Terrorist Incidents
- ESM 3200 Weapons of Mass Destruction
- ESM 3300 Planning for Emergency and Disaster Management
- ESM 3500 Terrorism in the Modern World
- ESM 3700 Homeland Security Law and Public Policy
- ESM 3800 Natural Disaster Planning and Management
- ESM 3900 Risk Analysis and Threat Assessment
- ESM 4100 Organizational Development in Emergency Mgmt & Homeland Security Organizations
- ESM 4200 Intro to Science and Hazards
- ESM 4300 Management of Human Resources in Public Service Organizations
- ESM 4400 Strategic Planning in Public Safety & Emergency Response Organizations
- ESM 4500 Financial Management of Emergency Response Organizations
- ESM 4600 Leadership in Emergency Management Organizations

C. Elective Courses (50 hours)

*Note: The Common Core requirements may be completed through the College Start program.

COLLEGE OF PROFESSIONAL STUDIES

CURRICULUM ORGANIZATION

GRADUATE

MBA PROGRAMS

The Master of Business Administration degree program is a 36 hour program with four concentration options: Academic Practitioner, Executive, Healthcare Administration, and Human Resource Management. The cohort – based program is offered in a blended format with online and face-to-face components. Extending the university’s technology initiative, the program provides technology to students to facilitate the learning process. Cohorts start throughout the year.

Full descriptions of each of the courses can be found in the Bethel University Course Description Catalog.

4 MBA Curriculum Concentrations

Academic/Practitioner:

Designed for students without executive experience, the academic/practitioner track is our general MBA degree structured for professionals who desire to teach business at the collegiate level. Predominately course-based, the track includes eight required courses and four elective courses (three seminars can be substituted for one elective course). A maximum of six seminars may be taken. This track requires approximately 19 months to complete.

Academic/Practitioner Track:

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- MBA 516 Business Ethics
- MBA 504 Organizational Development
- MBA 522 Strategy and Managerial Decision-Making
- Twelve hours from the following:
 - MBA 518 Management Information Systems
 - MBA 526 Social Media Marketing
 - MBA 511, MBA 512, MBA 513 Seminar I, II, III
 - MBA 528 Managerial Finance
 - MBA 530 Human Resource Management
 - MBA 532 Leadership

Executive:

Designed for students with executive experience, the executive track includes seven required courses, three seminars (or, one elective can be substituted for the three seminars), two electives, (one of which must be Managerial Finance or Managerial Accounting), and a six credit hour research project. The executive track requires approximately 21 months to complete. Track may be accelerated by taking multiple courses at once. Students pursuing the executive track should have full-time executive experience in a managerial or professional position.

Executive Track:

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- MBA 516 Business Ethics
- MBA 504 Organizational Development
- MBA 522 Strategy and Managerial Decision-Making
- MBA 601 Organizational Development Project I
- MBA 602 Organizational Development Project II
- Six hours from the following:
 - MBA 518 Management Information Systems
 - MBA 528 Managerial Finance
 - MBA 511, MBA 512, MBA 513 Seminar I, II, III
 - MBA 530 Human Resource Management
 - MBA 532 Leadership
 - MBA 534 International Business

Healthcare Administration:

This track is fully course-based. Designed for professionals working in hospitals, nursing homes, hospice care, insurance companies, provider networks, or government policy organizations. The Healthcare Administration track prepares professionals to better understand and analyze the business side of healthcare. This track requires twelve courses and takes approximately 23 months to complete. Students may accelerate this track by taking multiple courses concurrently. This concentration is offered at specific times during the academic year. Please inquire with your Bethel representative to learn about upcoming start dates.

Healthcare Administration Track:

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics

- MBA 524 Managerial Accounting
- HCA 501 Healthcare Administration
- HCA 511 Healthcare Financial Management
- HCA 521 Healthcare Information Technology
- HCA 531 Healthcare Policy Analysis and Decision-Making
- HCA 541 Human Resource Administration In Healthcare
- HCA 551 Leading Healthcare Organizations
- HCA 561 Quality Strategic Planning and Execution In Healthcare

Human Resource Management

The MBA-HRM concentration allows students seeking a robust program in the study of human resources to learn from experts with both a terminal degree and practical experience in the field. Aligned with SHRM's HR Education Guidelines, the MBA-HRM concentration prepares students to sit for designated HR credentialing exams. It also allows students to be uniquely qualified and competitive in the HR marketplace. This track requires twelve courses and takes approximately 23 months to complete. Students can accelerate this track by taking multiple courses concurrently.

Human Resource Management Track:

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- MBA 530 Human Resource Management
- HRM 508 Employee Relations
- HRM 516 Workforce Planning and Staffing
- HRM 524 Total Rewards: Compensation and Benefits
- HRM 532 Performance Management In Organizations
- HRM 540 Risk Management
- HRM 548 Strategic HR

MASTER OF SCIENCE PROGRAM

Criminal Justice Program (36 hours)

The Master of Science in Criminal Justice (MSCJ) graduate degree is offered through online instruction in our virtual campus. The MSCJ program is designed for law enforcement professionals and others interested in advancing their careers in Criminal Justice.

Core Courses (30 hours)

- CCJ 5000 Topics in Criminal Justice (3 hours)
- CCJ 5100 Diversity in the Criminal Justice System (3 hours)
- CCJ 5200 Administration of Organizations in the Criminal Justice System (3 hours)
- CCJ 5300 Crime Mapping (3 hours)
- CCJ 5400 Research Methods (3 hours)
- CCJ 5500 Criminal Law (3 hours)
- CCJ 5600 Criminological Theory (3 hours)
- CCJ 5700 Administration of Corrections Organizations (3 hours)
- CCJ 5800 Ethics in Criminal Justice (3 hours)
- CCJ 5900 Homeland Security Assessment (3 hours)

Elective Courses (6 hours)

- CCJ 5110, 5120, 5130 Seminars
- CCJ 6000 Organizational Development
- CCJ 6100 Human Resources in Law Enforcement

FULL-TIME FACULTY

UNDERGRADUATE BUSINESS PROGRAMS

| | |
|----------------------------|--------------------------------|
| Stacy Adams, MA, MBA | Viktor Horton, MBA |
| Charles Anderson, MBA | Deb Johnson, DBA |
| Mary Jane Andrews, MS | Kenneth C. Jones, MA |
| Susan Bailey, MBA | Allison Keane, MA |
| Lorey Basford, MBA | Caleb Kersey, PhD |
| Mark Bell, , MBA | Valerie King, MA |
| Annetta Bevill, MBA | Angelo Lamar, MBA |
| Keith Bevill, MBA | Carrie Miller, MA |
| William Bivens, MA | Brad Moore, MBA |
| Dorothy Black, PhD | Michael Ojeda, BS, MBA |
| Jim Blasick, MBA, ABD | Elizabeth Park, MA, MLIS |
| Brian Bradberry, MPA | Gideon Park, MA, Ph.D |
| Cynthia Chambers, MBA | Daniel Pigg, PhD |
| Sabrina Chambers, MA, MAEd | Larry Ridley, MS, MAEd |
| Molly Coffman, MEd | Janae Rodriguez, MA |
| Mark Cunningham, MSCJ | Jadrea Romines, DBA |
| Norman Curtiss, MBA | Kelly Sanders-Kelly, MBA, MAEd |
| Dr. Don Demoulin, PhD | Tracy Sipma, MBA |
| Brittani Dial, JD | Bruce Steele, PhD |
| Marcia Beene Dickerson, MA | Wendell Jordon Shaw, MIS |
| Rachel Follis, MBA | Mary Shea Slonaker, PhD |
| Catherine Foster, MBA | Tony Smith, EdD |
| Brett Gardner, EdD | Magda Soklowski, MA |
| James Hampton, MA | Dennis Trull, D. Min. |
| William Harwood, MA | Sila Tuju, PhD |
| Leslie Henegar, MSM | Lisa Tyler, DBA |
| Johnny Hinds, MA | Lisa Vaughn, MBA, MAEd |
| John Hitz, PhD | Patti Vinson, MBA |
| Andrew Holt, MBA | Katherine Vest, MBA |
| Donald Hornbuckle, MA | Allen Willis, MA |
| Pam Hornbuckle, MBA | Regina Willis, MBA, MAEd |

FULL-TIME FACULTY
CRIMINAL JUSTICE, CONFLICT RESOLUTION
& EMERGENCY SERVICES MANAGEMENT

Cynthia Bowker, J.D. (2008)

J.D., University of Cincinnati College of Law

Joyce Brooks, Ph.D. (2011)

Ph.D., Capella University

M.S. Ed., Queens University School of Education

Edmund Cepparulo (2014)

M.S., Bethel University

D. Thom Corley, J.D. (2012)

J.D., Nashville School of Law

Patricia Drown, Ph.D. (2012)

Ph.D., Capella University

M.S., California Baptist University

Ray Farris, J.D. (2010)

J.D., Nashville School of Law

Jeremy Francis, Ph.D. (2012)

Ph.D., Walden University

M.P.A., Park University

Theresa Grisham (2016)

M.S.C.J., Bethel University

B.S.C.J., University of Tennessee, Martin

A.A.S.C.J., Dyersburg State Community College

Michael Kane, Ph.D. (2011)

Ph.D., Union Institute & University

M.S., National University

Michael Miller

D.Phil., University of Central Florida

M.A., University of Central Florida

B.A., University of Central Florida

Shana Nicholson, Ph.D. (2012)

Ph.D., Capella University

M.S., Capella University

Kelley Pesch-Cronin, Ph.D. (2012)

Ph.D., University of Akron

M.A., University of Akron

Michael Pittaro (2012)

M.P.A., Kutztown University

M.S., Rutgers University

Randall Ricketts (2013)

M.S.C.J., Bethel University

B.S., Bethel University

David Rausch (2010)

M.S., University of Louisville

Kimberly Schreiber, Esq.

J.D., University of Indiana School of Law

Hector Tato, Ph.D. (2011)

Ph.D., Universidad del Norte, Colombia

David Trousdale

J.D., St. Thomas University

M.A., Biola University

Wendy Williams, Ed.D (2011)

Ed.D., Nova Southeastern University

M.S., Auburn University – Montgomery

FULL-TIME FACULTY

MASTER OF BUSINESS ADMINISTRATION

Danielle Babb (2008)

Undergraduate Degree: B.S., Business Administration, University of California
 Graduate Degree: M.B.A., University of Redlands
 Terminal Degree: Ph.D., Capella University

Dorothy Black (2004)

Undergraduate Degree: B.S., Bethel College
 Graduate Degree: M.B.A., Union University
 Terminal Degree: Ph.D., Capella University

Vicki Black

Undergraduate Degree: B.S., Indiana University
 Graduate Degree: M.Ed., Wright State University
 M.S.M., Oakland City College
 Terminal Degree: Ph.D., Ohio State University

Phyllis Campbell, Ph.D. (1992)

Professor of Business
 Ph.D., Capella University
 M.B.A., University of South Florida

Ronald Deming (1996)

Professor of Business
 Associate Degree: A.A., University of New York
 Undergraduate Degree: BS, Southern Illinois University
 Graduate Degree: M.A., Webster University
 Terminal Degree: Ph.D., Capella University

Brett Gardner (2009)

Undergraduate Degree: B.S., Middle Tennessee State
 Graduate Degree: M.A., Trevecca Nazarene University
 Terminal Degree: Ph.D., Trevecca Nazarene University

Linda Gunn (2014)

Undergraduate Degree: B.S., Indiana University
 Graduate Degree: M.B.A., University of Notre Dame
 Terminal Degree: Ph.D., Union Institute & University

Melissa Hickman (2016)

Undergraduate Degree: B.B.A. Shorter University
 Graduate Degree: M.B.A., Kennesaw State University
 Terminal Degree: D.B.A., Nova Southeastern Univ.

Kim LaFavor (2004)

Undergraduate Degree: B.S., Athens State University
 Graduate Degree: M.S., Troy State University
 Terminal Degree: Ph.D., Argosy University

Stephen Langston (2014)

Undergraduate Degree: B.S., University of Arkansas
 Graduate Degree: M.H.R.M., DeVry University
 Terminal Degree: Ph.D., Capella University

Nassar S. Nassar (2002)

Undergraduate Degree: B.S., Bethel College
 Graduate Degree: M.B.A., The University of Tennessee at Martin
 Terminal Degree: Ph.D., Capella University

Stephen Pew (2012)

Undergraduate Degree: B.S., University of Nebraska
 Graduate Degree: M.B.A., University of Nebraska
 Terminal Degree: Ph.D., University of Nebraska

Mary Shea Slonaker (2009)

Undergraduate Degree: B.A., East Tennessee State
 Graduate Degree: M.B.A., University of Tennessee
 Terminal Degree: Ph.D., Middle Tennessee State

Tracy Tuten (2016)

Undergraduate Degree: B.S., East Carolina University
 Graduate Degree: M.B.A., East Carolina University
 Terminal Degree: DPhil, Virginia Commonwealth Univ.

Alan Whiteman (2014)

Undergraduate Degree: BA, Michigan State University
 Graduate Degree: M.B.A., Wayne State University
 Terminal Degree: Ph.D., Walden University

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