



2019-20 Academic
CATALOG

BethelUniversity
College of Arts and Sciences

BethelU.edu

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The Catalog of the

BethelUniversity

College of Arts and Sciences

2019-2020
Academic Year

325 Cherry Avenue
McKenzie, Tennessee 38201

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

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Bethel University Overview

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

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

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

Students are responsible for being informed of all policies and procedures required for continued attendance at Bethel University. Policies and procedures are generally found in this catalog and in the Student 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 Complaint Policy

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

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

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

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

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

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

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

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

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

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

Mission

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

Definitions

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

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

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

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

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

By the term, "Christian environment," the University draws upon the

thought of St. Ignatius that the college environment should facilitate knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.

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

Core Values

Bethel University creates a learning community which:

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

History of the Institution

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

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

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

The Log Cabin was constructed outside Campbell Hall by the freshman class in 1925. The purpose of the building was to show the humble

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

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

In 2009, Bethel College was renamed Bethel University.

Affiliation

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

Accreditation

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

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

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

Bethel University’s Athletic Training Program (AT Program) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program has been placed on probation as of February 23, 2018, by the CAATE, 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3101. If you have any questions or concerns, please contact the Interim Program Director, Nikki Holland, DPT, ATC at hollandn@bethelu.edu.

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

Assessment and Institutional Effectiveness

Bethel University performs a variety of assessment activities to determine and improve the effectiveness and quality of the educational programs and support services. These assessment activities are broad-based and include the entire University. Students, faculty, and staff have important roles in the institutional effectiveness process. All majors require students to complete some form of exit assessment prior to graduation. Students will have many other opportunities to participate in assessment through their time at Bethel. Additional information about assessment at Bethel University may be obtained through the Office of the Academic Dean.

Campus Descriptions

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

Online Degree Programs

Bethel University offers a number of online degree programs.

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

The College of Arts and Sciences offers an online Master of Arts in Education program and the high school Dual Enrollment (non-degree) Program.

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

Academic Calendar: 2019-2020

FALL SEMESTER, 2019

August 19	Classes Begin
August 23	Last Day to Register or Add Classes
August 27	Convocation
September 2	Labor Day Holiday
September 30	Applications for December Graduation Due
October 4	Mid-Point of Semester
October 10-13	Fall Break
November 4	Last Day to Drop A Class
November 27	Last Day of Classes
Nov 28 – Dec 1	Thanksgiving Holidays
December 2-6	Final Examinations
December 7	Commencement

SPRING SEMESTER, 2020

January 13	Classes Begin
January 17	Last Day to Register or Add Classes
January 20	Martin Luther King Jr Holiday
February 18	Applications for May Graduation Due
March 6	Mid-Point of Semester
March 9-13	Spring Break
March 30	Last Day to Drop a Class
April 10	Easter Holiday
May 1	Last Day of Classes
May 4 - 8	Final Examinations
May 9	Commencement

SUMMER SESSIONS, 2020

June 1	First Session Registration & Classes Begin
June 3	Last day to register or add classes (First Term)
June 4	“W” grades begin for First Term classes dropped
June 6	Applications for August Graduation Due
June 12	Last day to drop a class (First Term)
June 26	Last day to remove “I” grades for Spring Semester
June 26	First Session Ends
July 6	Second Session Registration & Classes Begin
July 8	Last day to register or add classes (Second Term)
July 9	“W” grades begin for Second Term classes dropped
July 17	Last day to drop a class (Second Term)
July 31	Second Session Ends
August 1	Commencement

Student Life

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

Student Organizations

Student Government

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

Freshman Council

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

Honors Societies

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

Greek Organizations

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

Academic/Social Organizations

Bethel University's many organizations that blend academic knowledge and social activities, such as the Student Members of the American Chemical Society, Criminal Justice Honors Society, and Student Tennessee Education Association (STEA). In addition, there are several service and special interest groups available such as Cumberland Presbyterian Ministry, Baptist Collegiate Ministry, Black Student Union, Church of God in Christ Ministry, Ignite Ministry, Sigma Alpha Iota, Wesley, Writing Club and Young Life.

Student Activities at Bethel

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

Athletic Activities

Intercollegiate Athletics

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

Intramural Athletics

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

Exercise and Fitness

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

Christian Life

We strive to glorify and enjoy the Lord in every aspect of life. The campus chaplains strive to lead the campus community in living out this belief in many ways. This includes weekly chapel and communion services. In the chapel services, ministers and speakers from different denominations are invited to preach. Bethel University works cooperatively with many different Christian denominations to meet students' needs.

Bethel works closely with the Cumberland Presbyterian denomination. The University supports Christian musical and dramatic presentations

that are performed in individual churches and encourages student involvement with specific churches. We also provide facilities for continuing education opportunities within the denomination.

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

Campus Security

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

Campus Regulations

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

Emergency Closures Policy

Bethel University takes appropriate steps to maintain a safe and secure environment for its students, faculty and staff. Infrequently, weather or other emergency situations may require alterations in the normally scheduled operations of the institution. This may include closure of the institution for brief periods of time including the cancellation of classes or closure of campus facilities. In these events, all students, faculty, and staff are required to follow instructions from Bethel University's Security Department or civil authorities. This may include relocation or suspension of classes.

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

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

General Admission Requirements

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

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

Misrepresentation of Academic Credentials and Credit Waiver

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

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

General Admission Requirements

Required Documentation

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

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

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

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

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

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

participation—whichever occurs first:

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

Due to the vast array of classroom and extra-curricular activities associated with the McKenzie campuses, it is Bethel University's policy that ALL fulltime undergraduate students attending the College of Arts and Sciences and/ or College of Health Sciences must have valid health insurance. Insurance coverage must be documented by providing a valid copy of the current insurance card to the Student Insurance Coordinator AND COMPLETING THE ELECTRONIC OPT OUT PROCESS. Students will not be allowed to attend classes or participate in activities without valid insurance. Insurance can be purchased through Bethel University for \$1,760 for the 2018-2019 academic school year. The last day to opt out of the insurance purchase is August 31, 2018. An online waiver to opt out of the insurance can be found at www.4studenthealth.com/bethel. International health insurance must be purchased from Bethel University. The charge for international insurance for the 2017-2018 academic school year is \$1,760. The student must pay this charge prior to arriving on campus. Students are automatically enrolled when they arrive on campus. No international student will be allowed to participate in any intercollegiate athletic program until the insurance charge is added to their account.

Additional Requirements for International Students

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

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

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

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

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

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

3. TOEFL scores are valid for two years from the date of the exam. Scores on the SAT or ACT and TOEFL are required. Any student who obtains a TOEFL internet-based score below 99 and/or an ACT English score of 17 or below will be required to take ENG 015 and ENG 016. However, all entering freshmen and transfer students who are natives of non-English speaking countries are required to take an in-house assessment no later than the first day of classes to evaluate reading and writing competency. Students who do not pass the exam are required to enroll in ENG 015. If a student obtains a grade of A or B in ENG 015, then ENG 016 will not be required.
4. Non-English speaking students will have completed 12 or more semester hours (including one semester of freshman level composition with a grade of "C" or better) at a regionally or nationally accredited institution (as defined in Bethel University's transfer policy) and must be in good standing from that/those institutions. Students who have not successfully completed 12 semester hours must submit official high school transcripts AND official ACT/ SAT scores. Students whose native language is not English must also provide valid TOEFL scores. If a student has attended an international college/university/postsecondary/tertiary school,

the student is responsible for obtaining a notarized translation of transcripts. Additionally, transcripts must be evaluated through an approved evaluation service such as WES www.wes.org.

Types of Admission

Regular Admission

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

1. A high school grade point average of 2.25 or above.
2. 18 ACT composite score (excluding Writing component) OR 940 SAT minimum score (combined Evidence-based Reading and Writing and Math) test administered March, 2016, and beyond OR 860 SAT minimum score (combined Critical Reading and Math) test administered before March, 2016.
3. Class rank in the top half of their high school graduating class.

Conditional Admission

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

Provisional Admissions Status

With limited exceptions, provisional students are enrolled as degree-seeking students. These students do not have immediate access to official documents in order to fully be admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete admissions for the provisional status to be changed.

Early Admission

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

University as a freshman or take courses concurrently at Bethel and at the high school during the senior year. The basic requirements for a student to enter under the program are:

1. Complete the junior year in high school with a GPA of 3.0 on all work taken during grades 9, 10, and 11.
2. A minimum of 14 high school units.
3. A minimum ACT composite score of 21 or a minimum SAT composite score of 980.
4. Favorable recommendations from high school officials and parental approval.

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

Readmission

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

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

If a student:

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

Laptop Agreement. If the student then applies for readmission, the student will NOT receive another laptop.

Transient Admission

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

Transfer Admission

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

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

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

Special Student Status

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

Dual Enrollment Program

Bethel University's Dual Enrollment Program is a non-degree seeking program which allows eligible high school students to enroll in college classes concurrently with high school classes. Classes are taught either online or at the high school, and students may receive both high school and college credit if applicable.

Dual Enrollment Eligibility Information

To be eligible for the Bethel Dual Enrollment Program students must meet the following criteria:

- 1.) Have completed the 10th grade
- 2.) Have a 3.0 high school GPA or 21 ACT/1980 SAT composite score
- 3.) Have approval from parent/guardian and high school administration

Cost of Attendance

Bethel's dual enrollment tuition cost for the 2019-2020 academic year is \$500 per 3-hour course before any grants or scholarships are applied. For courses taken at the high school or Bethel's campus, there may also be book charges and fees which may be applicable. For online courses taken through Virtual Campus, the textbook is included in the tuition. Any course taken through Canvas may have an additional cost associated with it. Students may receive Bethel University Dual Scholarship in the amounts of \$200 or \$300 or \$500. These are awarded on a case by case basis.

Dual Enrollment Grant

Students who reside in the state of Tennessee may choose to apply for the dual enrollment grant. This grant is worth \$1200 (\$500, \$500, and \$200) over the junior and senior years in high school and can be applied to the cost of tuition. For more information and eligibility requirements, please go to <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>. The deadline to apply for the grant is September 15th for the fall semester and February 1st for the spring semester. Students may apply for both fall and spring dates in the fall semester. To be eligible for the grant provided by Tennessee Student Assistance Corporation:

- Student must be a resident of Tennessee for a minimum of 1 year to be eligible.
- A student may use only two grants per semester. Home school students who choose to utilize two grants in the same semester must have a minimum 3.0 GPA and 21 on the ACT or an SAT score of 980 and provide OFFICIAL ACT scores to Bethel University.
- Student MUST maintain a college cumulative grade point average (GPA) of 2.75 or higher to remain grant eligible. If a student's GPA falls below 2.75, the student loses grant eligibility, and it cannot be regained. The student or parents/legal guardians would then have to pay cash for all remaining classes.
- Tuition owed must be paid by the date specified by Bethel University or the student will be administratively withdrawn from the class(es). Students and parents may contact our *business office at 731-352-6904 to arrange payment.*

Students who qualify for the Tennessee HOPE Scholarship may use funds from the HOPE once all dual enrollment grant money has been utilized. If a student wishes to use HOPE funds, notification must be made to Bethel's Dual Enrollment Department which will determine eligibility. If any HOPE funds are used, it will reduce the student's first year HOPE

Scholarship money by \$100 per credit hour. If students are enrolled in an online dual enrollment course, there is no additional charge for a text

Application Process

To apply, students may go to www.bethelu.edu/dualenrollment and click the APPLY NOW icon. Students will need to have official high school transcripts sent to Bethel University. If a student has taken courses at other universities or colleges, and/or TCAT schools and are applying to use the dual enrollment grant at Bethel University, official transcripts must be sent to Bethel. The transcripts will determine grant eligibility.²⁰

Dual Enrollment Drop Policy

Dual enrollment students may drop a class during the first ten school days in a semester. During this ten day drop period, a student will receive a full refund of tuition. Students who wish to drop a course must notify their guidance counselor who will in turn notify the Director of Dual Enrollment, Craig Lunn (lunncc@bethelu.edu).

If a student drops a class after the first 10 days of class but before the last day to drop a class for the College of Arts and Sciences (November 3 for the Fall Semester and March 23 for the Spring Semester), students/parents/legal guardians will be responsible for the class tuition and a \$25 drop fee will be assessed to their account. In addition, a non-punitive grade of W (Withdrawal) will be assigned to each class dropped. No class can be dropped after the last day to drop a class as referenced above, and the student will receive a punitive grade of F (Failure) or FA (Failure due to non-attendance) in any such course.

Transcript Request for Dual Enrollment Students

Dual enrollment students follow the same process for requesting transcripts as do traditional students. Please see the section entitled Procedure to Request a Transcript in this catalog.

Transferring Classes

Although Bethel University representatives may assist in answering questions about the transferability of classes taken, it is the responsibility of the student and/or parents/legal guardian to determine if any classes taken through Bethel University will transfer to the college or university the student wishes to attend in the future.

Student On-Campus Housing

All full-time undergraduate students attending Bethel University must reside in campus housing. Exceptions to this rule are granted to students who are married, have dependents, living with their parents, living within a 50-mile radius, or who have achieved senior standing. Students with health issues which prohibit them from living in a communal environment may live off campus with appropriate medical documentation and upon the approval of the Director of Housing. During full occupancy, junior status students may also be given permission to live off campus. Changing one's address on the FAFSA does not justify one for off-campus status.

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

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

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

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

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

Academic Policies

Academic Integrity

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

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

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

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

Family Educational Rights & Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Bethel University receives a request for access. A student should submit to the registrar, dean or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Bethel to amend a record should write to the Chief Academic and Compliance Officer, clearly identify the part of the record the student wants changed and specify why it should be changed.

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

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

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

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

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

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

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

- To other school officials, including teachers, within Bethel whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

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

Statement of Non-Discrimination

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

Attendance Policy

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

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

1. All faculty will report in writing to the Office of the Registrar all students whose total absences exceed the limit published in the class syllabus. The Registrar will record an automatic grade of F. This report is due when the limit has been exceeded. If any time after the fifth week of classes a student obtains automatic F's in all classes due to non-attendance, that student will be asked to leave the Bethel University campus within 48 hours after notification. There is no tuition refund after the fifth week of classes, but meal charges will be pro-rated according to the length of time (in weeks) that the student has had meals in the cafeteria, except in the case of withdrawal due to disciplinary action. Note: A separate pro-rated refund applies to the student who is asked to leave during the first term of enrollment.
2. The responsibility for notifying the instructor of anticipated absences and reasons for emergency absences, and for fulfilling all assignments, rests entirely on the student. The final determination of true emergency will be at the discretion of the instructor of the course.
3. Class absences due to mandatory participation in or mandatory attendance at events that are sanctioned by the University/College will not result in penalty to the student through attendance, testing and/or grading. Absences beyond mandatory participation in University functions may result in an adjustment of grade or an automatic failure according to the course syllabus. Guidelines for submitting missed assignments or taking make-up exams are determined by each individual faculty member as published in the course syllabus.
4. A student cannot request to withdraw from any class in which a grade of F has been received for violation of the attendance policy as published in the course syllabus.

Grades

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

Grading System

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

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

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

Pass/Fail grades are given for all internship and activity courses. Juniors and seniors may take one elective course per semester on a Pass/Fail basis with advisor approval. The decision to take the elective on the Pass/Fail basis must be made at the time of registration. All course requirements must be completed in order to qualify for the P grade. No grade points are given with the P grade; the hours attempted are computed for the grade of F.

Receipt of Grades

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

Repeating Courses

Only courses in which a student earns a grade of D or F may be repeated for purposes of replacing the lower grade. The last grade earned will be used to compute grade point average. Any course in which a grade of D

and/or F is earned three times at Bethel University may not be repeated at Bethel.

Appeals

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

Academic Probation and Suspension

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

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

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

A one-semester academic suspension is given to any student who obtains a GPA of 0.0 in any semester, or who fails to obtain a semester GPA of 2.0 while on academic probation. After the second one-semester suspension, any student subject to suspension will be given a one-year academic suspension. The summer term may be used by students on probation or suspension to raise the GPA to the level required for good standing. Readmission to the University after a term of suspension is not automatic. Upon receipt of a suspension notice, the student may send a letter of

appeal to the Academic Dean. The Academic Dean will notify the student when a decision has been made regarding enrollment in the following fall or spring semester. Likewise, a student who withdrew during a semester and wishes to return the following semester must submit a letter of appeal to the Academic Dean. However, any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with the Office of Admission. (See “Readmission” in the Admissions section.)

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

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

Honors Recognition

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

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

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

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

Credit

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

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

Normal Student Load

(Undergraduate)

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

(Graduate)

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 honors is classified as a full-time candidate. No candidate may register for more than 12 graduate hours during a term without permission. Please contact your advisor for more details.

Student Classification

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

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

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, or any subsequent one, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation.

Associate

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

1. Complete a minimum of 60 semester credit hours with an academic cumulative grade point average of 2.0 or greater.
2. Complete the required core curriculum for the chosen program of study.
3. Complete all required assessments related to the chosen program of study.
4. Complete a minimum of 15 semester hours through Bethel University.
5. Complete at least 15 hours of the final 24 semester hours through Bethel University.
6. CPS: Complete all major courses and major concentration courses with no grade below "C".
7. Complete the Application for Graduation form through the student portal on the Bethel student web site by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.

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

Bachelor's

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

1. Complete a minimum of 128 college-credit semester hours (a minimum of 25% numbered 300 and above) with an academic average of C (2.0 GPA).
2. Complete the requirements of the University Parallel/General Education Core Curriculum for a Bachelor's degree.

3. Complete a major concentration of courses with no grade below C and a minor concentration (if required) with an average of C (2.0 GPA).
4. Complete all required assessment procedures related to the major field and/or the core curriculum no later than the last day of classes for the term in which graduation occurs.
5. Complete the Application for Graduation form through the student portal on the Bethel student web site by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.
6. Complete the Bethel University College of Arts & Sciences residency requirements
 - Complete at least 32 hours of the final 38 semester hours through Bethel University. AND
 - Complete at least 18 semester hours in a major field and at least nine semester hours in a minor field through Bethel University

Participation in Commencement Ceremony

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

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

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

Requirements for a Second Degree

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

the applicant will be required to meet the Bethel University's Religion/Philosophy General Education requirement.

Transfer of Credit

Bethel University does not limit the number of undergraduate hours that may be transferred. However, all students must meet all Bethel University Residency and Graduation requirements. (See Requirements for Graduation section).

(Undergraduate)

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

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

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

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

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

(Graduate)

- A maximum of six graduate semester hours from a regionally accredited institution may be applied toward a Graduate degree. These hours must have been earned within five years of being fully admitted to the Education graduate program.
- These hours must be obtained from a regionally accredited institution in classes in which a grade of "A" or "B" was earned and the content is

equivalent to a course required in the designated degree.

- No transferred credit will be approved without an official transcript and a course description evaluation.
- Student's official transcript(s) must indicate a minimum grade point average (GPA) of 2.75 on a 4.0 scale of all undergraduate and post-baccalaureate course work combined.

Types of Credit

Credit by Examination

Challenge Examinations are available to students enrolled at Bethel. Students may be awarded course credit based on results. All applications for departmental Challenge Examinations must be approved by the student's advisor, the course instructor, and the chair of the division in which the course is taught. The course instructor or a person designated by the instructor must administer the exam. The testing date must be no later than two weeks prior to the last scheduled day of classes of the term.

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

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

Students may qualify for advanced standing (maximum of 30 hours, 100- and 200- level only) by submitting acceptable scores as recommended by the American Council on Education (ACE) on the College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) academic subjects or by submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program (AP). Note: No upper division courses (300-400 level) are available for ACE test scores.

No science lab credit is available through CLEP or DSST. ACE educational credit by examination, including credit transcripts by regionally accredited community colleges and ACE credit for training programs are also included in this area. Military personnel/veterans may qualify for advanced standing due to course work taken in the Armed Forces. The VA Coordinator located in the Vera Low Center for Student Enrichment, Office L 120, 101 Wildcat Lane, McKenzie, TN 38201 from 8:00 am to 4:30 pm. Bethel University accepts up to 60 hours of CLEP, DSST, and military. However, a student may earn no more than 30 hours of ACE credit, which includes CLEP and DSST credit. Grades and quality points are not given for advanced standing credit. As a result, a passing examination score will not act as a repeat of a previous grade in any class. It is also important to note that students will not be allowed to duplicate credit in any of the sections or transfer credit.

Internships

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

Students intending to participate in the internship program should register for internship credit in the appropriate department prior to beginning the internship. If a student undertakes an internship without prior registration, a maximum of three hours of individual study credit may be granted if the academic advisor and individual study advisor agree that the experience met the requirements for an internship and includes an additional paper or project. In no case will individual study credit or internship credit be granted for a non-classroom based participatory learning experience begun more than six months prior to application for credit. Individual studies credit may not be used to substitute for an internship in those majors where an internship is required.

Directed and Individual Study

Under extenuating circumstances, some Bethel courses can be completed outside the traditional classroom setting through a Directed Study arrangement between the faculty member and the student provided that the student has never received a grade of F or FA in the course and that the student is in good academic standing. Individual Study is available in most subject areas and is an opportunity to pursue in depth subjects of interest beyond available courses for academic credit. Students are

required to be enrolled at Bethel University, register for the Directed Study or Individual Study course(s), complete the required forms with appropriate signatures (including the Academic Dean), secure the required textbooks and materials, schedule meetings with the faculty instructor, complete all assignments on time, take the required quizzes/exams, and complete the faculty evaluation form for each course. Faculty instructors will require regular meetings with the student, give the student regular feedback regarding assignments and quizzes/exams, and assign a final grade appropriate to the accomplishment of the goals and objectives of the course. Note: Credit will be awarded according to Bethel University's credit hour policy.

Auditing Classes

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

Developmental Education

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

Assistance and Student Services

Library

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

Tutoring

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

Counseling

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

Academic Advising

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

COE

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

Career Services

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

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

Disability Services

Bethel University is committed to making its programs and services accessible to all students regardless of disability. Self-advocacy and independence are encouraged through student knowledge and the use of appropriate accommodations. Students who have a documented disability and need assistance with classes or who would like further information about disability services at Bethel University should contact the Office of VA and Disability Services located in the Vera Low Center for Student Enrichment, Office L 120, 101 Wildcat Lane, McKenzie, TN 38201 from 8:00 am to 4:30 pm. Applicants with special needs who desire accommodation in the application process should make their needs known to their admission counselors.

Laptop Program

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

Honors Program

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

Information Technology Services

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

Acceptable Use of Technology

I. Summary/Purpose

The purpose of the Bethel University network is to provide faculty, staff, and students with an electronic means of transmitting, receiving, and reviewing information necessary for academic pursuits as well as conducting daily business operations of the

University. The Acceptable Use Policy covers all devices that comprise the Bethel University network. This includes, but is not limited to, all laptops, desktop systems, handheld computers, lab facilities, servers, classroom technology, the wired and wireless campus networks, and all software licensed to the University.

II. Rights and Responsibilities

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

- recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
- refraining from any illegal and improper intrusions into the accounts of others or into any Bethel University network resources or systems;
- taking all reasonable steps to 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, e-mail, e-portal, and network accounts to faculty members, staff and students for the purpose of furthering the University's academic mission and conducting business.

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

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

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

that a discrepancy exists between this policy and State policy, State policy shall take precedence.

VI. Electronic Signatures

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

Changing Class Schedules

Dropping or Adding a Class

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

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

Grades for Dropped Courses

If a student drops a class in the first week of the term, no grade will be recorded for the class. If the student drops a class in the second through the eleventh week of the term, a grade of W will be recorded. After the eleventh week of the term, no class can be dropped unless the student can prove that one of the following conditions exists: serious illness or injury

of the student as documented by a physician, serious family problems as documented by a physician or minister, or change in work schedule as documented by the employer. All documentations must be submitted to the Registrar. Non-attendance of classes will result in F grades. Note: No student can withdraw from any class in which a grade of F has been received for violation of the attendance policy.

Withdrawal Procedure

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

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

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

Grades for Withdrawal

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

Administrative Withdrawal Policy

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

aid, full-time or part-time status, and participation in sports or other extracurricular activities and does not guarantee permission to be readmitted to the University.

Transcripts

Transcript Policies

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

Procedure to Request a Bethel Transcript

Students who need transcripts of their college record must file an online request (including signature) with the Registrar. Bethel University uses Credentials Solutions as its agent for processing online transcript requests. This process is secure. To access the transcript, complete the following steps:

1. Go to www.bethelu.edu.
2. Click on "Academics."
3. Click on "University Registrar."
4. Under General Information, click on "Request a Transcript."
5. Under the picture in the center of the page is a link to www.credentials-inc.com. Click on the link.
6. Begin your order.
7. A transcript can be emailed or mailed depending on the requirements of the receiver.
8. Payment for the transcript **MUST** be made as part of the process. All transcripts sent are official. Unofficial transcripts are no longer provided by the registrar's office.

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

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

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

Financial Information

Federal/State Loans or Grants

The financial aid plan requires the student to complete all documentation required for the respective Federal or State program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed above. Such arrangements must be complete by the due date.

Acceptable financial aid plans are: Federal Pell Grant; Tennessee State Assistance Corporation Grant; Hope Lottery Scholarship; Subsidized Federal Stafford Loan; Unsubsidized Federal Stafford Loan; Federal Parent Plus Loan Program; Bethel University Scholarships; external scholarships; Work-Study.

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

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

Student Accounts

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

Payment Policy

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

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

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

Cash Plan

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

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

Federal/State Loans or Grants

The financial aid plan requires the student to complete all documentation required for the respective Federal or State program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed above. Such arrangements must be complete by the due date.

Acceptable financial aid plans are: Federal Pell Grant; Tennessee Student Assistance Grant; Hope Lottery Scholarship; Subsidized Federal Direct Loan; Unsubsidized Federal Direct Loan; Federal Parent Plus Loan Program; external scholarships.

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

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

Tuition Reimbursement Plan

Tuition reimbursement from an employer is an acceptable financial option.

However, it is subject to the following conditions:

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

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

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

Tuition Management Systems

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

Third Party Billing Plan

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

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

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

Private Loan Plan

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

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

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

Changing Finance Options

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

Credit Cards

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

Tuition and Fees (2019-2020)

On-Campus Undergraduate Programs:

Application Fee: \$30

Room Deposit: \$175

Graduation Fee: \$50

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

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

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

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

Meal Rates: (mandatory if in dorm)

Default Meal Rate	\$1,692	\$3,384
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^^Other meal plan options are available. If classes are confirmed in the student ePortal prior to selecting a meal plan the default plan rate will be automatically selected and can not be changed.

Insurance Fee:

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

- Domestic: \$1,760
- International Insurance: \$1,760

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

Other Fees:

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

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

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

Class Fees:

- Applied Music Fees (MUP courses / Private Music Lessons)
 - 1 credit hour: \$135/per semester
 - 2 credit hours: \$270/per semester
- COE 102- College Orientation \$75
- HEA 312: First Aid \$40
- HEA 330: Prevention Care of Athletic Injuries \$30
- PED 100: Martial Arts \$50
- HSC 230: Emergency Care in Sport and Physical Activity \$35

Associate Degree Tuition

Costs are the same as listed above in the Arts & Sciences Undergraduate Program.

Tennessee Promise (BU Promise) Participant:

We provide a selected number of students a last-dollar scholarship for obtaining an Associate's Degree, meaning the scholarship will cover tuition and fees not covered by the Federal Pell Grant, TN Education Lottery Scholarship and TN Student Assistance Award.

Dual Enrollment:

- \$500 per class
- No Application Fee

Graduate Degree Programs: Masters in Education

- \$503 per credit hour
- \$50 Application Fee
- \$70 Graduation Fee
- \$25 Drop Fee

Summer 2020:

Tuition: \$238 per credit hour

Summer Housing:

- Summer Session 1: June 1, 2020 – June 26, 2020
- Summer Session 2: July 6, 2020 – July 31, 2020
- \$450 Private/Single Room per session
- \$400 Double Room per session

Meals not included during summer sessions.

Must be enrolled in Summer Courses for summer housing

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) then a check will be automatically issued to the student and mailed to the billing address on file.

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

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

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

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

On-Campus Undergraduate

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

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

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

Master of Arts in Education Online

When is the class dropped?	% of tuition refunded
• Before the 2nd week of class begins	100%
• Before the 3rd week of class begins	100%
• Before the 4th week of class begins	75%
• Before the 5th week of class begins	50%
• Before the 6th week of class begins	0%

Financial Aid Information

Applying for Financial Aid

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

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

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

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

Federal Financial Aid

Federal Pell Grant

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

SEOG (Federal Supplemental Educational Opportunity Grant)

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

Teach Grant

The TEACH Grant is for students who plan to teach or are currently teaching in high need subject areas. If a student receives the grant but does not fulfill the stringent requirements of the program, the grant amount received becomes a loan with accrued interest compounded from the time of initial disbursement of the grant.

Federal Work Study

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

Federal Direct Subsidized and Unsubsidized Loans

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

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

There is a limit on the maximum period of time (measured in academic years) that a student can receive direct Subsidized loans if the student is

a first-time borrower on or after July 1, 2013. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of their program of study. This is also called the “maximum eligibility period.”

Federal Direct Parent Plus Loan

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

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

Federal Direct Grad Plus Loan

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

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

State Financial Aid

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

Institutional Financial Aid

Undergraduates only (not available to the online programs)

Bethel University reserves the right to limit the combining of institutional

funded aid with federal and state aid or restricted outside scholarships received by a student to the following:

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

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

Academic Honor Scholarships

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

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

Bethel Honor Scholarship

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

Deans Honor Scholarship

Varying amounts up to \$2000. Varying amounts up to \$1200 for new 17/18 commuters. Incoming freshmen must meet criteria above and have a 23-24/1060-1120 ACT/SAT or have a 3.25 to 3.49 high school CUM GPA. New transfer students must have a 3.2 CUM GPA from the previous college. Renewal: 3.0 or higher CUM GPA

Trustee Honor Scholarship

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

Presidential Honor Scholarship

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

Other Institutional Scholarships

Academic Theatre Scholarships

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

Athletic Scholarships

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

Bethel Promise Scholarship (Associates Program only)

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

Bethel Service Scholarship

Bethel Service Scholarships vary in amount up to \$2500. For new 17/18 commuters the amounts vary up to \$1500. The student must complete twenty hours of community service each term under the direction of the program director. This scholarship only combines with the Cumberland Presbyterian Grant, Contiguous County Grant, and Academic Honor Scholarships.

Colegio Americano Friendship Scholarship

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

Community College Scholarship

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

Community Engagement Scholarship (CES)

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

Contiguous County Grant

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

Cumberland Presbyterian Grant

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

Cumberland Presbyterian Ministerial Scholarship

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

Division of Music Vocal/Instrumental Scholarship

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

Dollar General Scholarship

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

Dual Enrollment Scholarships

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

Endowed Scholarships

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

Hendrix Scholarship

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

Heritage Scholarship

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

Honors Program Scholarship

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

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

Multimedia Scholarship

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

Opportunity Scholarship

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

Phi Theta Kappa Scholarship

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

Prime Scholarship

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

Renaissance Participation Scholarship

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

Resident Assistant Scholarship

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

Servant Leadership Scholarship

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

Walmart Servant Leadership Scholarship

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

Wildcat Booster Scholarship

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

Financial Aid Disclaimers

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

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

Curriculum Organization

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

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

University Parallel/General Education Program Required Courses

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

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

University Parallel/General Education Outcomes

1. Students will develop effective written communication skills.
2. Students will be able to identify the basic principles of scientific methodology.
3. Students will be able to identify the basic principles of quantitative reasoning.
4. Students will be able to demonstrate an understanding of the scholarly dimensions of religious studies.

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

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

I. Liberal Arts Core (33 Hours) - College of Arts and Sciences

- 2 Hours College Orientation COE 102
- 6 Hours English Composition ENG 101, 111
- 6 Hours Humanities ENG 201, 202
- 7 Hours Mathematics/Science:
 - 3 hours numbered MTH 111 or higher
 - 4 hours Lab Science
- 6 Hours Social Science
- 6 Hours HIS 200 Level
- 6 Hours Religion from REL 111, 112, 113

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

II. The Program Core

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

III. The Major and the Minor

Students must select a major field of study in their pursuit of a bachelor's degree at Bethel University. Depending on the major, a student will work toward a Bachelor of Science, Bachelor of Arts, or a Bachelor of Music degree. Some majors also require the student to select a minor.

Bachelor's Degree Majors (Programs of Study)

- Art
- Biology (Emphasis: Biology Education)
- Biology (Emphasis: Field/Environmental Biology)
- Biology (Emphasis: General Biology)
- Biology (Emphasis: Pre-Professional Health)
- Business of Administration (Emphasis: Accounting)
- Business of Administration (Emphasis: Computer Information Systems)
- Business of Administration (Emphasis: Management)
- Chemistry
- Chemistry (Emphasis: Biochemistry)
- Christian Studies
- Criminal Justice Studies
- English
- Exceptional Learning and Development
- Human Performance (Emphasis: Physical Education)
- Human Performance (Emphasis: Fitness and Wellness Promotion)
- Human Performance (Emphasis: Exercise Science applied/clinical)
- History
- Human Services
- Interdisciplinary Elementary Education
- Interdisciplinary Studies
- Mathematics
- Music
- Music Performance (Vocal, Instrumental, Keyboard)
- Music and Worship (Vocal, Instrumental , Keyboard)
- Music Education
- Music Production
- Music Business
- Psychology
- Recording Arts
- Sociology
- Student Initiated Major
- Theatre

Note: Refer to the College of Health Sciences catalog for a list of majors in Health Sciences related fields. Refer to the College of Professional Studies catalog for a list of majors for adult degree-completion programs.

Bachelor's Degree Minors

- Accounting
- Art
- Biology
- Business of Administration
- Chemistry
- Coaching
- Computer Information Systems
- Criminal Justice Studies
- English
- Environmental Studies
- Health
- History
- Human Services
- Learning Theory and Communication
- Mathematics
- Music
- Music Industry Studies
- Physics
- Pre-Professional Health Studies
- Professional Education for Interdisciplinary Elementary Education (K-5)
- Professional Education for Exceptional Learning and Development: Interventionist (K-8) (6-12)
- Professional Education Secondary Subject Areas (6-12)
- Professional Education for Music Education (K-12)
- Professional Education for Physical Education (K-12)
- Psychology
- Religion
- Sociology
- Spanish
- Sports Management
- Student Initiated Minor
- Theatre

The Major in Art

Bachelor of Arts Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (35 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: Art 215; MUS 201,331
- PED Activity (1 hour)
- PHI 211 or ENG 250
- SPA 111, 112, 211, 212
- PSY 111, PSY 211
- SOC 111
- SAT 110 or 201
- COE 401

C. Art Major (36 hours)

- Art 111, 113, 115, 213, 214, 416
- 18 hours (at least 12 hours from 300-400 level courses) from ART 201, 206, 210, 215, 299, 300, 301, 309, 320, 340, 351, 370, 399, 401, 410, 490, 499

D. Minor Required E. Electives

The Major in Biology

Bachelor of Science

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH 123 or higher
- CHE 111, 111L
- HIS - 6 hours 200 level

B1. Program Core (Emphasis: Field/Environmental Biology) (30 hours)

- BUS 308
- CHE 112, 112L, 215, 215L
- SCI 115, 115L, 300, 415
- MTH 202
- 6 hours from ART, BUS, ENG, HIS, HUM, MUP, MUS, PHI, PSY, SOC, SAT, or HEA 201 not completed in Liberal Arts Core

B2. Program Core (Emphasis: Pre-Professional Health) (27 hours)

- CHE 112, 112L
- HEA 211
- MTH 200, 202
- PHY 211, 211L, 212, 212L
- 3 hours from ART, MUP, MUS, SAT or any ENG or HIS not completed in the Liberal Arts Core
- PSY 111

B3. Program Core (Emphasis: General Biology) (23 hours)

- CHE 112, 112L
- MTH 202
- 10 hours from any Math or Laboratory Science (not taken in the Liberal Arts Core)
- 6 hours from ART, BUS, ENG, HIS, HUM, MUP, MUS, PHI, PSY, SOC, SAT, or HEA 201 not completed in the Liberal Arts Core

B4. Program Core (Emphasis: Biology Education) (26 hours)

- HEA 312
- PHY 105, 105L or PHY 211, 211L
- PSY 211
- SCI 111, 111L
- CHE 112, 112L
- SAT 110
- 3 hours from ART, MUP, MUS or any ENG or HIS not completed in the Liberal Arts Core
- SOC 111

C. Biology Major

(Common Biology Major Course requirements) (29 Hours)*

- BIO 111, 111L, 112, 112L, 211, 211L, 213, 213L, 304, 304L, 419, 419L, 487, 497

**Each Biology major picks and emphasis, see C1 – C4*

C1. Biology Major (Emphasis: Field/Environmental Biology) (20 hours)

- BIO 302, 302L, 305, 305L, 312, 312L, 401, 401L, 421

C2. Biology Major (Emphasis: Pre-Professional Health) (28 hours)

- BIO 201, 201L, 202, 202L, 316, 423, 430
- CHE 311, 311L, 312, 312L, 412

C3. Biology Major (Emphasis: General Biology) (19 hours)

- BIO 300, 302, 302L, 312, 312L*, 401, 401L, 421

**Note: If an emphasis is changed or a student transfers BIO 201, 201L and BIO 202, 202L or equivalent, that course will be accepted; however, those students will need an additional 8 hours of 300+ coursework.*

C4. Biology Major (Emphasis in Biology Education) (16 hours)

- BIO 201, 201L, 202, 202L, 305, 305L, 401, 401L

D1 – 3. Minor not required

D4. Minor (Biology Major: Emphasis in Biology Education) *Minor required in Professional Education (Secondary)*

E. Elective Courses Note: The following courses are not required to complete an appropriate emphasis in the Biology Major, however they are highly recommended depending on emphasis.

- Field/Environmental Biology: BIO 415, 416, 417, 418
- Pre-Professional Health: BIO 422, 401, 401L
- General Biology: BIO 415, 416, 417, 418; 422, 423, 430
(if interested in medical area)

The Major in Business Administration (Accounting Emphasis)

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (36-37 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- ACT 201, 202, 203
- CIS 255
- ECO 211, 212
- COE 401
- MTH 202
- MTH 200 or 230
- SAT 110 or 201

C. Business Administration (Accounting) Major (45 hours)

- ACT 301, 302, 311, 401, 411, 421
- Plus 6 hours ACT numbered 300 or above
- BUS 301, 302, 304, 307, 310, 413, 418

D. Minor Not Required

E. Elective Courses

Note: To become a CPA in Tennessee, candidates must obtain a minimum of 150 semester hours and a baccalaureate degree from an accredited university. The degree must include 30 semester hours in accounting (24 of which must be in upper division courses) and 24 semester hours in business courses. The candidate must then pass the Uniform CPA Examination, pass an ethics examination given by the American Institute of Certified Public Accountants (AICPA) with a score of 90% or better, and complete one year of experience in accounting acceptable to the Tennessee State Board of Accountancy (TNSBA).

The Major in Business Administration (Computer Information Systems Emphasis)

Bachelor of Science Degree

A. Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (36-37 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- ACT 201, 202, 203
- CIS 255
- ECO 211, 212
- COE 401
- MTH 202
- MTH 200 or 230
- SAT 110 or 201

C. Business Administration

(Computer Information Systems) Major (45 hours)

- CIS 245, 256, 309, 356, 382, 475, 477, 479
- BUS 301, 302, 304, 307, 310, 413, 418

D. Minor Not Required

E. Elective Courses

The Major in Business Administration (Management Emphasis)

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (36-37 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- ACT 201, 202, 203
- CIS 255
- ECO 211, 212
- COE 401
- MTH 202
- MTH 200 or 230
- SAT 110 or 201

C. Business Administration (Management) Major (39 hours)

- BUS 301, 302, 304, 307, 310, 313, 316, 317, 321, 412, 413, 417, 418

D. Minor Not Required

E. Elective Courses

The Major in Chemistry

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH 123 or higher
- CHE 111, 111L
- HIS - 6 hours 200 level

B1. Program Core (Emphasis: Chemistry) (25 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- MTH 230, 231
- PHY 211, 211L, 212, 212L or PHY 218, 218L, 219, 219L

B2. Program Core (Emphasis: students seeking Teacher Licensure in Chemistry) (26 hours)

- HEA 201
- SCI 111, 111L
- SAT 110
- SOC 111
- PSY 211
- HEA 312
- MTH 230
- 3 hours from ART, MUP, MUS, or any ENG or HIS not completed in Liberal Arts Core

B3. Program Core for Chemistry Major (Emphasis: Biological Chemistry) (33 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- BIO 111, 111L, 112, 112L
- MTH 230, 231
- PHY 211, 211L, 212, 212L or 218, 218L, 219, 219L

C1. Chemistry Major (Emphasis: Chemistry) (34-35 hours)

- CHE 112, 112L, 311, 311L 312, 312L, 320, 320L, 330, 330L, 340, 430, 440
- 2 hours total from CHE 391 and/or CHE 491
- 7-8 hours from the following courses: CHE 412/412L, 422, 490; MTH 232, 321, 341

**courses should be based on area of interest in chemistry*

C2. Chemistry Major (Emphasis: students seeking Teacher Licensure in Chemistry) (39 hours)

- BIO 111, 111L
- CHE 112, 112L, 311, 311L, 312, 312L, 320, 330, 340, 440
- CHE 412 or CHE 430
- PHY 211, 211L, 212, 212L

C3. Chemistry Major (Emphasis: Biological Chemistry) (43 hours)

- CHE 112, 112L, 311, 311L, 312, 312L, 320, 320L, 330, 340, 412, 412L, 422, 430, 440
- 12 hours Biology from the following courses: BIO 201, 201L, 202, 202L, 211, 211L, 304, 304L, 419, 419L, 422, 423

D1. Minor not required

D2. Minor Required: all students seeking licensure in Chemistry (7-12 must minor in Professional Education (Secondary).

D3. Minor not required

E. Elective Courses

The Major in Christian Studies

Bachelor of Arts Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (41 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- COE 401
- MUS 230 or EDU 323 or HUS 216
- PHI 211
- PSY 111
- SOC 111, 213, 214
- SPA 111, 112, 211, 212

C. Christian Studies Major (35 hours)

- REL 224 or 225, 301, 311 or 323, 313 or 314, 320 or 321, 497
- REL 327 or PHI 313
- 4 hours from REL 210-410
- 12 additional hours REL and/or PHI numbered 300 or above
(*maximum of 4 hrs. allowed in REL 460*)

D. Minor Not Required

E. Elective Courses

The Major in Criminal Justice Studies

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (Bachelor of Arts) (29 hours)

- SOC 111
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- SPA 111, 112, 211, 212
- COE 401
- PSY 111, 313

B2. Program Core (Bachelor of Science) (26-27 hours)

- SOC 111
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- Laboratory Science Course or 3 hours from CIS numbered 200 or above in addition to CIS 255
- CIS 255
- COE 401
- PSY 316 or HEA 310
- PSY 111, 313

C. Criminal Justice Studies Major (48 hours)

- CJS 210, 313, 320, 350, 389, 391, 392, 400, 410, 411, 432
- 15 hours from any of the following: Any additional CJS courses numbered 300 level and above, BUS 310, MUS 440, PSY 413 or SOC 414, HUS/SOC 213 or 320, ACT/BUS 368 or CIS/CJS 370, ENG/BUS 330

D. Minor Not Required

E. Elective Courses

The Major in English

Bachelor of Arts Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (32 hours)

- HEA 201
- 6 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201; SPA 313
- PED Activity (1 hour)
- PHI 211 or ENG 250
- SPA 111,112,211,212
- 6 hours from: BUS 111, PSY 111, SOC 111
- COE 401

B2. Program Core for students seeking Teacher Licensure in English (37-48 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 6 hours from: ART 213, 214; MUS 201, 331; SAT 201; PHI 211 or ENG 250
- PED Activity (1 hour)
- SPA 111, 112, 211, 212
- PSY 211
- SOC 111
- SAT 110
- HEA 312
- COE 401 (Non-Licensure or EDU 445 (Licensure))

C. English Major (36 hours)

- ENG 301, 311 or 312 or 313, 321, 334
- 3 hours from ENG 322, ENG 324, SAT 301
- 9 hours from ENG 421, 422, 423,424,490*
- 12 hours from any other ENG courses numbered 300 or above**

D1. Minor Not Required

D2. Minor required: all students seeking licensure in English (7-12) must minor in Professional Education (Secondary).

E. Elective Courses

**ENG 490 is not an option for teacher licensure students*

***Teacher Licensure students must take ENG 305 as 3 hours of the 12 hours*

The Major in Exceptional Learning & Development: Interventionist (Grades K-8)

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- BIO 100, 100L
- HIS 211 and 3 hours 200 level

B. Program Core (27 hours)

- HEA 201
- SAT 110
- SOC 111, 324, 425
- PED activity (2 hours)
- PSY 211
- BIO 106,106L
- EDU 323

C. Exceptional Learning and Development Major: Interventionist (K-8) (40 hours)

- ELD 314, 322, 323, 423, 425, 428, 430, 437, 450, 455
- EDU 221B, 321B, 334, 337

D. Minor required: all students seeking licensure in Interventionist (Grades K-8) must minor in Professional Education for Exceptional Learning and Development Interventionist K-8).

The Major in Exceptional Learning & Development: Interventionist (Grades 6-12)

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- BIO 100, 100L
- HIS 211 and 3 hours 200 level

B. Program Core (24-35 hours)

- HEA 201
- SAT 110
- SOC 111, 324, 425
- PED activity (2 hours)
- PSY 211
- BIO 106,106L
- EDU 323

C. Exceptional Learning and Development Major: Interventionist (6-12) (40 hours)

- ELD 314, 322, 323, 423, 425, 428, 430, 437, 450, 452, 457
- EDU 221B, 321B, 334

D. Minor required: all students seeking licensure in Interventionist (Grades 6-12) must minor in Professional Education for Exceptional Learning and Development Interventionist 6-12).

The Major in History

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS – 6 hours from HIS 201, 211, 212, 215

B.1. Program Core (38 hours) *(for students seeking a Bachelor of Arts degree)*

- 3 hours from: SOC, PSY, HUS
- HEA 201
- 6 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- 3 hours from PHI or REL 300 level or above
- SAT 110 or 201
- SPA 111, 112, 211, 212
- COE 401
- 6 hours ENG 300 level or above

B.2. Program Core (26 hours)

(for students seeking a Bachelor of Science degree)

- 3 hours from SOC, PSY, HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- COE 401
- MTH 202 or PSY 313
- SAT 110 or 201
- 9 hours additional SOC, PSY, HUS 300 level or above

B.3. Program Core (24 hours)

(Students seeking teacher licensure in History)

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- HEA 312
- ECO 211
- PSY 211
- SAT 110
- PSY 111 or SOC 111
- 3 hours from any additional SOC, PSY, HUS

C. History Major (39 hours)

- 6 hours 200 level (excludes hours competed in Liberal Arts Core)
- HIS 300, 497, 498
- 24 additional hours HIS numbered 300 level or above (Maximum 6 hours in HIS 460)

D1. Minor not required

D2. Minor not required

D3. Minor required: all students seeking Teacher Licensure in History (6-12) must minor in Professional Education (Secondary)

E. Elective Courses

The Major in Human Performance

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH 111 (or higher content level) or MTH 112 or MTH 113
- BIO 100, 100L or higher
- HIS - 6 hours 200 level

B1. Program Core (Emphasis: Physical Education) (29 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from ART 213, 214; MUS 201, 331; SAT 110, 201
- PSY 211
- PED 108, 123, 213
- PED Activity (3 additional hours)
- HEA 312, 314
- PED 320
- HEA 330

B2. Program Core (Emphasis: Fitness & Wellness Promotion) (23 hours)

- 3 hours from BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from ART 213, 214; MUS 201, 331; SAT 110, 201
- HEA 312, 320, 330
- PED 108, 123, plus 3 additional hours PED Activity
- COE 401

B3. Program Core (Emphasis: Exercise Science) (25-26 hours)

- 3 hours from ART 213, 214; MUS 201, 331; SAT 110, 201
- BIO 112, 112L
- BIO 201, 201L
- BIO 202, 202L
- HEA 312 or HSC 230
- PED 108
- PSY 111, 211
- COE 401

C1. Human Performance Major (Emphasis: Physical Education) (34 hours)

- HHP 211, 321, 322
- PED 331, 332, 333, 343, 345, 413
- PED 311 or 312 or 314
- PED 401 or 402
- PED 408

C2. Human Performance Major (Emphasis: Fitness & Wellness Promotion) (34 hours)

- HEA 211
- HHP 211, 321, 322, 425, 432, 460
- EXS 225, 427, 347
- PED 331, 413

C3. Human Performance Major (Emphasis: Exercise Science) (36 hours)

- HEA 211
- BIO 316 or HSC 216
- HHP 211, 321, 322, 425
- EXS 347, 410, 427, 432
- PED 331, 332

C3a. Human Performance Major (Emphasis: Exercise Science, Applied) (16 hours)

- EXS 225
- HHP 460
- PED 333, 413
- SPM 401, 416

C3a. Human Performance Major (Emphasis: Exercise Science, Clinical) (20 hours)

- HSC 312
- EXS 100, 330, 360, 370, 420, 440

D. Minor not required

The Major in Human Services

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (31 hours) *(for students seeking a Bachelor of Arts degree)*

- SOC 111
- HEA 201
- PED Activity (1 hour)
- SAT 110 or 201
- SPA 111, 112, 211, 212
- PSY 111
- MTH 202 or PSY 313
- HUS 214

B2. Program Core (27-28 hours) *(for students seeking a Bachelor of Science degree)*

- SOC 111
- HEA 201
- PED Activity (1 hour)
- SAT 110 or 201
- CIS 255
- Additional laboratory Science Course or 3 hours from CIS courses numbered 200 or above (in addition to CIS 255)
- HEA 312
- PSY 111
- MTH 202 or PSY 313
- HUS 214

C. Human Services Major (48 hours)

- ENG 330
- HUS 203, 213, 216, 323, 330, 331, 418, 420, 424 or 490, 426 or 490, 460 (3 hours); *Note: only 3 hours from HUS 490 allowed*
- PSY 211 plus PSY 316 or HEA 310
- SOC 320 and 304 or 315 or 324 or HUS 428

D. Minor Not Required

E. Elective Courses

The Major in Interdisciplinary Elementary Education (K-5)

Bachelor of Science Degree

Note: All students seeking Teacher Licensure in Elementary Education (K-5) must complete this major.

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH – 3 hours numbered MTH 111 or higher
- BIO 100 and BIO 100L or BIO 100D
- HIS 211 and 3 additional hours at a 200 level

B. Program Core (27 hours)

- HEA 201
- SAT 110
- SOC 111, 324, 425
- PED activity (2 hour)
- PSY 211
- SCI 111 and 111L
- EDU 323

C. Interdisciplinary Elementary Education Major (37 hours)

- ENG 302, 305
- SOC 214
- ELD 314, 438
- ART 401 or MUS 407
- EDU 212C, 215, 337, 338, 221B, 321B, 349

D. Minor required: all students seeking licensure must minor in Professional Education for Interdisciplinary Elementary Education (K-5).

E. Elective Courses

The Major in Interdisciplinary Studies

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (for Bachelor of Arts degree) (29 hours)

- SPA 111, 112, 211, 212
- SAT 110
- COE 401
- HEA 201
- 6 hours from: ART 213, 214; MUS 201, 331
- 3 hours from BUS 111 or any SOC, PSY, or HUS
- PED Activity (1 hour)

B2. Program Core (for Bachelor of Science degree) (27 hours)

- Laboratory Science Course
- 3 hours from MTH 200 or higher level; CIS 200 or higher level; PSY 313
- SAT 110
- CIS 255
- COE 401
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- 6 hours from BUS 111 or any additional SOC, PSY, or HUS
- PED Activity (1 hour)

C. Interdisciplinary Studies Major (65-67 hours)

- 26-28 hours of 200 or higher level courses in two or more distinct academic disciplines
- 39 hours of 300 or 400 level courses in two or more distinct academic disciplines

D. Minor Not Required

The Major in Mathematics

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH 111 or higher level
- PHY 218, 218L
- HIS - 6 hours 200 level

B1. Program Core (30 hours)

- SAT 110
- PHY 219, 219L
- MTH 202 or 350
- CSC 242 or 256
- Two courses from SOC 111, PSY 111, PHI 211
- COE 401
- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)

B2. Program Core (28 hours)

(Students seeking Teacher Licensure in Mathematics)

- SAT 110
- PHY 219, 219L
- MTH 202 or 350
- PSY 211
- SOC 111
- HEA 312
- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)

C1. Mathematics Major General (37 hours)

- MTH 230, 231, 232, 320, 321, 341, 342
- MTH 334 or 421
- MTH 350 and 351 OR MTH 311 and 411
- 3 hours of Mathematics courses numbered 300 or above

C2. Mathematics Major

(Students Seeking Teacher Licensure in Mathematics) (34 hours)

– MTH 230, 231, 232, 311, 320, 321, 334, 341, 342, 411

D1. Minor Required

D2. Minor required: all students seeking licensure in Mathematics (6-12) must minor in Professional Education (Secondary).

E. Elective Courses

The Major in Music

Bachelor of Arts Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (26 hours)

- HEA 201
- PED Activity (1 hour)
- COE 401
- SPA 111, 112, 211, 212
- SOC 111 or SAT 110 or 201 or PHI 211
- PSY 111
- 3 hours from: ART 213, 214, 215; MUS 331; SAT 110, 201

C1. Music Major (53 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L
- MUS 301, 302, 327, 380
- 6 hours from any other MUS courses numbered 200 or above
- Ensembles totaling 8 hours
- 8 hours in one applied music area
- 4 hours applied piano and/or class piano (proficiency exam required)
(If the principle instrument is piano, the student must take 2 hours from a secondary applied area)
- MUS 301, 302, 304, 321, 332, 409, 425, 435, 480
- REL 409
- Ensembles totaling 8 hours with at least 4 hours from vocal ensembles
- 5 hours applied piano and/or class piano (proficiency exam required)
- 7 hours applied voice (1 credit may be class voice)
- 2 hours applied guitar

D. Minor Not Required

E. Elective Courses

**All BA Music majors are required to pass a piano proficiency examination or enroll in applied piano until the examination is passed. Up to two hours of applied piano may be applied toward elective credit.*

The Major in Music Performance

Bachelor of Music Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS 210 and 3 additional hours HIS 200 level

B. Program Core (14 hours)

- HEA 201
- PED Activity (1 hour)
- COE 401
- SOC 111 or SAT 110 or 201 or PHI 211
- PSY 111
- 3 hours from ART 213, 214, 215; MUS 331, SAT 110 or 201 (if not already taken in core)

C1. Music Performance (Vocal) Major (72 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 102, 121, 121L, 122, 122L, 201, 221, 221L, 222, 235
- MUS 301, 302, 327, 304b, 305b, 347b, 380, 435, 480
- Ensembles totaling 8 hours
- 16 hours applied voice (1 credit may be class voice)
- 4 hours applied piano and/or class piano (proficiency exam required)

C2. Music Performance (Instrumental) Major (68 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L, 222, 235
- MUS 301, 302, 327, 304b, 305b, 348b, 380, 480
- Ensembles totaling 8 hours
- 16 hours in one applied music area
- Four hours from applied piano and/or class piano (proficiency exam required)
- 2 hours secondary applied area

C3. Music Performance (Keyboard) Major (68 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L, 235
- MUS 301, 302, 327, 304b, 305b, 380, 430, 435, 480
- Ensembles totaling 8 hours
- 16 hours of applied piano (piano proficiency exam required)
- 2 hours secondary applied area

D. Minor not required

E. Elective Courses

**All BM Music Performance majors are required to pass a piano proficiency examination or enroll in applied piano until the examination is passed. Up to two hours of applied piano may be applied toward elective credit.*

The Major in Music & Worship

Bachelor of Music Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS 210 and 3 additional hours HIS 200 level

B. Program Core (14 hours)

- HEA 201
- PED Activity (1 hour)
- SOC 111 or SAT 110 or 201 or PHI 211
- PSY 111
- 3 hours from ART 213, 214, 215; MUS 331; SAT 110 or 201 (if not already taken in core)
- COE 401

C1. Music & Worship (Vocal) Major (69-72 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 102, 121, 121L, 122, 122L, 201, 221, 221L, 230, 242b
- MUS 301, 302, 304b, 305b, 321, 347b, 409, 425, 380 or 381, 460 (1-4 hours)
- REL 409
- Ensembles totaling 8 hours
- 8 hours applied voice (1 hour may be class voice)
- 4 hours applied piano and/or class piano (piano proficiency examination required)

C2. Music & Worship (Instrumental) Major (68-71 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L, 230, 242b
- MUS 301, 302, 304b, 305b, 321, 348b, 409, 425, 380 or 381, 460 (1-4 hours)
- REL 409
- Ensembles totaling 8 hours
- 8 hours in one applied area
- 2 hours secondary applied area
- 4 hours applied piano and/or class piano (piano proficiency examination required)

C2. Music & Worship (Keyboard) Major (69-72 hours)

- MUS 010 (8 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L, 230, 242b
- MUS 301, 302, 304b, 305b, 321, 409, 425, 430, 380 or 381, 460 (1-4 hours)
- REL 409
- Ensembles totaling 8 hours
- 12 hours applied piano (4 hours class piano may count towards applied piano)(piano proficiency examination required)
- 2 hours secondary applied area

D. Minor Not Required**E. Elective Courses**

**All BM Music & Worship majors are required to pass a piano proficiency examination or enroll in applied piano until the examination is passed. Up to two hours of applied piano may be applied toward elective credit.*

The Major in Music Education

Bachelor of Music Degree

This major is available only to students seeking a Professional Education Minor OR a Learning Theory and Communication Minor.

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS 210 and 3 additional hours HIS 200 level

B. Program Core (7-8 hours)

- SOC 111 or PSY 111
- SAT 110
- PED Activity (1 hour)
- COE 401 (for Learning Theory and Communication Minor Only)

C. Music Education Major (45 hours)*

- MUS 010 (7 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 201, 221, 221L, 222, 226, 227, 229, 270b, 271a, 301, 302, 304b, 305b, 327, 346, 347b, 380, 437b, 348b
- *Each Music Education Major selects an Emphasis below (see C1-C2)*

C1. Emphasis in Vocal/General K-12 (27 hours)

- MUS 102
- Ensembles totaling seven hours with at least four hours from vocal ensembles
- Twelve hours of applied voice or piano or guitar or harp
- Four hours from applied piano and/or class piano (If the principle applied instrument is not piano, these hours must be applied piano or class piano.)

C2. Emphasis in Instrumental/General K-12 (27 hours)

- MUS 326
- 1 hour from MUP 111-411 or MUP 116-416 or MUS 161
- Ensembles totaling seven hours with at least four hours from instrumental ensembles
- Twelve hours of applied brass or woodwinds or percussion
- Four hours from applied piano and/or class piano

D3. Minor required: all students seeking Teacher Licensure in Music Education (K-12) must minor in Professional Education for Music Education.

E. Elective Courses

*All students seeking Teacher Licensure must complete a course in First Aid/CPR.

***All BM Music Education majors are required to pass a piano proficiency examination or enroll in applied piano until the examination is passed. Up to two hours of applied piano may be applied toward elective credit.*

The Major in Music Production

Bachelor of Music Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- PHY 107, 107L
- HIS - 6 hours 200 level

B1. Program Core (17 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- MUS 331
- PED Activity (1 hour)
- CIS 255
- SAT 110
- COE 401

C. Music Production Major (74 hours)

- MUS 010 (8 semesters with P grade), 101, 121, 121L, 122, 122L, 221, 221L, 327
- MUS 238, 330, 335
- MUS 261, 262b, 264b, 265, 267b, 269b, 281, 333, 334, 350, 352, 354, 381, 440, 481
- 3 hours MUS 460 Internship
- 2 hours of Ensemble (MUP 319/419 Technical)
- 4 hours additional Ensemble (other music ensemble)
- 4 hours applied piano and/or class piano (piano proficiency examination required)

D. Minor Not Required

E. Elective Courses

**All BM Music Production majors are required to pass a piano proficiency examination or enroll in applied piano until the examination is passed. Up to two hours of applied piano may be applied toward elective credit.*

The Major in Music Business

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (30 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- PED Activity (1 hour)
- ACT 201, 202, 203
- CIS 255
- ECO 211, 212
- 3 hours from ART 213, 214, 215; MUS 201
- COE 401
- SAT 110

C. Music Business Major (44 hours)

- MUS 010 (6 semesters with P grade), 101, 121, 121L, 238, 261, 330, 331, 332, 335, 440, 497b
- 3 hours MUS 460 Internship
- BUS 302, 307, 317, 412

D. Minor Not Required

E. Elective Courses

The Major in Psychology

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (31 hours) *(for students seeking a Bachelor of Arts degree)*

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- 6 hours from BUS 111, 316, 317; ECO 211, 212; SOC 111, 213, 304, 320, 414; PHI 211 or ENG 250
- SAT 110 or 201
- SPA 111,112,211,212
- CIS 255

B2. Program Core (30 hours) *(for students seeking a Bachelor of Science degree)*

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- 8 hours additional laboratory science courses
- 9 hours from BUS 111, 316, 317; ECO 211, 212; SOC 111, 213, 320,304, 414 with at least one course from Sociology
- SAT 110 or 201
- CIS 255

C1. Major (42 hours)

- PSY 111, 210, 211, 303, 313, 314 or 414, 322, 330, 413, 415
- 12 hours from PSY 316, 320, 411 or 490, 412, 420, 433, 399/499, 460, 495, HUS 216, 331, 424 or 426, SOC 306, 315, 412, 414

D. Minor Not Required

E. Elective Courses

The Major in Recording Arts

Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (21 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- MUS 331
- PED Activity (1 hour)
- CIS 255
- PHY 107, 107L
- SAT 110
- COE 401

C. Recording Arts Major (69 hours)

- MUS 010 (6 semesters with P grade), 101, 121, 121L
- MUS 238, 330, 332, 335
- MUS 242b, 261, 262b, 264b, 265, 267b, 269b, 281, 333, 334, 337, 350, 352, 354, 361b, 381, 440, 481
- 3 hours MUS 460 Internship
- 2 hours of Ensemble (MUP 319/419 Technical)
- 2 hours additional Ensemble (other music ensemble)
- 2 hours applied piano and/or class piano

D. Minor Not Required

E. Elective Courses

The Major in Sociology

Bachelor of Arts OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B1. Program Core (29 hours) *(for students seeking a Bachelor of Arts degree)*

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- SAT 110 or 201
- PSY 111
- SPA 111, 112, 211, 212
- COE 401
- 3 hours from HIS 300 level

B2. Program Core (27 hours) *(for students seeking a Bachelor of Science degree)*

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331
- PED Activity (1 hour)
- SAT 110 or 201
- PSY 111
- Additional laboratory Science Course
- ECO 211 or 212
- COE 401
- HEA 113 or HUS 203
- 3 hours from HIS 300 level

C. Sociology Major (33 hours)

- SOC 111,313,321,323,330,333,470
- 12 hours from SOC 200/300/400 level courses with no more than 6 hours in 200 level

D. Minor Not Required

E. Elective Courses

Student Initiated Major

Bachelor of Arts Degree OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS 6 hours 200 level

B. Program Core (10-? Hours)

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- Remainder determined by faculty advisor and student

C. Student Initiated Major (45-60 hours)

- Determined by faculty advisor and student.
- Must involve two or more distinct disciplines.

D. Minor Not Required

E. Elective Courses

Refer to Non-Departmental Programs for further information regarding the policies and procedures to declare a SIM.

The Major in Theatre

Bachelor of Arts Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS - 6 hours 200 level

B. Program Core (35 hours)

- 3 hours from: BUS 111 or any additional SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- PHI 211 or ENG 250
- SPA 111, 112, 211, 212
- 3 additional hours from ART 213, 214, MUS 201
- PSY 111
- SOC 111
- COE 401

C. Theatre Major (39 hours)

- SAT 116, 201, 203, 210, 211, 301, 304, 401
- 6 hours from SAT 150-450, 180-480
- 9 hours from ENG 321, SAT 310, 311, 312, 315, 321, 399, 490, 499

D. Minor not required

E. Elective Courses

Minors

The Minor in Accounting (28 hours)

- ACT 201, 202, 203, 301, 302, 411
- 6 hours of Accounting courses numbered 300 or higher
- Collateral Requirements: ECO 211, 212

The Minor in Art (21 hours)

- ART 111, 113, 115, 201
- 3 hours from ART 213, 214, 340, 370
- 3 hours from ART 210, 301, 320, 401
- 3 hours from ART 206, 351, 410, 490

* At least 6 hours credit must be numbered 300 or higher

The Minor in Biology (28 hours)

- BIO 111, 111L, 112, 112L, 211, 211L, 304, 304L, 401, 401L
- BIO 201, 201L, 202, 202L OR BIO 302, 302L, 312, 312L

The Minor in Business Administration (24 hours)

- ACT 201, 202
- BUS 301, 302, 307, 310
- Collateral Requirements: ECO 211, 212

The Minor in Chemistry (24 hours)

- CHE 111, 111L, 112, 112L,
- 16 hours from any other Chemistry courses numbered 300 or above except 391, 399, 460, 491, 495, or 499

The Minor in Coaching (23 hours)

Not available for Physical Education Majors

- PED 343, 345, 347 416
- HHP 425
- HEA 312
- 6 Hours from PED 311, 312, 314
- HHP 211 *prerequisite waived for Coaching Minor*

The Minor in Computer Information Systems (18 hours)

- CIS 307, 382, 475, 477
- 6 hours of Programming Language

The Minor in Criminal Justice Studies (30 hours)

- CJS 210, 313, 320, 350, 392, 400
- 12 hours from the following: CJS 370, 372, 389, 391, 410, 411, 412, 420, 428, 432, 440, 460 (Maximum 6 hours), 490, BUS 310, ACT/BUS 368, ENG/BUS 330, HUS/SOC 213, 320, MUS 440, PSY 413, SOC 414

The Minor in English (18 hours)

- ENG 311 or 312 or 313
- ENG 321, 334
- 9 hours from any other English courses numbered 300 or above

The Minor in Environmental Studies (21 hours)

- BIO 421
- BUS 308
- CHE 215, 215L
- SCI 115, 115L, 300, 415

The Minor in Global Studies

- **3 hours** from GST 140, 240, 340, 440
- BUS 313
- ART 370
- CJS 420
- SOC 306
- SOC 342
- REL/PHI 411

The Minor in Health (21 hours)

- HEA 113, 211, 310, 312, 316, 320
- PSY 111
- PED 108

The Minor in History (24 hours)

- HIS 211, 212, 215
- 15 hours History numbered 300-400 level

The Minor in Human Services (24 hours)

- HUS 216, 331, 420
- HUS 213 or 304 or 320
- HUS 323 or 418
- HUS 424 or 426 or 490
- PSY 111
- SOC 111

The Minor in Learning Theory and Communication (27 hours)

- EDU 212, 313, 318, 323, 326, 334
- ELD 427, 437, 438

The Minor in Mathematics (25 hours)

- MTH 230, 231, 232, 320, 321, 341
- 3 hours of Mathematics courses numbered 300 or above

The Minor in Music (24-25 hours)

- MUS 010 (4 semesters with a grade of P)
- MUS 121, 121L, 122, 122L, 301, 302
- 4 hours of applied music in one discipline area
- 4 hours of ensemble
- 2-3 hours from upper level MUS courses

The Minor in Music Industry Studies (24 hours)

- MUS 010 (3 semesters with a grade of P)
- MUS 101, 238, 261, 330, 335
- 10 hours of Music electives (maximum of 3 hours credit for MUS 490)

The Minor in Physics (23 hours)

- PHY 218, 218L, 219, 219L, 224, 225, 226, 425, 426

The Minor in Pre-Professional Health Studies (40 hours)

- BIO 111, 111L, 112, 112L, 201, 201L, 202, 202L
- CHE 111, 111L, 112, 112L, 311, 311L, 312, 312L
- PHY 211, 211L, 212, 212L

The Minor in Professional Education for Interdisciplinary Elementary Education (K-5) (Teacher Licensure) (24 hours)

- EDU 313, 318, 334, 465, 466
- EDU/ELD 437
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Professional Education for Exceptional Learning and Development: Interventionist (K-8) (Teacher Licensure) (30 hours)

- EDU 212C, 215, 313, 318, 338
- EDU/ELD 438
- EDU 465, 466
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Professional Education for Exceptional Learning and Development: Interventionist (6-12) (Teacher Licensure) (30 hours)

- EDU 212C, 215, 313, 318, 403 or 406
- EDU/ELD 438
- EDU 465, 466
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Professional Education Secondary Subject Areas (6-12) (Teacher Licensure) (40 hours)

- EDU 212C, 221B, 321B, 313, 318, 323, 334, 438
- EDU 400 or 403 or 405 or 406
- ELD 314
- EDU 465, 466
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Professional Education for Music Education (K-12) (Teacher Licensure) (34 hours)

- EDU 212C, 221B, 321B, 313, 323, 334, 437
- ELD 314
- EDU 465, 466
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Professional Education for Physical Education (K-12) (Teacher Licensure) (34 hours)

- EDU 212C, 221B, 321B, 313, 323, 334, 437
- ELD 314
- EDU 465, 466
- CPR certification before Clinical Teaching Experience (CTE)

The Minor in Psychology (21 hours)

- PSY 111, 210, 211
- 12 additional hours of Psychology courses

The Minor in Religion (21 hours)

- REL 224 or 313 or 409
- REL 316 or 320 or 323
- 15 hours from PHI 313 and/or any additional REL courses numbered 300 or above

The Minor in Sociology (21 hours)

- SOC 111, 213, 321
- HUS 330
- 6 hours – 300 level courses
- 3 hours – 400 level course

The Minor in Spanish (18 hours)

- SPA 211, 212, 313, 314, 401, 421

The Minor in Sports Management (24 hours)

- BUS 111,301,302
- PED 416
- SPM 301, 303, 305, 401

The Student Initiated Minor (21-30 hours)

- Determined by faculty advisor and student. Refer to Non-Departmental Programs for further information regarding the policies and procedures to declare an SIM.

The Minor in Theatre (24 hours)

- SAT 116, 201, 301, 401
- 6 hours from SAT 150-450, 180-480
- 6 hours from ENG 321, SAT 203, 210, 211, 304, 310, 311, 312, 315, 321, 399, 490, 499

Associate Degrees

Associate of Arts in General Studies (60 hours)

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111
- ENG 201, 202
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours Lab/Science Course
- HIS - 6 hours 200 level
- 6 hours from REL 111, 112, 113

B. Program Core (19 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 6 hours from: ART 213, 214; MUS 201; SAT 110, 201
- PED Activity (1 hour)
- SPA 111, 112

C. Elective Courses (8 hours)

Associate of Science in General Studies (60 hours)

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111
- ENG 201, 202
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours Lab/Science Course
- HIS - 6 hours 200 level
- 6 hours from REL 111, 112, 113

B. Program Core (14 hours)

- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- HEA 201
- 3 hours from: ART 213, 214; MUS 201; SAT 110, 201
- PED Activity (1 hour)
- 4 additional hours Science Lab Course

C. Elective Courses (13 hours)

**Associate of Science in General Studies
(Dual Enrollment) (60 hours)**

**Dual Enrollment Eligibility Required*

A. Liberal Arts Core (31 hours)

- ENG 101, 111
- ENG 203, 204
- MTH 111
- BIO 111, 111L
- HIS 211, 212
- REL 111, 112

B. Program Core (29 hours)

- BIO 112, 112L
- MTH 202
- BUS 111 OR 112
- HEA 201
- PSY 111
- PED 108 OR PED 117
- SAT 110
- SOC 111
- ECO 211
- MUS 201

Non-Departmental Programs

Student Initiated Major

The SIM is an interdisciplinary approach that must intertwine two or more disciplines. The purpose of the Student Initiated Major/Minor (SIM) is not merely to avoid existing majors and minors, nor is it to create a major or minor in the absence of an existing field of study. In certain rare cases students may desire to pursue a program of study not specifically offered by the university though the university may offer course work which would in fact support such a program of study. In such cases a student may petition the Academic Dean and the College of Arts and Sciences Registrar of the university with a proposal for a student initiated major or minor as outlined below. The advantage to the student who completes the SIM is that the integration of learning and the research involved are prized assets of a liberal arts education.

Upon completing 30 or more semester hours of course work a student with a cumulative grade point average of 3.00 or above may choose to design a course of study which must combine more than one discipline. The student, with the help of a panel of three or more faculty members, integrates the courses of study from the various disciplines so that the goals set forth in the written proposal by the student can be met. The requirements of the SIM are as follows:

1. All work toward the proposal should begin with a discussion of the SIM with the student's academic advisor.
2. Must involve two or more distinct disciplines.
3. Must incorporate three or more faculty (at least one of whom holds a terminal degree) who will constitute the SIM faculty advisory committee.
4. Must include a proposal prepared by the student which must defend the Disciplines and provide a rationale for the SIM request.
5. After obtaining the approval signatures of the three or more faculty members, the proposal must be presented to and be approved by the Academic Dean and the Registrar.
6. All courses selected must be Bethel University catalog courses (or transfer equivalent) and must be listed in the proposal. Courses previously completed may be included.
7. At least one Individual Study as an integrated capstone course (XXX-499) must be included which will incorporate the knowledge of the major or minor.

8. The semester hour total for the proposal is 45 to 60 hours for the SIM major which does not require a minor and 21 to 30 hours for the SIM minor.
9. Any student choosing an SIM must have a cumulative GPA of 3.0 or above at the time the proposal is submitted and must have earned a minimum of 30 semester hours. A transfer student must have completed at least one full time semester at Bethel University prior to submitting the SIM request and must meet all additional SIM requirements.
10. All required assessment procedures related to the major field must be completed no later than the last day of classes for the term in which graduation occurs.
11. All graduation requirements apply to the SIM major and the SIM minor.

Curriculum for the Student Initiated Major

Bachelor of Arts Degree OR Bachelor of Science Degree

A. Liberal Arts Core (33 hours)

- COE 102
- ENG 101, 111, 201, 202
- 6 hours from REL 111, 112, 113
- MTH - 3 hours numbered MTH 111 or higher
- 4 hours from BIO, CHE, PHY, or SCI lecture and lab numbered 100/100L or higher
- HIS 6 hours 200 level

B. Program Core (10-? Hours)

- HEA 201
- 3 hours from: ART 213, 214; MUS 201, 331; SAT 110, 201
- PED Activity (1 hour)
- 3 hours from: BUS 111 or any SOC, PSY, or HUS
- Remainder determined by faculty advisor and student

C. Student Initiated Major (45-60 hours)

- Determined by faculty advisor and student.
- Must involve two or more distinct disciplines.

D. Minor Not Required

E. Elective Courses

Student Initiated Minor (21-30 hours)

Determined by faculty advisory committee and student and approved by the Academic Dean and the Registrar.

Honors Program

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

To be admitted to the Honors Program, incoming freshmen should have minimum English and reading ACT scores of 23 and a minimum high school GPA of 3.25. Interested students should contact the Honors Program Director who will solicit official transcripts and ACT scores from the Enrollment Office. Students who wish to bolster their applications are also encouraged to submit letters of recommendation from high school instructors.

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

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

Honors Program Certification

In order to graduate from the Honors Program, students must complete the following course of study in addition to the requirements for their major program. Students must earn a GPA of at least 3.00 overall and in Honors courses to be eligible to graduate from the Bethel Honors Program. This distinction will be duly noted on the transcript and the diploma.

Honors Program Requirements (21 hours)

- HON 101
- 8 hours from HON 102, 201, 202
- HON 390, 395 (1 hour), 495

With the consent of the Honors Director and Academic Dean, incoming students with 6 credits of college-level History with a grade of “A” or the equivalent may be exempted from honors 102.

With consent of the Honors Director and Academic Dean, incoming students with 6 credits of college-level English with a grade of “A” or the equivalent may be exempted form Honors 201 or 202.

Senior Honors Project

Each student pursuing Honors certification must propose, design, carry out, and present an Honors project during the junior and/or senior years. The project consists of a special research program in the major or minor field of study under the direct supervision of a faculty member within the discipline and the Honors Program Director.

Guidelines for the project are as follows:

1. Honors projects must be completed in the student’s major or minor course of study.
2. Faculty members serve at their discretion as honors project advisors.
3. Upon completion of Honors 395 Honors Project Prep, the student will meet with their project supervisor and the Honors Director to present their proposal. If the faculty project advisor and Honors Program Directors agree, the student will be permitted to enroll in Honors 495 Honors Project.
4. The Academic Dean, faculty project advisor, and Honors Program Directors must approve the student project at both the Honors 395 Project Prep and Honors 495 Honors Project stages. The student and the faculty project advisor should be available to address any concerns of the Academic Dean.
5. Every Honors Project will be presented publically to the Honors Program. Any member of the campus or community is welcome to attend these presentations. Students will be expected to field questions from their faculty project advisors, the Honors Program Director, their peers, and anyone in attendance.
6. The student will provide two copies of the final approved project narrative to the Honors Program Director.

Developmental Education

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

Global Studies

Study Abroad – IES

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

Global Service Learning

Students interested in Global Service Learning at Bethel University must enroll in GSL 140 or 240 or 340 or 440 (dependent on classification) for 3 hours credit which also includes the travel. There are no prerequisites for the course, and it is open to all Bethel University colleges. Students will be required to attend an informational meeting, submit a non-refundable deposit amount as determined, and complete application materials. Participation in the Global Service Learning experience is contingent upon approval of the Director of Global Studies.

Division of Education

Undergraduate Programs

The Division of Education offers undergraduate majors in Interdisciplinary Elementary Education (K-5), Exceptional Learning and Development Interventionist (K-8 and 6-12), and Secondary Education with minor fields in Professional Education (Licensure) and Learning Theory and Communication (Non-Licensure)

Requirements for Admission to Teacher Education Program

Each applicant applying for admission to an initial undergraduate program completes a Teacher Education Program (TEP) Application during the semester prior to beginning the junior year of coursework. The criteria for admission to TEP are indicated on the form. Applications are reviewed by the Division of Education faculty at the end of each semester. Applicants who meet all requirements are approved. The Division of Education faculty reviews applications and recommends acceptance contingent upon completion of all requirements by an established deadline prior to the upcoming semester. The Division of Education admits applicants who have met all admission requirements. In some cases, the status of provisional admission is considered until all requirements are met.

TEP I – Entry (Sophomore Year)

Students must complete all requirements below before proceeding to TEP II

1. Students meet with advisor to discuss Curriculum Map and TEP Process
2. Minimum 2.75 GPA
3. Students must complete the following courses:
 - EDU 212 Foundations of Education
 - ELD 314 Survey of Children with Exceptionalities
 - EDU 323 Educational Psychology
4. Students enroll in Student Tennessee Education Association (STEA)
5. Students submit TBI background check
6. Submit 2 recommendation forms from faculty outside of the Division of Education
7. Interview for acceptance into the Teacher Education Program
8. ACT 21 or SAT 1080

TEP II – Midpoint (Junior and Senior Year)

Students must complete all requirements below before proceeding to TEP III

1. Students must complete all coursework as stated in the Bethel University catalog and advising Curriculum Map
2. Maintain 2.75 overall GPA, STEA membership
3. After completion of 60 credit hours, see advisor and University Registrar to apply for Plan of Study
4. Dispositions are reviewed by the TEP Committee
5. Provide CPR certification documentation or take HEA 312 First Aid & Safety
6. Update TBI background check if record is 2+ years old and maintain STEA membership
7. No grade lower than a C for Professional Education minor
8. Pass Praxis II content area exams
9. Apply to student teach (October 15 for Spring; March 30 for Fall)
10. Complete and pass the Clinical Teaching Experience Interview.

TEP III – Final Transition Point (Final Semester)

Clinical Teaching/Seminar Experience Semester

1. GPA (minimum 2.75)
2. All Praxis exams must be passed prior to the beginning of the Clinical Teaching Semester.
3. Successful completion of edTPA by the end of the semester
4. Evaluations from cooperating teachers/supervisors
5. Submission of CTE documents for review
6. Exit exams and surveys

NOTE: No additional courses (including courses by correspondence) or participation in sports, Renaissance, etc., may be taken concurrently during the CLinical Teaching Experience semester. Please see the *Clinical Teaching Experience Handbook* for more information on this semester.

* In order to meet state licensure requirements, some courses may incur Praxis fees.

Liability Insurance Coverage

All students enrolled in any courses requiring interaction with children in the public schools must be a member of STEA in order to be covered by liability insurance or the student must provide proof of liability insurance coverage.

Licensure Areas

Bethel University offers the following areas of teacher licensure programs:

1. Interdisciplinary Elementary Education (Elementary Grades K-5)
2. Exceptional Learning and Development (Interventionist Grades K-8 or Interventionist Grades 6-12).
3. Licensure in subject area programs:
 - Secondary (Grades 6-12)
 - Biology (6-12)
 - Chemistry (6-12)
 - English (6-12)
 - History (6-12)
 - Mathematics (6-12)
 - Music: Vocal/General (K-12) and/or Instrumental (K-12)
 - Physical Education (K-12)

Additional Endorsement Programs

Bethel offers the following areas of add-on endorsements for teachers who already have an initial Tennessee teacher license in the Secondary area (6-12):

- Biology (6-12)
- Chemistry (6-12)
- Elementary (K-5)
- English (6-12)
- History (6-12)
- Mathematics (6-12)
- Music (K-12)
- Physical Education (K-12)
- Exceptional Learning and Development Interventionist (K-8)
- Exceptional Learning and Development Interventionist (6-12)

Undergraduate Course Descriptions

ACCOUNTING

ACT 201 Principles of Accounting I (3 hours)

The meaning and purpose of accounting principles; the accounting cycle including journal entries, posting, trial balances, adjusting and closing procedures; special journals, receivables, payables, inventories; an introduction to partnership accounting.

ACT 202 Principles of Accounting II (3 hours)

Corporation accounting including capital formation, retained earnings, and dividends; long-term liabilities, accounting for income taxes, and elementary cost accounting systems; financial statement analysis.

Prerequisite: ACT 201 with a grade of C or better.

ACT 203 Integrated Accounting Software (1 hour)

Hands-on experience with an accounting software package with programs on general ledger, inventory control, accounts payable, accounts receivable, and business payrolls. Course should be taken concurrently with ACT 202.

Prerequisite: ACT 201 with a grade of C or better

ACT 301 Intermediate Accounting I (3 hours)

Theory and practice of generally accepted accounting principles including the involvement and development of such principles; a detailed study of cash, receivables, inventories, and plant assets. Prerequisite: ACT 202 with a grade of C or better.

ACT 302 Intermediate Accounting II (3 hours)

Continuation of 301; current and long-term liabilities: corporate equity theory; corrections and adjustments; financial ratios and inter period income tax allocation. Prerequisite: ACT 301 with a grade of C or better.

ACT 303 Computerized Accounting Using QuickBooks (3 hours)

This course covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the QuickBooks audit trail.

ACT 311 Cost Accounting I (3 hours)

An introduction to manufacturing cost accountability; job order and process cost accounting systems; manufacturing overhead including variance analysis; predetermined overhead rates; joint and by-product cost allocation methods. Prerequisite: ACT 202.

ACT 312 Cost Accounting II (3 hours)

Accounting for materials and labor costs; standard costing systems; budgeting and capital expenditures. Prerequisite: ACT 311.

ACT 321 Managerial Accounting (3 hours)

Accounting from the professional manager's perspective; the use of management accounting as a control tool for management decisions; budgets, profit planning, cost controls, variable costing, and capital investment techniques; cash flow analyses. Prerequisites: BUS 301 and ACT 202 with a grade of C or better. Same as BUS 321.

ACT 322 Governmental Accounting (3 hours)

Accounting theory and practice as it applies to federal, state, and local government agencies; not-for-profit organization accounting techniques; budgetary and other compliance requirements; the Single-Audit of 1984; classification of funds including enterprise funds, financial statements, and other reports. Prerequisite: ACT 202 with a grade of C or better.

ACT 368 Fraud Examination (3 hours)

This course is designed to provide students with an in-depth look at fraud detection, prevention, investigation, management, and resolution in business environments. Same as BUS 368.

ACT 399, 499 Individual Study (1-3 hours)

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

ACT 401 Advanced Accounting (3 hours)

A study of financial accounting theory and practice relating to accounting for long-term investments, business combination under the purchase and pooling methods, and consolidated financial statements. Segment and interim reporting standards, corporate insolvency, and partnership accounting are also examined. Prerequisite: ACT 302 with a grade of C or better.

ACT 411 Federal Income Tax (3 hours)

Study of the basic concepts of federal income taxation as they apply to individuals and businesses. Topics include gross income, exclusions, allowable deductions, and basis for gain or loss on the disposition of property. Prerequisite: ACT 202 with a grade of C or better.

ACT 412 Advanced Federal Income Tax (3 hours)

A study of federal taxes imposed on business entities with emphasis on corporations, partnerships, and S corporations. Also includes overview of tax research techniques. Prerequisite: ACT 411 with a grade of C or better.

ACT 421 Auditing (3 hours)

Theory and practice of professional independent auditing; generally accepted auditing standards and procedures; professional ethics and internal accounting control; audit programs for specific accounts; legal responsibilities of professional auditors including third-party reliance; working papers and audit reports. Prerequisite: ACT 302 with a grade of C or better.

ACT 422 Advanced Auditing (3 hours)

An in-depth analysis of advanced topics within professional independent auditing with special attention to professional standards, the impact of SEC on auditing, the objectives in planning an audit, EDP considerations, and current topics in auditing. Prerequisite: ACT 421 with a grade of C or better.

ACT 425 Internal Auditing (3 hours)

An introduction to internal auditing processes, professional standards, internal control systems, and audit evidence embracing sampling and quantitative methods. Includes the discussion of various types of audit applications, including operational, performance, compliance, financial, EDP, and fraud auditing. Prerequisite: ACT 202 with a grade of C or better.

ACT 440 CPA Problems (3 hours)

The analysis and review of accounting principles and practices as developed and illustrated in complex selected problems. Discussion of selected problems and theory. Laboratory practice in the solution of typical problems encountered in the CPA examination. Grading will be pass/fail only and not part of elective semester hours in accounting. Prerequisite: Consent of instructor.

ACT 441 CMA Problems (3 hours)

The analysis and review of accounting principles and practices as developed and illustrated in complex managerial accounting problems. Discussion of selected problems and theory. Practice in the solution of typical problems encountered in the CMA examination. Grading will be pass/fail only and not part of elective semester hours in accounting. Prerequisite: Consent of instructor.

ACT 460 Internship (1-12 hours)

Approved work experience in an accounting environment. Prerequisites: Consent of advisor, senior standing, major in Business Management with Accounting emphasis with at least a B average in accounting courses.

ACT 490 Special Topics (1-3 hours)

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

ACT 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

ART

ART 111 Introduction to Drawing (3 hours)

Hands-on experience in media and techniques for the beginning art student. Equal emphasis on basic drawing and figure drawing. Opportunities given for development of perception, drawing skills, and the application of the elements and principles of design.

ART 113 3D Design (3 hours)

Will consist of a series of projects which will introduce the verbal and visual concepts of 3D Design, Mass, Space, Texture, Space, Scale, Context Line, Plane, Volume and Time will all be addressed. Evaluation of work through individual critique and group discussion will also take place.

ART 115 2D Design (3 hours)

Elements of design used to control, organize, and integrate composition. Equal emphasis on two- and three-dimensional design. Prerequisite: ART 111.

ART 201 Introduction to Painting (3 hours)

Experience in a variety of materials and techniques stressing individual approach to creative expression and development of aesthetic judgment.

ART 206 Introduction to Computer Art (3 hours)

Introductory course in the application of computer software to the arts. The student will have hands-on experience in free-hand drawing, digitizing, graphics and animation.

ART 210 Drawing II (3 hours)

Continues and expands upon the information and skills acquired in Introduction to Drawing with an emphasis on value as the chief conveyor of form. There will be a greater stress on composition as a way of heightening aesthetic interest and conveying information and meaning.

ART 213 History of the Visual Arts I (3 hours)

An introduction to the aesthetic principles of the visual arts as exemplified in selected masterpieces from the ancient world to the 15th century.

ART 214 History of the Visual Arts II (3 hours)

An introduction to the aesthetic principles of the visual arts as exemplified in selected masterpieces from the 16th century to the present.

ART 215 Art Appreciation (3 hours)

An exploration of art and its cultural connections for students with little experience in the visual arts through in-depth studies of the elements, principles, and media used in the creative process as well as art criticism. This knowledge is then applied to a brief study of art history.

ART 299 Individual Study (1-3 hours)

Selected media and/or genre for intensive study. Prerequisite: Approval of instructor, advisor, and Academic Dean.

ART 300 Introduction to Sculpture (3 hours)

Emphasizes the understanding and manipulation of three-dimensional space using form and scale. Students will explore sculpture using various processes, materials, techniques, tools, and studio safety.

ART 301 Painting II (3 hours)

Further investigates thought and expression, critique and review within the language of painting. Students will explore various techniques, as well as fine tune their language and understanding of themselves and their relationship within the world, through the painting process.

ART 309 Introduction to Ceramics (3 hours)

Methods of structuring clay objects including hand-build and wheel-throwing techniques, glazing and firing methods.

ART 320 Figure Drawing (3 hours)

Drawing from live human models and drapery in charcoal, pencil and other materials. Prerequisite: ART 111.

ART 340 Women in Visual Arts (3 hours)

An investigation of the visual arts with an emphasis on the female artist. Prerequisite: ART 216.

ART 351 Digital Photography (3 hours)

An introductory course in the application of the use of the digital cameras in basic fundamentals, composition, and application of programs.

Prerequisite: ART 111 and 206.

ART 370 Non-Western Art (3 hours)

An investigation of the visual arts in non-western cultures from Paleolithic to modern times.

ART 399, 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum.

Prerequisite: Junior standing; approval of advisor and Academic Dean.

ART 401 Art for Life: Elements and Activities (3 hours)

Basic fundamentals of art history, criticism, aesthetics, media, and techniques. Philosophies and objectives of art for all ages, recreational and aesthetic. Student-led class activities to demonstrate personal knowledge and leadership in a group experience.

ART 410 Concepts, Process, and Criticism (3 hours)

An interdisciplinary course that emphasizes concepts, context and narrative in the production of art. Students will focus on formulating an individualized process for expressing personal meaning in art, writing and responding to art criticism, and developing professional practices and habits.

ART 416 Senior Thesis Exhibition (3 hours)

Students will present a portfolio of works during their senior year for jury by the faculty and a public exhibition.

ART 490 Special Topics (1-3 hours)

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

BIOLOGY

BIO 100/100L/100D Essentials of Biology (3, 1 hours)

Integrated view of life with emphasis on four core areas: cells, genes, evolution, and ecology. Designed for students who are not majoring in Biology, Chemistry, Pre-Pharmacy, Pre-Physician Assistant Studies, or Nursing or minoring in Biology or Pre-Professional Health Sciences. Laboratory.

BIO 106, 106L Essentials of Human Biology (3, 1 hours)

Introduction to human anatomy and physiology. Topics include human organization, maintenance, movement, support, integration, coordination, reproduction, genetics, evolution, and ecology. Laboratory

BIO 111, 111L Introduction to Biology I (3, 1 hours)

Introduction to the science of biology with focus on biological chemistry, cell biology, genetics, and evolution. Designed for students who are majoring in Biology, Chemistry, Pre-Pharmacy, Pre-Physician Assistant Studies, or Nursing, as well as those minoring in Biology or Pre-Professional Health Sciences.

Laboratory. Prerequisite: Appropriate program of study or permission of the instructor. Students with an ACT combined score of 19 and below are required to take BIO 100 and BIO 100L, must pass these courses with a grade of "C" or above and have a semester of college level work at a 2.75 GPA or above. No student may be enrolled in BIO 111 while enrolled in any course below the 100 level.

BIO 112, 112L Introduction to Biology II (3, 1 hours)

Continued investigation of the science of biology with focus on biological diversity, plant biology, animal biology, and ecology. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

BIO 201, 201L Human Anatomy and Physiology I (3, 1 hours)

Designed for pre-nursing and other programs in allied health fields. Topics include cell structure and biochemistry, histology, and anatomy and physiology of skeletal, muscular, sensory, and nervous systems. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

BIO 202, 202L Human Anatomy and Physiology II (3, 1 hours)

Continuation of BIO 201. Topics include the anatomy and physiology of circulatory, respiratory, endocrine, digestive, excretory, and reproductive systems. Aspects of metabolism, body fluids, electrolytes, and acid-base balance are covered. Laboratory. Prerequisite: BIO 201.

BIO 211, 211L Introduction to Microbiology (3, 1 hours)

Bacteria, protozoa, fungi, and viruses studied from the point of view of health sciences. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

BIO 213, 213L General Botany (3, 1 hours)

Classification, diversity, morphology, physiology, evolution, and ecology of plants and fungi. Laboratory. Prerequisite: BIO 111; BIO 112.

BIO 300 Environmental Ethics (3 hours)

A study of the various ethical issues arising as humans interact with the environment. The class will examine classic cases in environmental ethics, survey local environmental issues, and develop an environmental ethic in the context of environmental policy issues. Same as SCI 300. Prerequisites: BIO 112 or SCI 115

BIO 302, 302L Comp Chordate Morphology (3, 1 hours)

Study of the morphology of the Chordate in order to develop an understanding of the evolutionary relationships, adaptations, form, and function of the group. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

BIO 304, 304L Genetics (3, 1 hours)

Principles of Mendelian and modern genetics and biochemical basis of inheritance. Laboratory. Prerequisite: BIO 111/111L and BIO 211/211L with a grade of "C" or higher.

BIO 305, 305L Population Biology and Evolution (3, 1 hours)

Biology of animals and plants at the population level; organization and structure related to speciation and evolution. Laboratory. Prerequisite: BIO 304.

BIO 312, 312L Environmental Phys of Animals (3, 1 hours)

How animals cope with particular kinds of environment, considering the biochemical, physiological, behavioral, and ecological adaptations that allow animals to survive in those environments. Laboratory. Prerequisite: BIO 111 with a grade of "C" or higher.

BIO 316 Medical Terminology (3 hours)

Using learner-oriented, self-study, and programmed text, students gain skill in recognizing roots, definitions, pronunciation, spelling, and classification by body and organ system used in medical terminology.

BIO 398, 498 Seminar in Biology (1 hour)

An in-depth examination of current topics of interest in biology. Format will include discussion groups, readings of current literature, and speakers from outside the Bethel campus. Prerequisite: Approval of advisor.

BIO 399, 499 Individual Study (1-3 hours)

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

BIO 401, 401L Ecology (3, 1 hours)

Intraspecific and interspecific interactions between organisms and their environment. Topics include biogeochemical cycles, ecological energetics, population dynamics, and community and ecosystems ecology. Laboratory. Prerequisites: BIO 111, 112.

BIO 415 Mammalogy (4 hours)

Mammalian morphology, classification, distribution, life histories, evolution, and ecology. Techniques of field study, methods of collection and preservation of mammals. World mammals with emphasis on mammals of North America. Laboratory. Prerequisites: BIO 111, 112.

BIO 416 Ichthyology (4 hours)

Fish morphology, physiology, development, behavior, evolution, and ecology. World fishes with emphasis on freshwater fish of the Mid-South. Laboratory. Prerequisites: BIO 111, 112.

BIO 417 Herpetology (4 hours)

Classification, distribution, life histories, techniques of field study, methods of collection and preservation of amphibians and reptiles. World reptiles and amphibians with emphasis on those found in the Southeastern United States. Laboratory. Prerequisites: BIO 111, 112.

BIO 418 Ornithology (4 hours)

Classification, distribution, life histories, techniques of field study, methods of collection and preservation of birds. World birds with emphasis on birds of Tennessee, including waterfowl and Neotropical migrants. Laboratory. Prerequisites: BIO 111, 112.

BIO 419, 419L Cell Biology (3, 1 hours)

Introduction to the major features of cells and the methods by which they are studied. Included will be structural and functional aspects of organelles, the diversity of cell types, and the major mechanisms by which cells reproduce, develop, and evolve. Laboratory. Prerequisites: BIO 304, 211.

BIO 421 Conservation Biology (4 hours)

Principles and techniques of ecological research in conservation of biological diversity at genetic, population, community, and ecosystem level. Includes discussion of public policy and individual advocacy. Laboratory. Prerequisite: BIO 112 or SCI 115.

BIO 422, 422L Immunology and Infectious Diseases (3, 1 hours)

Studies include innate and adaptive immune responses and their applications, immune disorders, host/pathogen interactions, epidemiology, and treatments. Infectious diseases of specific body systems are covered from the point of view of health sciences. Laboratory. Prerequisite: BIO 211.

BIO 423 Cell Biology II (3 hours)

A continuation of the study of a cell with an emphasis on cellular membranes (structure and transport), intracellular compartments, cytoskeleton, cell signaling. Included is an introduction to the concepts of cancer biology. Prerequisite: BIO 419.

BIO 430 Medical Ethics and Legal Issues (3 hours)

Medical legal ethics studies, explores and examines in detail the history of ethics, the development of a personal ethical framework, the major ethical theorists, critical analysis techniques, current legal issues, science and ethics, privacy, and the electronic medium. Prerequisite: Senior status or instructor's permission. Prerequisites: BIO 202 or 312 or permission of instructor.

BIO 460 Internship (1-12 hours)

Approved work experience in a science-oriented environment. Prerequisite: Approval of advisor and Academic Dean.

BIO 487 Scientific Data Analysis and Presentation (3 hours)

In-depth literature review by students of specific areas of interest in biology. Searching data bases, evaluating artifacts for legitimacy and usefulness, and presenting of individual student projects in both oral and written reports. Prerequisites: BIO 304, BIO 211, and senior standing.

BIO 490 Special Topics (1-3 hours)

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

BIO 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

BIO 497 Biology Capstone (2 hours)

The capstone course emphasizes integration of skills and knowledge from all program emphases of the Biology Major providing the graduating Biology student with a unifying summation of concepts from across the biology major. Other areas to be emphasized in the biology capstone are development of critical thinking skills and professional mentoring of students. Prerequisites: open only to Biology majors and must be taken in the last semester of academic work prior to graduation. Students who complete this course are exempt from COE 401.

BUSINESS

BUS 111 Introduction to Business (3 hours)

Survey of business disciplines including economics, management, finance, accounting, marketing, and business law. Does not fulfill requirements for a major in Business Administration.

BUS 112 Personal Finance (3 hours)

An introduction course designed to enable the student to consider the factors that are involved in managing personal resources. Topics include budgeting, checking accounts, borrowing money, buying real and personal property, buying health and life insurance, and consumer information.

BUS 255 Microcomputer Applications (3 hours)

A course designed to introduce students to the world of microcomputer applications as it applies to the world of business. The concentration will be on familiarizing students with the different types of applications for businesses, both off the shelf and specialized. Same as CIS 255.

BUS 269 Financial Planning (3 hours)

Financial planning process and its applications.

BUS 301 Principles of Management (3 hours)

Introduction to fundamentals of business management. Includes organizational behavior, operations management, human resource management, and control systems in management. Topics include TQM and quality-based management.

BUS 302 Principles of Marketing (3 hours)

Marketing fundamentals for business and non-profit organizations. Includes product development, promotional activities, distribution, and pricing.

BUS 304 Business Finance (3 hours)

Long-term markets, securities, financial leverage, cost of capital, and topics related to financing a business enterprise. Prerequisites: BUS 301 and ACT 202 with a grade of C or better.

BUS 305 Labor Economics (3 hours)

Economic factors in social organizations, economic institutions, problems of labor and industry. Unions and social and economic institutions. Problems of management and worker. Same as ECO 305.

BUS 307 Management Information Systems (3 hours)

Organization and structure of management information systems: design and implementation of management information systems, evaluation of hardware and software requirements, and development of management information system policies. Same as CIS 307.

BUS 308 Environmental Economics (3 hours)

An introduction to the economic analysis of environmental issues with consideration given to the particular "mode of production." Topics include the influence of politics and technology, the examination of environmental quality, and sustainable systems. A critique of political economy as it relates to environmental concerns will be formulated. Same as ECO 308.

BUS 310 Business Law I (3 hours)

Survey of the legal environment of business. The course includes constitutional law and the structure of the U.S. legal system; tort, criminal, contract, and administrative law. Topics in anti-trust law, international legal issues, consumer protection, and employment law.

BUS 311 Business Law II (3 hours)

The course includes coverage of the Uniform Commercial Code, business organizations, secured transactions, and negotiable instruments. Topics include international commercial transactions, legal obligations of corporate officers, rights of shareholders, and security interests.

BUS 313 International Business (3 hours)

Overview of the international environment of business including cultural, economic, political, and financial issues in the functional areas of business management, marketing, finance, accounting, etc. Examination of large and small businesses engaged in international business activities.

BUS 315 Consumer Behavior (3 hours)

Applications of contemporary behavioral sciences to problems of the consumer in the marketplace. Emphasis is placed on analyzing the decision-making process of the consumer as the ultimate buyer of products and services. Prerequisite: BUS 302 or permission of the instructor.

BUS 316 Organization Theory (3 hours)

An introduction to organization theory as it relates to structure, process, and change. The actual use of organizational design is introduced through case studies as well as reading and lecture. .

BUS 317 Organizational Behavior (3 hours)

This course provides conceptual understanding of various principles of management and organizational processes and the opportunity for skill-building in the areas of individual, interpersonal, and inter-group organizational behaviors. Topics covered include perception, group behavior, decision-making, motivation, leadership, and organizational design and change.

BUS 321 Managerial Accounting (3 hours)

Accounting from the professional manager's perspective; the use of management accounting as a control tool for management decisions; budgets, profit planning, cost controls, variable costing, and capital investment techniques; cash flow analyses. Prerequisites: BUS 301 and ACT 202 with a grade of C or better. Same as ACT 321.

BUS 330 Business and Technical Writing (3 hours)

Basic writing skills applicable to business situations including proposals, feasibility studies, progress reports, statistical and research reports, technical descriptions, and manuals. Same as ENG 330. Students who earn a grade of C or better in this course are exempt from COE 401. Prerequisite: HON 101 or ENG 201 or ENG 202

BUS 368 Fraud Examination (3 hours)

This course is designed to provide students with an in-depth look at fraud detection, prevention, investigation, management, and resolution in business environments. Same as ACT 368.

BUS 399, 499 Individual Study (1-3 hours)

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

BUS 411 Investments (3 hours)

Investment objectives, corporate securities, securities markets, market analysis, and portfolio theory. Prerequisites: ACT 202 and ECO 211.

BUS 412 Human Resource Management (3 hours)

Advanced course in the management of human resources. Includes human resource planning, job analysis and design, legal aspects of human resource management, compensation, selection, training and development, and safety. Prerequisite: BUS 301 with a grade of C or better.

BUS 413 Business Policy and Strategy (3 hours)

Capstone course for the Business Administration major; application of material from previous courses and additional focus on strategy. Prerequisites: BUS 301, 302, 304, 307. Senior standing is required.

BUS 416 Marketing Research (3 hours)

An introduction to the major areas of research in marketing. Attention given to problem definition, research design, information gathering, and data analysis to assist management with the decision-making process. Prerequisite: BUS 302.

BUS 417 Business Ethics and Society (3 hours)

An introduction to basic types of ethical theories and applications to decision-making. The course identifies moral issues involved in the management of specific problem areas of business. Examines the interactions between business and the larger social/political system in which it operates. Acquaints students with the social responsibilities of business activity.

BUS 418 Production and Operations Management (3 hours)

Linear programming, queuing theory, PERT/CPM, advanced control methods, and decision theory. Prerequisite: BUS 301 with a grade of C or better.

BUS 419 Advertising and Promotion (3 hours)

Advanced concepts in advertising and promotion management. Focus on the development of the advertising campaign and its integration into the promotional effort. Prerequisite: BUS 302 with a grade of C or better.

BUS 460 Internship (1-12 hours)

Approved work experience in a business environment. Prerequisites: Consent of advisor, senior standing, major in Business Administration.

BUS 479 Electronic Commerce (3 hours)

This course will address electronic commerce technology and strategies and the impact e-commerce will have on the fields of information systems and organized strategies. Same as CIS 479.

BUS 490 Special Topics (1-3 hours)

Selected topics from business will be explored in greater depths and from alternate perspectives as demanded by student/instructor interest or by changing business practices. Specific topics will vary by semester. Course may be repeated for credit. Prerequisite: Junior standing or consent of instructor.

BUS 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

CHEMISTRY

CHE 100, 100L Concepts in Chemistry (3, 1 hours)

Concepts of chemistry including principles of scientific investigation, the states of matter, atomic structure and bonding, shapes of molecules, and an overview of chemical reactions. Additional selected topics of current interest. Does not count toward a major in chemistry. Laboratory. This class is designed for non-science majors. Laboratory and class must be taken concurrently unless one has been successfully completed.

CHE 106 Introduction to Chemistry (3 hours)

Introductory chemistry. No lab. This course does not meet the science requirement for the four hour lab science course for the Liberal Arts Core.

CHE 111, 111L General Chemistry I (3, 1 hours)

Fundamental principles underlying various fields of chemistry including formulas and equations, thermochemistry, atomic and molecular structure. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 106 with a grade of C or above or a minimum ACT Mathematics score of 20. Permission of the instructor may be granted in exceptional circumstances. Co-requisite: MTH 123 or exemption from MTH 123.

CHE 112, 112L General Chemistry II (3, 1, 1 hours)

Continuation of CHE 111. Topics include solutions, equilibrium, thermodynamics, kinetics, acids and bases, oxidation-reduction, and electrochemistry. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 111 and 111L.

CHE 121, 121L Principles of Chemistry I (3, 1 hours)

Fundamental laws of chemistry including topics such as atomic and molecular structure, stoichiometry, chemical bonding, reaction equilibria, acids and bases, kinetics and nuclear chemistry. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite or Co-requisite: MTH 111 or above. CHE 121 does not fulfill prerequisite requirements for any upper division chemistry courses.

CHE 122, 122L Principles of Chemistry II (3, 1 hours)

Basics of organic and biological chemistry including topics such as the study of functional groups, amino acids, lipids, carbohydrates, nucleic acids, enzymes and biochemical pathways. Laboratory and class must be taken concurrently unless one has been successfully completed. Experimental techniques in organic and biochemistry comprise the lab component. Prerequisite: CHE 111 or 121. CHE 122 does not fulfill prerequisite requirements for any upper division chemistry courses.

CHE 215, 215L Environmental Chemistry (3, 1 hours)

General knowledge of biochemical and geochemical environmental cycles and the fate of chemicals in the environment. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 106, 106L or a higher level chemistry.

CHE 311, 311L Organic Chemistry I (3, 1 hours)

Introduction to the organic chemistry of aliphatic and aromatic compounds, correlating structural theory and reactivity using a mechanistic approach. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisites: Grade of C or above in CHE 112, 112L

CHE 312, 312L Organic Chemistry II (3, 1 hours)

Continuation of CHE 311. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisite: CHE 311.

CHE 320, 320L Analytical Chemistry (3, 1 hours)

Principles of gravimetric and volumetric analysis, techniques, and procedures. Physical methods of characterization and separation. Theory and practice of spectroscopic and chromatographic methods of chemical analysis. Laboratory is required and must be taken concurrently with the lecture. Prerequisites: Completion of CHE 111, 111L, 112, 112L with a grade of C or above.

CHE 330, 330L Survey of Physical Chemistry (3, 1 hours)

Principles of thermodynamics, kinetics, and quantum mechanics. Laboratory and class must be taken concurrently unless one has been successfully completed. Prerequisites: MTH 200 or 230, CHE 112.

CHE 340 Chemical Literature and Seminar I (1 hour)

A course for chemistry and pre-pharmacy majors to introduce prospective chemists to the chemical literature. Prerequisite: open only to chemistry and pre-pharmacy majors and to be taken in the spring of the sophomore or junior year.

CHE 391, 491 Research in Chemistry (1-2 hours)

A laboratory-based investigation of selected, original research problem, aiming toward presentation of the findings at some recognized scientific meeting or in some recognized scientific publication. Weekly research group meetings and discussions with the chemistry faculty. One to two hours each semester with a cumulative total towards the major not to exceed four hours. Laboratory. Prerequisite: 18 semester hours in chemistry, department approval.

CHE 399, 499 Individual Study (1-3 hours)

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

CHE 412, 412L Biochemistry (3, 1 hours)

Structure and function of bio-molecules, properties of enzymes, enzyme kinetics, energy transformations, intermediary metabolism, biosynthesis of macromolecules and the regulation of cellular processes and functions. Prerequisite: Grade of C or above in CHE 312.

CHE 422 Biochemistry II (3 hours)

Continuation of CHE 412 with emphasis on metabolism and energetics of carbohydrates, lipids, and nitrogen-containing biomolecules. Prerequisite: CHE 412.

CHE 430 Advanced Inorganic Chemistry (3 hours)

Advanced knowledge of atomic and molecular structure and bonding theories; descriptive chemistry of the elements; mechanism of inorganic reactions; application of modern techniques for characterization; and coordination and organometallic chemistry. Prerequisite: Grade of C or better in CHE 312, 312L.

CHE 440 Chemical Literature and Seminar II (1 hour)

A course for chemistry and pre-pharmacy majors to introduce prospective chemists to the chemical literature and literature searching techniques.

Students will also learn to prepare various technical manuscripts and will gain experience in giving diverse types of oral presentations. Prerequisites: open only to chemistry and pre-pharmacy majors and to be taken in the spring in the last academic year prior to graduation. Students completing this course are exempt from COE 401.

CHE 460 Internship (1-12 hours)

Approved work experience in a science-oriented environment. Prerequisite: Approval of advisor and Academic Dean.

CHE 490 Special Topics (1-3 hours)

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

CHE 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

COLLEGE ORIENTATION EXPERIENCE

COE 102 College Orientation Experience (2 hours)

Opportunity for first-year liberal arts students to learn about themselves and adjust to college life during their first full-time semester of enrollment. This course sets the groundwork for meeting educational goals in academic, social, physical, emotional, and spiritual dimensions. Topics include study skills, financial aid, library orientation, college catalog and curriculum, registration overview, campus life, and social issues. Training on computers and computer software. Enrollment required in first semester of attendance. Withdrawal from course not allowed. Exemption: Transfer students who were full time at post-secondary institutions and earned at least 12 hours of college credit are not required to complete College Orientation Experience (COE 102).

COE 250 S.T.A.R. Leadership (1 hour)

To provide leadership techniques for upper classmen as they assist entering freshmen with making the transition from high school to college. Pass/Fail grade. May be repeated for credit.

COE 401 Career Opportunity Experience (1 hour)

Opportunity to participate in actual interview processes for job/graduate school placement assistance and career contacts. Participation in seminars, workshops, and job fairs. Students who earn a grade of C or higher in BIO 497, BUS/ENG 330, or PSY 322 are exempt from COE 401. Students who major in Nursing are not required to complete this course. Prerequisite: Junior or Senior classification.

COMPUTER INFORMATION SYSTEMS

CIS 245 Web I – Intro to Web Development (3 hours)

Designed to introduce students to the process of designing and developing basic web pages using current development language and platform.

CIS 255 Microcomputer Applications (3 hours)

A course designed to introduce students to the world of microcomputer applications as it applies to the world of business. The concentration will be on familiarizing students with the different types of applications for businesses, both off the shelf and specialized. Same as BUS 255.

CIS 256 Computer Programming I (3 hours)

A modern programming language is used to introduce students to the fundamentals of computer programming. Students will analyze computing problems, design and implement solutions for these problems. Topics include language syntax and semantics, program logic and methodologies. Prerequisite: MTH 111 or higher with a grade of "C" or above. Same as CSC 256.

CIS 307 Management Information Systems (3 hours)

Organization and structure of management information systems: design and implementation of management information systems, evaluation of hardware and software requirements, and development of management information system policies. Same as BUS 307.

CIS 309 Information and Security Risk Management (3 hours)

A managerially focused overview of information security and administration. Prerequisite: BUS/CIS 307.

CIS 345 Web II – Developing Web-Based Applications (3 hours)

This course will provide students with the skills to design and develop database-enabled web applications. Prerequisites: CIS 245, junior standing.

CIS 349 Computer Hardware and Small Computer Systems (3 hours)

A course designed to introduce CIS students to the world of hardware as it applies to the world of business with concentration on defining user needs, procurement, life cycle, current and future technologies for business.

CIS 356 Computer Programming II (3 hours)

A continuation of CIS 256. Practice in using object oriented and event driven programming models. Introduction to GUI programming. Prerequisite: CIS 256. Same as CSC 356.

CIS 370 Introduction to Computer Forensics (3 hours)

Introductory course to computer forensics. Topics will include various methods of gathering, processing, interpreting, and using digital evidence to provide a conclusive description of cybercrime activities suitable for inclusion in a criminal investigation. Same as CJS 370. Prerequisite: CIS 255 or permission of instructor.

CIS 380 Networking (3 hours)

This computer networking course has been organized around the needs of introductory networking students and assumes no previous knowledge. Throughout the course, the student will gain an appreciation of how basic computer networks and related hardware are interconnected to form a network. This involves an understanding of twisted pair cable, fiber optics, interconnecting LANs, configuring TCP/IP, subnet masking, basic routing configuration, switch configuration and management, wireless networking, and network security.

CIS 382 Introduction to Systems Analysis (3 hours)

This course will introduce information systems students to the concepts and techniques used in structured systems analysis and design. This course provides a methodical approach to developing computer systems including systems planning, analysis, design, testing, implementation, and software maintenance.

CIS 399, 499 Individual Study (1-3 hours)

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

CIS 475 Management of Telecommunications (3 hours)

A course designed to introduce CIS students to the world of telecommunications as it applies to the world of business. The concentration will be on defining user needs, procurement, life cycle, current and future technologies for business.

CIS 477 Management of End User Computing (3 hours)

Capstone course for the CIS Major; application of material from previous courses and additional focus on the management of end user computing. A course designed to introduce CIS students to the principles involved in managing all components involved with End User Computing including software development and maintenance. Prerequisites: CIS 245, 307, 382, 462, 475, 6 hours programming language, and 3 hours CIS course numbered 300 or above.

CIS 479 Electronic Commerce (3 hours)

This course will address electronic commerce technology and strategies and the impact e-commerce will have on the fields of information systems and organizational strategies. Same as BUS 479.

CIS 490 Special Topics (1-3 hours)

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

COMPUTER SCIENCE

CSC 107, 107L Engineering Graphics I (2, 1 Hours)

The following engineering graphics topics are included: sketching, orthographic projections, dimensioning, isometric drawings and section drawings. The computer-aided design (CAD) package for the course is used by practicing engineers. The class meets 2 hours for 2 hours lecture credit and one laboratory that meets for 2 hours per week for 1-hour credit. Same as GRA 107, 107L

CSC 211 Computer Assisted Design (3 hours)

This course is a continuation and amplification of CSC/GRA 107. It includes topics in descriptive geometry involving points, lines, and planes by use of the auxiliary view method. The class and lab meet weekly for a total of four hours. Laboratory. Prerequisite: CSC/GRA 107. Same as GRA 211.

CSC 242 Programming in C (3 hours)

Introduction to programming in C++. This is a course in problem solving and algorithms using the computer language C++. It emphasizes good programming habits and building abstractions with C++ functions. Use of files and printing will also be included. Laboratory.

CSC 256 Computer Programming I (3 hours)

A modern programming language is used to introduce students to the fundamentals of computer programming. Students will analyze computing problems, design and implement solutions for these problems. Topics include language syntax and semantics, program logic and methodologies. Prerequisite: MTH 111 or higher with a grade of "C" or above. Same as CIS 256.

CSC 342 Numerical Methods (3 hours)

Computer solutions to mathematical problems in areas of calculus, theory of equations, and matrices. Laboratory. Prerequisites: MTH 321. Same as MTH 342. Previous programming experience is recommended.

CSC 343 Applications in C (3 hours)

This is a continuation of CSC 242. Emphasis will be placed on designing applications programs in C++. Topics will include creating application shells and dialog layouts using dialog boxes, static text, and radio buttons. The course includes integrating mouse controls and adding graphics to the application. Laboratory. Recommended prerequisite: CSC 242.

CSC 356 Computer Programming II (3 hours)

A continuation of CIS 256. Practice in using object oriented and event driven programming models. Introduction to GUI programming.

Prerequisite: CSC 256. Same as CIS 356.

CSC 360 Data Structures and Algorithms (3 hours)

Survey of advanced data structures (including lists, trees, and networks) and the design and analysis of algorithms used with such structures.

Prerequisite: CSC 343 or CIS/CSC 356 or equivalent.

CSC 490 Special Topics (1-3 hours)

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

CSC 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum.

Prerequisite: Junior standing, approval of advisor and Academic Dean.

CRIMINAL JUSTICE STUDIES

CJS 210 Introduction to Criminal Justice Studies (3 hours)

This course is designed to provide students with an introductory experience in the study of criminal justice. The course will provide a survey of related topics to include: the nature of crime, law and criminal justice, policing and law enforcement, the courts, and corrections.

CJS 313 Ethics in Criminal Justice (3 hours)

Identifies and explores ethics and values in the criminal justice system, paying special attention to issues of social inequality. Discusses remedial strategies and behavior relating to unethical behavior from an individual and group perspective.

CJS 320 Introduction to Corrections (3 hours)

The history, current practices, and future directions of corrections.

CJS 350 Introduction to Law Enforcement (3 hours)

The development of U.S. policing, stressing the relationship of police to local politics and the effects of civil service, reform movements, and technological change.

CJS 370 Introduction to Computer Forensics (3 hours)

Introductory course to computer forensics. Topics will include various methods of gathering, processing, interpreting, and using digital evidence to provide a conclusive description of cyber-crime activities suitable for inclusion in a criminal investigation. Same as CIS 370. Prerequisite: CIS 255 or permission of instructor.

CJS 372 Police Administration (3 hours)

An organizational management and systems approach to the study of police administration. Emphasizes the administration of various police functions, organizational structures, resources management, operational techniques, professional ethics, and leadership principles and their implications for generalized and specialized units.

CJS 374 Homeland Security (3 hours)

A survey of the principal sources of threat to the homeland. Special emphasis on modern day terrorism methods from weapons of mass destruction to hostage-taking and mass casualty attacks.

CJS 389 Criminal Procedure I (3 hours)

Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, and pre-trial processes.

CJS 391 Criminal Procedure II (3 hours)

Constitutional aspects of criminal procedures, including trial rights, sentencing, and appeals (a continuation of Criminal Procedure I).

CJS 392 Criminal Investigations (3 hours)

Overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories. Focus on finger print and firearm identification, trace evidence (hair, fiber, paint, glass), blood DNA evidence, forensic document examination, crime scene kits, and forensic microscopy.

CJS 393 Advanced Criminal Investigations (3 hours)

This course focuses on the field investigation of crimes against people, crimes against property, and crimes against the state. Emphasis on crime scene processing, evidence collection and preservation, preparation for trial, and selection of evidence for court presentation. Prerequisite: CJS 392.

CJS 400 Criminal Law (3 hours)

Theories and principles of the body of substantive criminal law. Covers the elements of the range of criminal offenses from violations to capital felonies. Prerequisites: CJS 210, junior class standing.

CJS 410 Criminal Evidence (3 hours)

Study of the presentation of proof in criminal trials. Designed to develop an understanding of the admissibility of testimonial, scientific, and demonstrative evidence in criminal trials including coverage of the Federal Rules of Evidence. Prerequisite: CJS 210, junior class standing.

CJS 411 Drugs and Crime (3 hours)

Explores the topic of drug use and abuse in contemporary life from a sociological and psychological perspective, with particular attention to the implications of drug taking behavior on society in general and the criminal justice system in particular.

CJS 412 Criminological Theory (3 hours)

The major theoretical explanations for crime and delinquency.

CJS 414 The Appellate Process (3 hours)

This course focuses on the process of appeals in the American judicial system. From the record that is created in the trial court to the judgment and opinion rendered by the appellate court, it examines the various stages of an appeal from the lower court's decision.

CJS 420 Comparative Justice (3 hours)

A survey of contemporary foreign criminal justice and differences emerging from various political, cultural and legal systems.

CJS 428 Victimology (3 hours)

Theories and history shaping the bio-psycho-social and environmental characteristics of crime and violent victimization are examined with emphasis on their intersection with issues of race, gender, class, ethnicity, and sexual orientation. Same as HUS 428.

CJS 432 Juvenile Justice (3 hours)

Theoretical foundations of delinquency causation. Historical tracing of the American juvenile justice system including the juvenile court and its jurisdiction. Police interaction with juveniles; treatment and correctional strategies for young offenders. Examination of prevention and treatment approaches.

CJS 440 Community Corrections (3 hours)

Focus is on probation, parole and other intermediate sanctions and community treatment options. Each is examined from both punishment and treatment model perspectives.

CJS 460 Internship (1-12 hours)

Approved work experience in a criminal justice environment.

Prerequisites: Consent of Advisor, Instructor, Division Chair, and Academic Dean.

CJS 490 Special Topics (1-3 hours)

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

DEVELOPMENTAL

DEP 030 Reading Basics (3 hours)

Pre-threshold course in reading. Assessment of individual reading skills with a specific individual program to enhance reading level.

Study of techniques for skimming, speed reading, developing accurate comprehension, and individualized time reading processes. A grade of C or better is required before proceeding to ENG 111. Hours completed do not count toward graduation requirement.

DEP 050 Academic Success Skills (1 hour)

Required of all students on Academic Probation and any students admitted who do not meet the Regular Admission requirements. Hour completed does not count toward graduation requirement.

ECONOMICS

ECO 211 Principles of Macroeconomics (3 hours)

Macroeconomics; national income, gross domestic product, economic growth, consumption, savings, investments, cycles, and current problems.

ECO 212 Principles of Microeconomics (3 hours)

Microeconomics; market system, price theory costs, marginal theory, and the market mechanism.

ECO 305 Labor Economics (3 hours)

Economic factors in social organizations, economic institutions, problems of labor and industry. Unions as social and economic institutions.

Problems of management and worker. Same as BUS 305.

ECO 308 Environmental Economics (3 hours)

An introduction to the economics analysis of environmental issues with consideration given to the particular “mode of production.” Topics include the influence of politics and technology, the examination of environmental quality, and sustainable systems. A critique of political economy as it relates to environmental concerns will be formulated. Same as BUS 308.

ECO 490 Special Topics (1-3 hours)

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

ECO 499 Individual Study (1-3 hours)

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

EDUCATION

EDU 212C Foundations of Education (3 hours)

Historical, philosophical, and sociological foundations of American education. Exploration of the schooling in a democratic society and the relationship of the school with non-school educational agencies. Special emphasis on multicultural education and cultural foundations to develop knowledge, self-awareness, and skills/competencies for effective teaching in a pluralistic society.

EDU 215 Problem Solving in Elementary Math (3 hours)

Estimation, basic facts and algorithms, algebraic and trigonometric concepts, measurement, geometry, probability and statistics, patterns and functions. Investigations, connections to other subjects, and technology utilization that promote age-appropriate conceptual understanding and mathematical reasoning. Math content taught in this course will be consistent with the Content and Process Standards of the National Council of Teachers of Mathematics and Tennessee State Curriculum Standards for Grades K-6.

EDU 221B Field Experience I (2 hours)

Observation and limited classroom activities in an assigned K-12 setting. Examination of various foundational influences in practice with a focus on literacy. Thirty clock hours of documented observation, journal, and seminars. Prerequisites: EDU 212C. Students must be accepted into the Teacher Education Program and have a clear TBI background check and current liability insurance on file prior to being given a field placement. *If these two requirements have not been met by the due date, the student may be dropped from the course.*

EDU 313 Classroom Management (3 hours)

A study of skills and techniques for effective classroom management. Students will receive a sound philosophical foundation of teaching. The course will explore and demonstrate strategies for implementation of various philosophies of discipline. Students will be encouraged to reflect upon best practices for teaching specific classroom management strategies while maintaining sensitivity to individual differences found in a classroom environment. Strategies will be taught that focus on theory, technology integration, professionalism, ethics, and student rapport.

EDU 318 Strategies Teaching K-12 Curriculum (3 hours)

Lesson and unit planning aligned with Tennessee Curriculum Framework and Interstate New teacher Assessment and Support Consortium (INTASC) Standards. Techniques and methods of teaching: Microteaching with peers. Content will include an examination of technology integration techniques using various application tools and instructional technologies.

EDU 321B Field Experience II (2 hours)

Observation and limited classroom activities in an assigned K-12 setting. Examination of various foundational influences in practice with a focus on literacy. Thirty clock hours of documented observation, journal, and seminars. This course should be completed in the semester prior to the student's Clinical Teaching semester. Prerequisites: EDU 221B. Students must be accepted into the Teacher Education Program and have a clear TBI background check and current liability insurance on file prior to being given a field placement. If these two requirements have not been met by the due date, student may be dropped from the course.

EDU 323 Educational Psychology (3 hours)

This course is an introduction to the psychology of learning, and of motivational and social development. Focus is on the development of learning theory, the physiological and environmental factors that influence learning and the validity of various learning paradigms. This course is designed for future teachers to make application of psychology to learning processes and theories. During this course, students will review individual differences, measurement, motivation, emotions, intelligence, attitudes, problem solving, thinking and communicating in educational settings. Other topics of interest will include: psychological problems involved in the education and the practical application of psychological principles of teaching. Special emphasis is on measurement, the nature of learning, and the environmental influences of behavior will be given.

EDU 334 Assessment (3 hours)

Study of the design, administration, scoring, interpretation and statistical analysis of teacher-made, norm-based, criterion-referenced, curriculum based and authentic performance-based assessment Tennessee Value Added Assessment System (TVAAS) data analysis. Developmental and academic screening, assessment, diagnosis, and planning for students with specific academic deficits. Simulation exercises in multidisciplinary team/planning, progress monitoring through RTI2. Introduction to a variety of effective and engaging assessment instruments through technology. Application in simulated case studies.

EDU 337 Teaching Science and Social Studies in Elementary Schools (3 hours) This course will cover effective teaching strategies, technological tools, materials, and content of science and social studies in the elementary schools, an integration of basic content and effective strategies across the curriculum, and knowledge of State standards. An emphasis is placed on cultural diversity, unit, lesson development and microteaching, and implementation of these two subjects. Prerequisites: EDU 318, 334.

EDU 338 Teaching Math in Elementary Schools (3 hours)

This course will cover effective teaching strategies, technological tools, materials, and content of mathematics in the elementary schools, an integration of basic content and effective strategies across the curriculum, and knowledge of NCTM and TN standards. An emphasis is placed on cultural diversity, meeting the needs of the exceptional student, unit and lesson development, and microteaching. Prerequisites: EDU 318, 334

EDU 349 Teaching Reading in Elementary Schools (3 hours)

In depth study of the foundational skills of teaching reading in the elementary school setting. A balanced literacy approach including shared reading, guided reading and small groups, independent reading, word study and writing instruction. Prerequisites: EDU 318, 334

EDU 400 Teaching Science in Secondary Schools (3 hours)

Curriculum planning, technological integration, teaching and evaluation practices for grades 7-12 science; emphasis on characteristics and needs of all secondary students, including students diverse in race/ethnicity, language, or special needs, through a variety of instructional techniques, including reading and mathematics skills in the content area. Unit and lesson development using Tennessee and national standards; micro-teaching. Prerequisites: EDU 318, 334.

EDU 403 Teaching English in Secondary Schools (3 hours)

Curriculum planning, technological integration, teaching and evaluation practices for grades 7-12 English; emphasis on characteristics and needs of all secondary students, including students diverse in race/ethnicity, language, or special needs, through a variety of instructional techniques, including reading and mathematics skills in the content area. Unit and lesson development using Tennessee and national standards; micro-teaching. Prerequisites: EDU 318, 334.

EDU 405 Teaching Social Studies in Secondary Schools (3 hours)

Curriculum planning, technological integration, teaching and evaluation practices for grades 7-12 social studies; emphasis on characteristics and needs of all secondary students, including students diverse in race/ethnicity, language, or special needs, through a variety of instructional techniques, including reading and mathematics skills in the content area. Unit and lesson development using Tennessee and national standards; micro-teaching. Prerequisites: EDU 318, 334.

EDU 406 Teaching Math in Secondary Schools (3 hours)

Subject-specific curriculum planning, technological integration, teaching, and evaluation practices for grades 7-12; awareness of characteristics and needs of secondary students; self-evaluative skills; peer relations. Emphasis on cultural diversity. Unit and lesson development; micro-teaching. Prerequisites: EDU 318, 334.

EDU 437 Procedural Law (3 hours)

Historical development of laws relating to education and special education in the United States through legislation and litigation. Emphasis placed on implementation of key legislative aspects in public school settings, teacher responsibilities to students/parents. Focuses on the legal issues in elementary and secondary schools including hiring and firing, discipline, bullying and harassment, and liability for student injuries on school grounds. Protection for student with disabilities including discussions regarding IEP's and special education assessment. (Same as ELD 437)

EDU 438 Differentiated Instruction (3 hours)

Curriculum and performance modification with environmental and organizational accommodations for accessing and progressing in the general education curriculum, K-12. Effective consultation and collaboration. Use of assistive technologies and universal design. Pre-requisite: ELD 314. (Same as ELD 438)

EDU 465 Clinical Teaching Experience (9 hours)

Application of lesson planning, effective teaching strategies, and evaluation techniques in student teaching practice. Minimum of 15 weeks of full-day classroom teaching in off-campus centers. Students must earn a C or above to be eligible for teacher licensure. Prerequisite: Acceptance of student into TEP III. Co-requisite: EDU 466. No courses other than EDU 465 and 466 may be taken during the student teaching semester.

EDU 466 Clinical Teaching Seminar (3 hours)

The Clinical Teaching Seminar is a required course that is concurrent with the Clinical Teaching Experience (CTE) semester, EDU 465. All teacher candidates must participate to receive 3 credit hours in order to complete the Clinical Teaching Experience semester. An orientation is held for one day on the Bethel University campus at the beginning of each semester prior to beginning your placement. Weekly meetings will be held throughout the CTE semester. Topics to be discussed include but are not limited to: behavior management, assessment, differentiation, modifications/accommodations. Prerequisite: Acceptance into TEP III. Co-requisite: EDU 465.

EDU 490 Special Topics (1-3 hours)

A special course developed to afford learning experiences beyond courses in the curriculum. Topics for the course require approval of the Co-Director of Education.

EDU 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

EDU 399, 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum. Prerequisites: Junior standing and approval of advisor and Co-Director of Education.

Most Education courses numbered 400 or higher require approval of the Director of Education before admission to the curriculum, Consult advisor for exceptions.

ENGLISH

ENG 010 Writing Basics (3 hours)

Pre-threshold course in writing. Basics of sentence structure and paragraph composition with emphasis on skill development. Focus on writing sentences and personal experience paragraphs. A grade of C or better is required before proceeding to ENG 101. Hours completed do not count toward graduation requirement.

ENG 015/016 ESL Skills Workshop I, II (3 hours)

Provides instruction on the basic ESL skills of reading, writing, speaking, and listening. Vocabulary building and cultural issues also are addressed. Prerequisite: TOEFL score of 99 or below on file or permission of instructor. ENG 016 is not required for students obtaining a grade of A or B in ENG 015.

ENG 101 Expository Writing (3 hours)

Threshold course in writing. Pre-writing, writing, and revising paragraphs, essays, and documented papers. Reading, discussing, and analyzing rhetorical models. A grade of C or better is required before proceeding to ENG 111. Prerequisites: A grade of C or better in ENG 010 or a minimum ACT sub score of 18 in English or permission of the instructor.

ENG 111 Writing about Literature (3 hours)

Reading, analyzing, and writing about a variety of literary genres including poetry, drama, the short story, and the novel. Research paper required. Prerequisite: ENG 101 with a grade of C or better or exemption.

ENG 131A-431A Bethel Beacon (1 hour)

Reporting, writing, editing, and layout work for the "Bethel Beacon" newspaper. May be repeated for credit. Pass/Fail grade only. Class standing at enrollment determines level.

ENG 201 Western Literature and the Arts I (3 hours)

Team-taught survey of literature, visual arts, architecture, and music from ancient Mesopotamia to the Renaissance with attention to the philosophical climate and historical context of each period. Prerequisite: ENG 111.

ENG 202 Western Literature and the Arts II (3 hours)

Team-taught survey of literature, visual arts, architecture, and music from the Renaissance to the present with attention to the philosophical climate and historical context of each period. Prerequisite: ENG 111.

ENG 203 Survey of British Literature (3 hours)

A study of the development of British literature from the Middle Ages to the present with an emphasis on major British authors. Open only to dual enrollment students. Prerequisite: ENG 111

ENG 204 Survey of American Literature (3 hours)

A study of the development of American literature from the Colonial Era to the present with an emphasis on major American authors. Open only to dual enrollment students. Prerequisite: ENG 111

ENG 250 Philosophical Ideas in Literature (3 hours)

Examination of philosophical concepts and issues as they are explored in literature from antiquity to the present.

ENG 301 The English Language (3 hours)

Origin, development, and current status of the English language including phonology, morphology, and etymology. Emphasis upon the history of the language and dialects. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 302 Advanced Grammar (3 hours)

Advanced study of English grammar, terminology for grammatical and syntactical structure, and application of grammatical and mechanical rules of the English language. Prerequisite: ENG 111.

ENG 305 Child and Adolescent Literature (3 hours)

Survey and analysis of nursery rhymes, contemporary children's books, adolescent literature, and cross-cultural works. Study of oral interpretation and illustration. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 311 American Literature I (3 hours)

Analysis of the major literary movements, authors, and genres that shaped American literature from its beginnings to 1865. Includes Colonial, Revolutionary, and Romantic periods. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 312 American Literature II (3 hours)

Analysis of the major literary movements, authors, and genres that shaped American literature from 1865 to 1945. Includes Realist, Naturalist, Regionalist, and Modernist periods. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 313 American Literature III (3 hours)

Analysis of the major literary movements, authors, and genres that shaped American literature from 1945 to the present. Includes the study of postmodernist, contemporary, and ethnic literature. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 315 Playwriting (3 hours)

Instruction in storytelling skills for writers using script format. Topics include various script forms, the basic components of scripts, and their implementation into dramatic format. Prerequisites: SAT 116, ENG 101, ENG 111. Same as SAT 315.

ENG 321 Shakespeare (3 hours)

Major tragedies, comedies, and histories, as well as selected narrative poetry and sonnets. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 322 Introduction to Poetry (3 hours)

Study of poetry as a literary genre with special attention to forms, techniques, and examples from the ancient to the contemporary. Prerequisite: ENG 201 or 202.

ENG 324 Introduction to Fiction (3 hours)

Study of prose fiction as a literary genre with special attention to forms, techniques, and examples from the classic to the contemporary. Prerequisite: ENG 201 or 202.

ENG 330 Business and Technical Writing (3 hours)

Basic writing skills applicable to business situations including proposals, feasibility studies, progress reports, statistical and research reports; technical descriptions, and manuals. Students who earn a grade of "C" or higher are exempt from COE 401. Prerequisite: HON 201 or ENG 201 or ENG 202. Same as BUS 330.

ENG 334 Writing Non-Fiction (3 hours)

Emphasizes revision and editing of non-fiction, especially in the personal essay, journalistic forms, and the book review. Freelance submission encouraged. Extensive use of computers both for editing and to facilitate peer response. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 337 Writing Fiction (3 hours)

Writing instruction in the short story, using various models for generating, drafting, and revising prose fiction. Prerequisite: ENG 111 or permission of instructor.

ENG 338 Writing Poetry (3 hours)

Writing instruction in poetry using various models for generating, drafting, and revising original poems. Prerequisite: ENG 111 or permission of instructor.

ENG 399, 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum.

ENG 421 British Literature to 1700 (3 hours)

Works of outstanding British writers before the eighteenth century. Chaucer, Spenser, Milton included. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 422 British Literature 1700-1830 (3 hours)

Surveys Neo-Classical and Romantic periods including works by Pope, Swift, and the major Romantic poets. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 423 British Literature 1830-1901 (3 hours)

Survey of the fiction, non-fiction, and poetry of the period with emphasis on major figures such as Dickens, Eliot, Hardy, Tennyson, Browning, and Carlyle. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 424 British Literature 1901 to Present (3 hours)

Survey of the fiction, poetry, and drama of the period with emphasis on major figures such as Yeats, Woolf, Joyce, Thomas, and Beckett. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 460 Internship (1-12 hours)

Approved work experience requiring good use of the English language. Prerequisites: 15 hours of English/writing courses, advisor approval, and junior standing. Group liability insurance required.

ENG 490 Special Topics (3 hours)

Possible topics include film study, the novel, journalism or other advanced writing, ethnic/regional literature, foreign literatures in translation. Prerequisite: HON 201 or ENG 201 or ENG 202.

ENG 495 Honors Project (4 hours)

Open by invitation only for those students not enrolled in the Honors Program.

ENG 498 Senior Thesis (3 hours)

Writing a thesis on a topic related to the major or minor. Must be approved by both the academic advisor and the major or minor professor who supervises the thesis. Prerequisites: the student must be a senior English major with at least a 3.0 GPA in the major (and minor if thesis is on a topic in the minor); approval of both the academic advisor and supervising professor.

EXCEPTIONAL LEARNING & DEVELOPMENT**ELD 314. Survey of Children with Exceptionalities (3 hours)**

An introductory study of emotional, learning, and behavioral characteristics of children with exceptionalities, including programs, services, legal requirements, and instructional techniques.

ELD 322 Severe/Profound Disabilities (3 hours)

Focus on educational programming of students with severe/profound disabilities including IEP development, instructional techniques, program needs, curricular adaptations and modifications, classroom management tactics, and transition planning. Prerequisites: EDU 212C, 318, 323, 326, ELD 314; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP)

ELD 323 Introduction to Autism (3 hours)

Overview of student characteristics, theory and teaching applications of students with Autism Spectrum Disorders (ASD). Major theories, teaching approaches, etiological and diagnostic issues, trends, classroom structure and environmental arrangements, research based instructional strategies, and family involvement. Prerequisites: EDU 212,314,318,323,326; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP).

ELD 423. Mild Disabilities (3 hours)

In depth study of the characteristics and needs of children with cognitive, emotional, behavioral and learning disorders, will address teaching in the content areas with strategies and techniques, and will cover comprehensive special education practices. Strong focus on dyslexia and evidence-based methodologies and programs to treat it. Prerequisite: ELD 314

ELD 425. Curriculum and Instruction for Giftedness (3 hours)

In depth study of the characteristics and needs of children with exceptional talents and abilities. Designing effective curriculum and instruction across a variety of educational environments for students with exceptional abilities. In depth study of creativity. Twice exceptional students. Identification process. Trends and issues. Prerequisite: ELD 314

ELD 428. Advanced Procedures (3hours)

This course is an in-depth study of the referral process into special education, instruction in the development of writing electronic IEP's, and the additional required documents that are a part of the special educator's repertoire. Entire referral to placement process, including conducting a case study. Prerequisite: ELD 314.

ELD 430. Dyslexia (3 hours)

This course will present an overview of dyslexia, identification process and instruments, and multiple interventions. Analysis of published programs and curricula will culminate with instruction in multi-sensory teaching strategies based on Orton-Gillingham method. Prerequisite: ELD 314

ELD 431. Emotional and Behavioral Disorders (3 hours)

Characteristics of an array of emotional and behavioral disorders; identification procedures; family supports and medical/therapeutic referrals for students with aberrant behavioral and/or emotional patterns. Focus on assessment skills to produce data driven environmental modifications, pro-social modifications, pro-social replacement behaviors, and consequence strategies. Prerequisite: ELD 314

ELD 436. Elementary Methods for Exceptional Learners (3 hours)

Curriculum planning, teaching, and evaluation practices for grades K-8; emphasis on characteristics and needs of all elementary students, including students diverse in race/ethnicity, language, or special needs, through a variety of instructional methods in reading and mathematics. Prerequisites: ELD 314, EDU 318, 334

ELD 437 Procedural Law (3 hours)

Historical development of laws relating to education and special education in the United States through legislation and litigation. Emphasis placed on implementation of key legislative aspects in public school settings, teacher responsibilities to students/parents. Focuses on the legal issues in elementary and secondary schools including hiring and firing, discipline, bullying and harassment, and liability for student injuries on school grounds. Protection for student with disabilities including discussions regarding IEP's and special education assessment. (Same as EDU 437)

ELD 438. Differentiated Instruction (3 hours)

Curriculum and performance modification with environmental and organizational accommodations for accessing and progressing in the general education curriculum, K-12. Effective consultation and collaboration. Use of assistive technologies and universal design. Prerequisite: ELD 314. (Same as EDU 438)

ELD 439. Introduction to Sign Language

Introduction to sign language with an emphasis on American Sign Language. Different forms of sign used currently in the United States, exposure to basic ASL vocabulary, grammar, fingerspelling, numbers, terminology, and cultural information related to the deaf community. In-class discussions, demonstrations, videos, course readings and final production.

ELD 450 Elementary Reading & Language Arts with Remediation (K-8) (3 hours)

Reading instructional strategies and intervention techniques for working with elementary students with disabilities in inclusive classrooms and individualizing the general education curriculum. Focus on evidence-based practices within the RTI framework. Prerequisites: EDU 212,314,318,323,326; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP)

ELD 452 Secondary Reading & Language Arts with Remediation (7-12) (3 hours)

Reading instructional strategies and intervention techniques for working with secondary students with disabilities in inclusive classrooms and individualizing the general education curriculum. Focus on evidence-based practices within the RTI framework. Prerequisites: EDU 212,314,318,323,326; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP)

ELD 455 Elementary Math with Remediation for Exceptional Learners (3 hours)

Curriculum planning, teaching, and evaluation practices for grades K-8. Emphasis on characteristics and needs of all elementary students including students diverse in race/ethnicity, language, and/or special needs through a variety of instructional methods. Prerequisites: EDU 212,314,318,323,326; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP)

ELD 457 Secondary Math with Remediation for Exceptional Learners (3 hours)

Curriculum planning, teaching, and evaluation practices for grades 6-12. Emphasis on characteristics and needs of all secondary students including students diverse in race/ethnicity, language, or special needs. Prerequisites: EDU 212,314,318,323,326; Minimum 2.75 cum GPA; Acceptance into Teacher Education Program (TEP).

ELD 490 Special Topics (1-3 hours)

A special course developed to afford learning experiences beyond courses in the curriculum. Topics for the course require approval of the Co-Director of Education.

ELD 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum. Prerequisites: Junior standing, approval of advisor and Co-Director of Education.

EXERCISE SCIENCE

EXS 100 Athletic Taping and Bracing (1 hour)

This course consists of lecture and lab-based instruction to introduce students to the various products and equipment used in the development and construction of pads and braces for injury prevention during a sport and physical activity, and teaches students how to properly apply basic taping, wrapping, bracing and padding techniques that are common practice in athletic training and sports medicine.

EXS 225 Group Exercise (3 hours)

This course will acquaint the student with methods of leading several modes of group exercise. Topics covered include leadership techniques, class organization, choreography, music selection, and safety considerations. Prerequisite: HHP 211

EXS 330 General Medical Conditions and Pharmacology (3 hours)

In this course, the student will gain cognitive and psychomotor skills needed for recognition, referral, and appropriate treatment of general medical conditions and disabilities of individuals involved in sport and physical activity. The student will also learn the appropriate pharmacological interventions used to treat injuries and illnesses. Prerequisites: HEA/PED 320 or BIO 201, 201 and 316.

EXS 347 Techniques of Strength and Conditioning (3 hours)

This course is designed to prepare students to assess, develop, implement, and evaluate resistive exercise programs for persons from a variety of age groups. Content is presented regarding the National Strength and Conditioning Association (NSCA) and/or the American College of Sports Medicine (ACSM) guidelines for developing muscular strength and endurance programs and the relationships of strength training to a total fitness program. Prerequisites: HEA 312, HHP 211

EXS 360 Fundamentals of Musculoskeletal Evaluation (3 hours)

This course consists of lecture and in class lab-based instruction designed to introduce the student to general assessment and evaluation of musculoskeletal injuries, which include identification, physical evaluation, postural and gait analysis, treatment, and referral guidelines. Additionally the student will learn the basic injury assessment and screening for injuries and documentation. Prerequisites: BIO 201,202, and BIO 316 or HSC 216

EXS 370 Therapeutic Interventions (3 hours)

This course introduces the student to the foundational knowledge and clinical skills of therapeutic interventions used in the rehabilitation process for treating the physically active and general population. The course consists of lecture and in class lab-based instruction to facilitate students' understanding of the purpose and goals of various therapeutic exercises, therapeutic modalities, rehab equipment, and other rehabilitation techniques used in an effective rehabilitation program for restoring and developing range of motion, strength, balance, agility, muscular endurance, and activity-specific skills following injuries or illnesses affecting the musculoskeletal, cardiovascular, and neurological systems. Prerequisites: BIO 201 and BIO 202

EXS 410 Exercise Assessment (3 hours)

Principles of health and fitness assessment techniques based on current practices in exercise physiology and rehabilitation for all populations (healthy and diseased.) Prerequisites: BIO 201 and 202 or HHP 322.

EXS 420 Biomechanics of Sports and Exercise (3 hours)

Foundational knowledge of biomechanics and the application in sports and exercise. Analysis of movement in various aspects of sports, exercise, and human performance. Prerequisites: MTH 111, BIO 201 and 202.

EXS 427 Exercise Testing and Prescription (3 hours)

This course is designed to highlight principles of exercise prescription and assessment in various populations to include the general population, children/adolescents, elderly, pregnant women, cardiovascular, pulmonary, and metabolic disorders, and those with chronic disease and disability. Course content is based on guidelines published by the American College of Sports Medicine (ACSM) and provides a foundation for future ACSM certification. Health related physical fitness rather than performance-based fitness emphasized. Prerequisites: PED 321, 322

EXS 440 Clinical (3 hours)

In this course, students will refine intermediate and advanced skills, including specific injury assessment and interventions for upper extremities, therapeutic exercise and rehabilitation, and evidence-based practice competencies previously taught. Must have junior or senior standing.

GLOBAL STUDIES

GST 140-440 Global Service Learning and Citizenship (3 hours)

A culturally immersive service-learning opportunity designed to equip participants with the broad knowledge and skills necessary to become informed, responsible, culturally competent, global citizens. A short-term study abroad experience is required. Prerequisite: 3.00 cumulative grade point average.

GST 199-499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum.

GST 260 Student Ambassador Program (1 hour)

Students will provide general office support, advise prospective students interested in opportunities abroad, organize and execute presentations, create and distribute outreach materials, promote global studies at campus events, assist students in understanding the application and pre-departure process, assist with pre-departure orientations, and contribute to the development of BU Global Studies' presence online. Students will submit a portfolio documenting their participation in the program. May be repeated once for credit. Prerequisites: 3.00 cumulative GPA, GST 240 or 340 or 440. Not available to freshmen.

GRAPHICS

GRA 107, 107L Engineering Graphics I (2, 1 Hours)

The following engineering graphics topics are included: sketching, orthographic projections, dimensioning, isometric drawings and section drawings. The computer-aided design (CAD) package for the course is used by practicing engineers. The class meets 2 hours for 2-hour lecture credit and one laboratory that meets for 2 hours per week for 1 hour credit. Same as CSC 107/L

GRA 211 Computer Assisted Design (3 hours)

This course is a continuation and amplification of CSC/GRA 107. It includes topics in descriptive geometry involving points, lines, and planes by use of the auxiliary view method. The class and lab meet weekly for a total of four hours. Laboratory. Prerequisite: CSC/GRA 107. Same as CSC 211.

HEALTH

HEA 113 Drug Education (3 hours)

Physiochemical effects of drugs and alcohol on the nervous system; use and abuse; habituation and addiction. Social, economic, and legal aspects of drug and alcohol use are compared and contrasted.

HEA 201 Personal Health (3 hours)

Modern knowledge and developments in personal health which reflect fundamental biological facts and the psychological aspects of human behavior as they affect the health conduct of the individual. Emphasis is placed on one's self-responsibility for wellness in regard to areas such as stress, disease, sexuality, alcohol, and drugs.

HEA 211 Nutrition (3 hours)

Basic foundation concerning the combination of processes involved in food intake and utilization in relation to functional maintenance, growth, and renewal of body functions and exercise.

HEA 310 Stress Management (3 hours)

A study of stress and other related health topics and their effects upon human behavior. Examines stress, its effects, and how to deal with it from a conceptual and application basis. Related topics include job-related stress and burnout, smoking, obesity, hypertension, headaches, insomnia, type-A behavior, gastrointestinal disorders, cancer, and diabetes.

HEA 312 First Aid, Responding to Emergencies (2 hours)

Provides the citizen responder with the knowledge and skills necessary to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional help arrives. Meets the requirements for American Red Cross Certification and Adult CPR.

HEA 314 The School Health Program (3 hours)

School health curriculum. Health agencies, service standards, regulations, trends, and issues which influence school health policies. Recognizing and dealing with emotional distress, physical and sexual abuse, communicable diseases, and substance abuse. Appropriate health appraisal procedures and referrals. Safety in disaster and medical procedures for students who are medically fragile. Pupil, parent, teacher, and administrative responsibilities in making student health need a cooperative enterprise.

HEA 316 Positive Psychology (3 hours)

A scientific study of the promotion of psychological well-being. Topics will include: happiness, strengths and virtues, coping, resilience, intrinsic motivation, flow, spirituality and religiosity, interventions for well-being, psychoneuroimmunology, optimism, creativity, wisdom, and authenticity. Personal application exercises are required. Same as PSY 316. Prerequisite: PSY 111.

HEA 320 Human Anatomy (3 hours)

This course will focus on the structure of the systems of the human body, emphasizing those systems with direct and major roles in exercise performance, namely the muscular, skeletal, nervous, endocrine, cardiovascular, and respiratory systems. Same as PED 320. Prerequisite: BIO 100.

HEA 330 Prevention and Care of Athletic Injuries (3 hours)

Development of a basic understanding of prevention, immediate care, treatment and rehabilitation of athletic injuries. Taping lab included. Prerequisites: HEA 312 or BIO 202.

HEA 399, 499 Individual Study (1-3 hours)

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

HEA 460 Internship (1-12 hours)

Approved work experience in a health environment. Prerequisite: Consent of advisor and Academic Dean. Group health insurance required.

HEA 490 Special Topics (1-3 hours)

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

HEA 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

HEALTH AND HUMAN PERFORMANCE

HHP 211 Intro to Health and Human Performance (3 hours)

This course explores the fields of study in health and human performance including the historical background, objectives, and philosophical foundation of the disciplines.

HHP 321 Kinesiology (3 hours)

Science of human motion with emphasis on analysis of motor skills. Preventative and rehabilitative exercise methods, application of physical laws, classes of levers, origins and insertions of muscles, and principles underlying movement in range of flexibility, strength, and endurance. Prerequisite: HEA/PED 320 or BIO 201, 202.

HHP 322 Physiology of Exercise (3 hours)

Functions of the systems of the human body related to muscular activity. Emphasis on cardio respiratory function, physical fitness testing, nutrition for athletes, effects of anabolic steroids and other substances, and activity in extremes of temperature and altitude. Prerequisites: (HEA/PED 320 and HHP 321) OR (BIO 201,202 and HHP 321).

HHP 425 Psychology of Sport and Exercise (3 hours)

This course provides a learner with a plethora of learning experiences in goals, concepts, research development, and career options in the field of sport and exercise psychology. The course further explores: the role of psychology in competitive and recreational sport/exercise participation; psychological techniques that aid performance of the athletes and recreational exercisers; the role of personality, motivation, and arousal in influencing the exercise patterns and choice of physical activity/sport; youth sport and especially the choice to participate in sport; longevity, burnout, early specialization, performance enhancing drugs, and the influence by the parents and coaches.

HHP 432 Research Methods (3 hours)

Current practices in the conduct of quantitative and qualitative research, measurement, and evaluation processes applied to programs related to exercise science, physical education, and related fields. Students will develop a research project based on their declared discipline. Prerequisites: HHP 321, 322, 425.

HHP 460 Internship (1-12 hours)

Approved work experience in a physical education environment. Prerequisites: Consent of advisor and Academic Dean.

HHP 490 Special Topics (1-3 hours)

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

HISTORY

HIS 201 Human Culture I (3 hours)

World societies to 1500; nature of culture, origins of civilization, development and decline of civilizations, origins of the modern world.

HIS 211 History of the United States I (3 hours)

Survey of United States history to 1877; colonial origins, colonial development, independence and revolution, evolution of American democracy, seeds of disunion, sectional controversy, Civil War and Reconstruction.

HIS 212 History of the United States II (3 hours)

Survey of United States history since 1877; industrialization, emergence of the United States as a world power, the quest for social and economic justice, economic growth and problems, the dilemma of leadership.

HIS 215 Europe and the World (3 hours)

This course offers a survey of important themes and events in European and world history since the eighteenth century including: the modernization of Europe, the growth of European hegemony, patterns of uneven modernization in the non-Western world, the causes and impact of the First and Second World Wars, the Cold War in both Europe and the non-Western world, problems and developments in contemporary Europe, problems and developments in the contemporary non-Western world.

HIS 300 Historical Methods and Theory (3 hours)

This course introduces students to the study of history. The course focuses on analyzing sources, interpretive reading, the historical research process, and the study of historiography.

HIS 315 America in the Gilded Age and Progressive Era (3 hours)

This course explores the Gilded Age and Progressive Era in American history from around 1880-1920. The course addresses American immigration, industrialism, the development of the West, race relations,

and America's new international presence.

HIS 330 America in the 1960's: The Age of Rebellion (3 hours)

This course is a comprehensive look at the 1960's as the decade of rebellion against mainstream American culture and the social exclusion of people based on class, race, and gender. Topics will include: The Civil Rights Movement, the women's movement, political turmoil, forms of rebellion against middle-class norms, and the upheaval created by the American involvement in Vietnam. Prerequisite: One 200 level history course with a grade of "C" or above.

HIS 331 Vietnam: America's Longest War (3 hours)

This course is a comprehensive look at the Vietnam conflict. The class will evaluate the context and justification for American involvement in Vietnam and, more importantly, investigate how the war became both a Cold War stalemate and domestic controversy. Topics within the class will include: the erosion of American support, the growth of the anti-war movement, the military experience of soldiers, the civilian hardships of the war, and the American withdrawal.

HIS 351 Old South and Sectionalism (3 hours)

This course is comprehensive look at the Old South as a distinctive region and the sectional controversy between North and South. Within these general topics, more focused topics will include: the establishment of planter elites; the growth of slavery as a labor system and its social and cultural nuances within the Old South context; the growth and ideology of the antislavery and abolitionism communities; and the arguments for and eventual secession.

HIS 355 The Civil War and Reconstruction (3 hours)

This class will analyze the process of secession which culminated in the nation's bloodiest war and end with the mingling of home and hatred during Reconstruction. Within these subjects, more focused attention is given to the various aspects of the Civil War: death on a mass scale; the soldier and civilian experience; the reality of war; the horrors of prison camps; and the eventual Southern surrender. In similar fashion, various aspects of the Reconstruction era will be examined; the politics of Reconstruction with Lincoln's death and the Radicals seizure of authority; and the social experiences in the New South with the Redeemers and establishment and solidarity behind Jim Crow. Prerequisite: 3 hours HIS 200 or above with a grade of C or higher.

HIS 370 African American History Survey (3 hours)

This course introduces students to the narrative of African American history beginning with the African slave trade and tracing the African American experience to the present day. The class deals with such topics as the making of American slavery, African American resistance, African American participation in American armed conflicts, and African American art and culture. Prerequisite: One 200-level history course with a grade of “C” or above.

HIS 380 Caribbean History Survey (3 hours)

This course introduces students to the historical narrative of the Caribbean. The course explores the British Caribbean, Spanish Caribbean, and French Caribbean as well as relations between colonial powers and the Caribs that made these islands their homes before European arrival. The course spans from European contact through the twentieth century. Prerequisite: One 200-level history course with a grade of “C” or above.

HIS 385 Gender and Genocide in the 20th Century (3 hours)

This course employs gender as a tool of analysis to explore the processes, lived experiences, implications of, and responses to genocide in Europe, Asia, and Africa in the twentieth century.

HIS 392 War and Conflict in 20th Century Europe (3 hours)

This course examines major European armed conflicts in the 20th century to gain a greater understanding of their causes and worldwide implications.

HIS 399, 499 Individual Study (1-3 hours)

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

HIS 422 Early American Republic 1790-1850 (3 hours)

This course examines the history of American from approximately 1790 to 1850. Early republic topics will include: the ideology of the American political systems and cultures; the Age of Jefferson and the Age of Jackson in political terms; the rise of the market revolution; western expansion; the emergence of a “middle” and “working” class culture; and the origins of the sectional debate. Prerequisite: HIS 210 with a grade of C or higher.

HIS 435 History of the American City (3 hours)

This course explores the history of the American city by utilizing one city per course offering as a case study. Students will examine the historical events of the city, examine its perception from both an insider and outsider’s perspective, become familiar with its geography, and produce a

project engaging with the history of the case study. Prerequisite: 3 hours 200 level HIS with a grade of C or higher.

HIS 442 Women and Gender in America (3 hours)

This course explores how women and men have constructed their identities, work, politics, and personal relationships around time and place based notions about femininity and masculinity. Students will also examine how established and shifting gender identities and definitions have worked to help shape attitudes, ideas, and actions in American's past.

HIS 460 Internship (1-12 hours)

Approved work experience in an environment which uses skills and knowledge of a liberal arts education. Prerequisites: Consent of advisor, senior standing.

HIS 490 Special Topics (1-3 hours)

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

HIS 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

HIS 497 Senior Thesis Research Seminar (3 hours)

This course aids in laying the foundation for the Senior Theses by requiring students to choose a historical topic, produce a proposal, and master a field of secondary literature related to their Senior Thesis. Students will also examine readings related to the joys and challenges of historical research along the way. Prerequisite: A minimum of 12 hours HIS numbered 300 or above with a C average or above.

HIS 498 Senior Thesis (3 hours)

This course builds upon HIS 497 by challenging students to take their mastery of a body of secondary literature and proposal and produce an original piece of scholarly research which utilizes primary sources and secondary sources, makes an original argument, and adds to the historiography of their faculty approved topic. Students will practice skills such as a paper organization, writing, revision, and critical thinking as they work to produce their capstone paper due by the semester's conclusion. Prerequisites: HIS 497, Senior standing, History major student.

HONORS

HON 101 Honors Colloquium I (4 hours)

Students will be introduced to Western and non-Western Civilization

through the study of history, literature, philosophy, religion, and art. This course is the first in the four-semester sequence of Honors Colloquia designed to satisfy the history and English components of the Common Core. This course specifically satisfies the Common Core requirement of HIS 215. Any student earning a grade of “D” or “F” in HON 101 may repeat the course one time.

HON 102 Honors Colloquium II (4 hours)

Students will be introduced to the history, literature, religion, and philosophy of the United States of America through the study of primary and secondary sources. This course is the second in the four-semester sequence of Honors Colloquia designed to satisfy the history and English components of the Common Core. This course specifically satisfies the Common Core requirement of HIS 210. Any student earning a “D” or “F” in HON 102 may repeat the course one time. Prerequisite: HON 101.

HON 201 Honors Colloquium III (4 hours)

Honor students will continue their humanistic studies with a topical course in various themes and modes of Literature. This course is the third in the four-semester sequence of Honors Colloquia designed to satisfy the history and English components of the Common Core. Prerequisite: HON 102.

HON 202 Honors Colloquium IV (4 hours)

Honor students will conclude their colloquia with the study of a variety of forms of individual and collective expression. This course is the fourth in the four-semester sequence of Honors Colloquia designed to satisfy the history and English components of the Common Core. Prerequisite: HON 201.

HON 390 Honors Colloquium V: Special Topics (4 hours)

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

HON 391 Honors Mentoring Project (1 hour)

The goal of this course is to create a service learning project for Honors Program students which will increase community engagement and provide avenues for personal development. A service learning project is designed to meet a community need while also providing an opportunity for a significant learning experience to occur. Credit is awarded on a pass/fail basis. May not be repeated for credit. Prerequisites: HON 102 and permission of the Honors Program Director. Orientation and background screening may also be required.

HON 395 Honors Research Prep Seminar (1 hour)

This course prepares Honors Program students for their Honors Research Project by requiring each student to submit a research proposal that will be undertaken during the senior year. Honors program students must take this course in the spring semester of their junior year. Prerequisite: HON 202.

HON 490 Honors Special Topics (1 hour)

Honors seminars will expose students to topics in a variety of disciplines. With the instruction of specialized faculty, students will be encouraged to use their analytical skills to solve problems in the natural and social sciences, business, and the humanities. May be repeated for credit. Prerequisite: HON 202.

HON 495 Honors Project (4 hours)

Students must have the approval of the faculty advisor in the appropriate discipline and the Honors Program Director before enrollment in this course. Prerequisite: HON 395.

HUMAN SERVICES

HUS 203 Alcohol, Drugs and Society (3 hours)

This course is designed to explore various biopsychosocial aspects of alcohol and other drug use, abuse, and dependence including: individual, family, and societal interventions; social, familial, and individual influences; and consequences; as well as interfaces of use and the criminal justice system. The core emphasis of the course is on the development of maladaptive patterns of substance use, social services assessment and intervention techniques.

HUS 213 Social Issues in the Community and World (3 hours)

An opportunity to critically examine a variety of current social issues facing the individual, the community, and the world. Causes, development, and particular emphasis on alternative/policy solutions. Same as SOC 213.

HUS 214 The Family (3 hours)

The contemporary American family as a social institution; the societal and cross-cultural characteristics and dynamics that influence families; the

family's relationship to other institutions; how families reinforce or change the society in which it is located; how the family operates as a systemic social organization; analysis of family roles; the nature and dynamics of marriage partner selections. Major problems facing contemporary families: premarital dynamics, family violence, dual careers, and divorce. Same as SOC 214.

HUS 216 Introduction to Human Services (3 hours)

Preparing future professional service providers and managers with the philosophy, values, languages, history, problems, and broad scope of the human service field. Exposure to various human service agencies and current polices presented to provide an understanding of human behavior and the social environment, community resources, and process of human services. Prerequisite: SOC 111.

HUS 320 Race/Ethnic Relations (3 hours)

Sociological study featuring ethnological characteristics and intergroup relationships of the dominant and subordinate ethnic groups that form American communities. Urban and rural communities examined as social systems with specific functions and interaction dynamics. Prerequisite: SOC 111. Same as SOC 320.

HUS 323 Legal and Ethical Issues (3 hours)

This course is designed to prepare students for the application of ethical and legal practice to the human services field. It will provide the learner with the opportunity to explore their personal values in relation to ethical and legal expectations, thoroughly understand ethical and legal standards of the profession, and apply their knowledge to presented ethical dilemmas.

HUS 330 Research Methods (3 hours)

Introduction and examination of the strategies and methods of social science inquiry. Presented will be: problem formation and hypothesis research design, data collection, basic analysis and interpretation, reporting, and utilization of research and ethics. Experience in designing and conducting research projects. Prerequisites/Co-requisites: PSY 111, MTH 111, and MTH 202 or PSY 313.

HUS 331 Practice Intervention (3 hours)

Exposure to various human service professionals, agencies, and client populations through experiential field learning opportunities. Presents knowledge base of the roles, tasks, and methods of human service professionals. Included will be assessing, planning, interviewing, and

recording techniques. Explores worker-client relationships, the helping process, and allows students to develop practical methods of application for administration and direct client care. Prerequisites: junior class standing.

HUS 399, 499 Individual Study (1-3 hours)

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

HUS 418 Administration, Policy, and Advocacy (3 hours)

This course is designed to prepare the learner with fundamental knowledge and competencies to be successful in managerial and administrative roles in the human service profession. Additionally, topics and skills related to program and policy development and community and individual advocacy will be explored and developed.

HUS 420 Human Behavior in Social Environment (3 hours)

Exploration of how individuals are influenced by the social environment. The formation of behavior of individuals, interpersonal relationships, and groups observed for the purpose of developing the ability to explain and analyze social systems. Opportunity to integrate and apply knowledge to the human service practices. Topics to include social perception, interaction, influence, and application. Prerequisites: SOC 111, PSY 111, 211. Same as PSY 420.

HUS 424 Interventions with Children and Families (3 hours)

This course is designed to prepare students to understand, assess, and assist children and families. This course will provide students with an in-depth analysis of families, family dynamics, the family life cycle, and particularly, the roles and development of children within the family system. Specific interventions to address and enhance family and family member functioning will be addressed along with methods that help ameliorate the special challenges that families may encounter.

HUS 426 Delivery to Targeted Populations (3 hours)

This course is designed to prepare students to understand, assess, and provide services to a variety of client populations including individuals with substance use/abuse/dependence and/or major mental illness. It will focus on various methods of assessment, intervention, and access to appropriate support systems and resources to assist targeted client populations.

HUS 428 Victimology (3 hours)

Theories and history shaping the bio-psycho-social environmental characteristics of crime and violent victimization are examined with

emphasis on their intersection with issues of race, gender, class, ethnicity, and sexual orientation. Same as CJS 428.

HUS 460 Internship (1-12 hours)

The capstone experience for human service majors in which student is placed in an agency, company, organization, or legislative setting which provides an opportunity to assume a professional role to build skills and expand expertise.

HUS 490 Special Topics (1-3 hours)

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

HUS 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

HUS 299, 399, 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum. Requires approval of the instructor, advisor, and Academic Dean.

MATHEMATICS

MTH 021 Elementary Algebra (3 hours)

Real numbers, algebraic concepts, linear equations and inequalities, factoring, operations on polynomials, rational expressions and equations, graphing linear functions, simple roots, and quadratic equations. Hours completed do not count toward graduation requirement. A grade of C or better is required before proceeding to MTH 022.

MTH 022 Basic College Algebra (3 hours)

A course to prepare students for MTH 111 or MTH 112. Real numbers, polynomials, rational expressions, exponents and radicals, linear equations and inequalities, absolute values, complex numbers, rational equations, solution of quadratic equations by factoring and the quadratic formula, and linear functions, systems of linear equations, simple graphing techniques. Hours completed may be used only as elective credits toward graduation. A grade of C or better is required before proceeding to MTH 111 or MTH 112. Prerequisite: ACT mathematics score of at least 16 or MTH 021 with a grade of C or better or permission of instructor.

MTH 111 College Algebra (3 hours)

The function concept, factoring, equations and inequalities, exponential and logarithmic functions, complex numbers, and theory of equations. Prerequisite: A score of 20 or more on the ACT in Mathematics or MTH 022 with a grade of C or better, or exemption.

MTH 112 Finite Mathematics (3 hours)

Quantitative methods used in business management, topics in algebra including exponential and logarithmic functions, elementary mathematics of finance, systems of linear equations, matrices, linear programming. Will not count toward a Math major or minor. Prerequisite: A score of 20 or more on the ACT in Mathematics, MTH 022 with a grade of C or better, or exemption.

MTH 113 Mathematics for Humanities (3 hours)

A survey of mathematics for non-science majors. Topics include basic set theory and logic, applications of algebra and geometry, the mathematics of personal finance. Will not count towards a mathematics major or minor. Credit cannot be given for both MTH 112 and MTH 113. Prerequisite: A score of 20 or more on the ACT in Mathematics, MTH 022 with a grade of C or better, or exemption.

MTH 123 Pre-Calculus (3 hours)

Elementary functions including polynomial, rational, exponential, logarithmic, and trigonometric. Inverse functions, composite functions, complex numbers, vectors, and applications. Prerequisite: A score of 23 or more on the ACT in Mathematics or MTH 111 with a grade of C or better or exemption.

MTH 200 Applied Calculus (3 hours)

Elementary differential and integral calculus with applications in management and biological science; not open to students with credits in MTH 230 or 231. Prerequisite: A score of 23 or more on the ACT in Mathematics or MTH 111 or MTH 112 with a grade of C or better or exemption.

MTH 202 Introduction to Statistics (3 hours)

Frequency distributions, probability, elementary statistical techniques, analysis and interpretation of data. May not be taken for major or minor mathematics credit.

MTH 230 Calculus I (4 hours)

Limits and derivatives of elementary functions, continuity, differentiation

and applications of differentiation. Integration and applications of integration. Prerequisite: MTH 123 or two years of high school algebra and precalculus.

MTH 231 Calculus II (4 hours)

A continuation of Calculus I. Integration techniques, improper integrals, L'Hopital's rule, sequences, and infinite series. Prerequisite: MTH 230.

MTH 232 Calculus III (4 hours)

Multivariate calculus including vector valued functions. Limits, derivatives and integrals of multivariate functions and vector analysis. Prerequisite: MTH 231.

MTH 311 Abstract Algebra I (3 hours)

Mappings, equivalence relations, groups, rings, integral domains, number fields, and polynomials. Prerequisite: MTH 320.

MTH 320 Discrete Mathematics (3 hours)

Order relations, set algebra, Boolean algebra, functions as single value relation. Propositional logic and truth functions. Graphs and trees with applications in computer science. Prerequisite: MTH 230 or permission of instructor.

MTH 321 Linear Algebra (3 hours)

Vector spaces, matrices, determinants, systems of equations, linear transformations, eigen values and eigen vectors. Prerequisite: MTH 230.

MTH 334 Geometry (3 hours)

Euclidean Geometry, non-Euclidean geometries, finite geometries, transformational geometry and the theory of area. Prerequisite: MTH 320.

MTH 341 Differential Equations (4 hours)

Equations of first and second order, linear equations of higher order, operators, variation of parameters, Laplace transforms, applications. Prerequisite: MTH 231.

MTH 342 Numerical Methods (3 hours)

Computer solutions to mathematical problems in areas of calculus, theory of equations, and matrices. Laboratory. Prerequisite: CSC 341 and MTH 321. Same as CSC 342. Pre-Requisite: MTH 321. Previous programming experience is recommended.

MTH 350 Probability and Statistics I (3 hours)

Discrete and continuous probability spaces, statistical independence, distributions, discrete and continuous random variables, expectations, and moment generating functions of probability distributions. Prerequisite: MTH 231.

MTH 351 Probability and Statistics II (3 hours)

Estimation of parameters, confidence intervals, hypothesis testing with applications, regression and correlation, Bayesian estimation. Prerequisite: MTH 350.

MTH 399, 499 Individual Study (1-3 hours)

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

MTH 411 Advanced Calculus I (3 hours)

Topics of an advanced nature selected from the differential and integral calculus. Real number system, sequences, continuity, uniform continuity, series and residues. Prerequisite: MTH 320.

MTH 421 Introduction to Topology (3 hours)

Topology of real line, metric spaces, continuous functions, homeomorphisms, topological invariants. Prerequisite: MTH 320.

MTH 460 Internship (1-12 hours)

Approved work experience requiring mathematics background. Prerequisites: Consent of advisor, senior standing.

MTH 490 Special Topics (1-3 hours)

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

MTH 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

Music

MUP 108-408 Applied Brass (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour less for 2 hours credit. May be repeated for credit.

MUP 111-411 Bethel University Singers (1 hour)

Vocal ensemble focusing on standard choral repertoire. This ensemble is open to all students and does not require an audition. May be repeated for credit. Class standing at enrollment determines level.

MUP 113-413 Music Theatre Chorus (1 hour)

Choral ensemble for musicals and operettas. Open to all students and the community. May be repeated for credit. Class standing at enrollment determines level.

MUP 114-414 Applied Organ (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit. Class standing at enrollment determines level. Prerequisite: Piano proficiency equivalent to exit level for MUS 252.

MUP 115-415 Applied Piano/Harpsichord (1-2 hours)

Private lessons: half-hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit. Class standing at enrollment determines level. Prerequisite: Piano proficiency equivalent to exit level for MUS 252

MUP 116-416 Applied Voice (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit. Class standing at enrollment determines level. Prerequisite: MUS 161.

MUP 117-417 Applied Guitar (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit. Class standing at enrollment determines level. Prerequisite: MUS 161.

MUP 118-418 Applied Woodwinds (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit.

MUP 119-419 Chamber Ensemble (1 hour)

Performance of literature for various combinations of voices and/or instruments composed specifically for smaller groups.

MUP 124-424 Applied Percussion (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit.

MUP 133-433 Applied Strings (1-2 hours)

Private lessons: One-half hour lesson for 1-hour credit; 1-hour lesson for 2 hours credit. May be repeated for credit.

MUP 139-439 Wind Ensemble (1 hour)

Admission by audition. Weekly rehearsals culminate in public performances of selections from Wind Band repertoire in a concert setting. May be repeated for credit. Prerequisite: Successful audition and/or interview with instructor.

MUS 010 Recital Hour (0 hours)

Required for all music majors. Students must attend all student and faculty recitals and perform in recital hour at least once each semester when enrolled in applied music for credit.

MUS 101 Music Fundamentals (3 hours)

Basic introduction to the elements of music. Includes the staff, clefs, rhythms, key signatures, scales, and chords. Introduction to sight-singing, ear training, and keyboard skills. Designed for non-music majors and for music majors or minors with little or no background in music.

MUS 102 Singers' Diction (3 hours)

An introduction to International Phonetic Alphabet symbols as they apply to pronunciation for singing. An introduction to pronunciation and application rules for singing in Italian, French, German, and Church Latin.

MUS 121 Music Theory I (3 hours)

Survey of foundational concepts in music theory; melodic, rhythmic, and harmonic materials; musical structure and form; basic counterpoint and analysis. Prerequisite: MUS 101 or score of 70% or higher on proficiency exam administered first day of class. Proficiency exam includes note-reading, major and minor scales, rhythms, and triad recognition.

MUS 121L Music Theory I Lab (1 hour)

Practical application of MUS 121: sight-singing using solfege, recognizing and singing intervals, reading rhythms, recognizing triads.

MUS 122 Music Theory II (3 hours)

Continuation of MUS 121. Fundamental concepts in music theory examined in detail; melodic, rhythmic, and harmonic materials; musical structure and form; contrapuntal composition and analysis. Prerequisite:

MUS 121, 121L.

MUS 122L Music Theory II Lab (1 hour)

Practical application of MUS 122: advanced sight-singing using solfege, melodic dictation, reading rhythms including syncopation, recognizing seventh chords. Use of Practica Musica software.

MUS 151 Class Piano I (1 hour)

Piano skills for beginners taught in a group setting.

MUS 152 Class Piano II (1 hour)

Continuation of MUS 151. Prerequisite: MUS 151 or exemption.

MUS 161 Class Voice (1 hour)

Basic principles of vocal technique, diction, preparation of vocal literature and public performance; taught in a group setting.

MUS 171 Class Guitar (1 hour)

Guitar skills for beginners taught in a group setting.

MUS 201 Music Appreciation (3 hours)

Listening skills, descriptive musical vocabulary, and selected works of the cultural tradition of the Western World.

MUS 221 Music Theory III (3 hours)

Advanced harmony and preliminary analysis. Prerequisites: MUS 121, 121L, 122, 122L

MUS 221L Music Theory III Lab (1 hour)

Practical application of MUS 221: advanced sight-singing using movable DO system, rhythmic, melodic and harmonic dictation, recognizing musical forms and idioms. Prerequisites: MUS 122, MUS 122L

MUS 222 Music Theory IV (3 hours)

Continuation of MUS 221. Study of music from the late 19th Century to the present day. Prerequisites: MUS 221.

MUS 226 Brass Methods (1 hour)

The course presents fundamentals of playing and teaching brass instruments. Course content focuses on cultivating students' proficiency with brass instruments as well as developing their ability to evaluate and teach basic principles of brass playing. Prerequisite: MUS 121.

MUS 227 Percussion Methods (1 hour)

The course presents fundamentals of playing and teaching percussion instruments. Course content focuses on cultivating students' proficiency with percussion instruments as well as developing their ability to evaluate and teach basic principles of percussion playing. Prerequisite: MUS 121.

MUS 229 Woodwind Methods (1 hour)

This course presents fundamentals of playing and teaching woodwind instruments. Course content focuses on cultivating students' proficiency with woodwind instruments as well as developing their ability to evaluate and teach basic principles of woodwind playing. Prerequisite: MUS 121.

MUS 230 Foundations in Church Music (3 hours)

An introduction to Biblical, theological, and philosophical foundations for music ministry, including studies in historical and contemporary Christian worship and such practical aspects as time management, staff relations, budgeting, and training of volunteer leaders in the church music program. Field observation (30 hours) in a local church music program will be required.

MUS 235 Survey of Music Literature (3 hours)

Introduction to the historical styles of music through listening and score-reading. The student will build a working knowledge of a basic music repertory through listening and score study. Attendance at and review of several music performances will be required. Prerequisite: MUS 122, 122L.

MUS 238 Survey of the Music Industry (3 hours)

The course will explore the history, procedures, structure, standard practices, ethical issues, and technologies involved with all facets of the business of music. Students will observe various careers within these facets of the industry.

MUS 242B Live Sound Engineering (2 hours)

Basic principles of sound reinforcement and how audio can be manipulated utilizing current live sound technology. Prerequisite: MUS 261

MUS 251 Class Piano III (1 hour)

Piano skills for advanced beginners taught in a group setting. Prerequisite: MUS 152 or exemption.

MUS 252 Class Piano IV (1 hour)

Continuation of MUS 251. Prerequisite: MUS 251 or exemption.

MUS 261 Introduction to Music Production (2 hours)

An introduction to the basic principles of sound and how audio can be captured and manipulated utilizing current recording technology. Theory will be discussed as it pertains to the understanding of what makes a good recording. Concepts include signal flow, microphone selection and placement, signal processing, and mixing. The student will be able to render a multi-track recording employing all the above concepts to demonstrate a solid knowledge of basic recording fundamentals.

MUS 262B Introduction to Pro Tools (2 hours)

An introduction to the advanced principles of sound and how audio can be captured and manipulated utilizing the current recording technology standard Pro Tools. Co-requisite: MUS 261.

MUS 264B Pro Tools Production I (2 hours)

Expands upon the basic principles taught in Introduction to Pro Tools and introduces the core concepts and skills students need to operate a Pro Tools system running large sessions with high track counts. Prerequisite: MUS 262b.

MUS 265 Music Production and Sequencing (3 hours)

Students will learn the historical importance of MIDI and the details of the MIDI language, specification, and hardware. Basic, intermediate, and advanced sequencing techniques will be taught using traditional and mobile tools. Prerequisite: MUS 264b.

MUS 267B Signal Processing and Effects (2 hours)

Theory and principles behind signal processors and time-based effects and how they can be implemented in various production workflows. Topics include routing options, application and use of equalizers, compressors, noise gates, reverbs, delays, flangers, and spatial effects. Prerequisite: MUS 262B.

MUS 269b Introduction to Critical Listening (2 hours)

An introduction to the basic principles of critical listening for the music professional that will provide the framework to identify, evaluate, and shape recordings with clear and systematic methods. Prerequisite: MUS 262b.

MUS 270b Foundations in Music Education (2 hours)

An introductory course for undergraduate music education majors that concentrates on the comprehensive role of the music education practitioner.

MUS 271a Technology for the Music Classroom (1 hour)

Practical application of music technology for music education. Concepts include the basics of sound, digital audio, audio hardware, microphones, MIDI, sequencing, computer notation and computer-assisted instruction.

MUS 281 Sophomore Project (1 hour)

Project topic will demonstrate sophomore level competency. Projects require the preparation of a prospectus and approval from the student's major professor.

MUS 301 Music History I (3 hours)

History of music from the ancient Greeks to the Baroque era. Prerequisites: MUS 122, 122L.

MUS 302 Music History II (3 hours)

History of music from the Classical era to the present. Prerequisite: MUS 301.

MUS 304b Conducting (2 hours)

Physical conducting techniques, rehearsal procedures, programming, and fundamentals of choral and instrumental scores. Prerequisites: MUS 122, 122L.

MUS 305B Advanced Conducting (2 hours)

A continuation of MUS 304 with an emphasis on applying the grammar of conducting to a choral-instrumental setting, including methods for addressing fundamental vocal technique, diction, blend, balance, intonation, choral sight reading, musicianship and solving complex musical problems in the context of choral-orchestral rehearsal. The student will engage in extensive score analysis of choral and instrumental rehearsal techniques but will focus on gaining increasing proficiency in conducting skills necessary for clear communication with the choir and orchestra.

MUS 321 Music for Worship (3 hours)

Survey of the history and practice of both worship and music used in worship services. Emphasis will be given to all forms of worship and musical styles as well as effective worship planning using these various styles.

MUS 326 Marching Band Techniques (3 hours)

A course designed to introduce students to the fundamental principles of effective instruction with respect to the contemporary marching band and to provide students with the opportunities to practice applying these skills in learning how to prepare, organize, teach, and rehearse this type of ensemble. Prerequisite: MUS 121.

MUS 327 Form and Analysis (3 hours)

Principles of advanced harmony, counterpoint, post-tonality and musical form as revealed in analysis of musical scores. Prerequisite: MUS 222, MUS 221L.

MUS 330 Music Publishing (3 hours)

This course provides a focused overview of the music publishing industry including: the history of music publishing, functions of music publishing, music publishing and sub publishing agreements, and how these components operate within the industry thorough various venues such as recorded music, print music, television, motion pictures, Broadway musical, internet, and new media outlets.

MUS 331 Popular Music History (3 hours)

Historical analysis of music industry trends and developments since 1890.

MUS 332 Touring and Merchandising (3 hours)

This course explores the development, organization, and execution of tours, shows, and live events. Students will identify the roles and responsibilities involved for a successful outcome of an event including the design and merchandising of tour-related merchandise. Students will observe various careers within touring and merchandising.

MUS 333 Principles of Mixing (3 hours)

An introduction to advanced principles of mixing. Theory will be discussed and practiced as it pertains to the understanding of what makes a good recording. Concepts include signal flow, microphone selection and placement, signal processing and mixing, and live recording. The student will be able to render a multi-track recording, from concept to completion, employing all the above concepts to demonstrate a solid knowledge of recording fundamentals with heavy emphasis on mixing. Prerequisites: MUS 264.

MUS 334 Principles of Mastering (3 hours)

The purpose of this course is to introduce advanced principles of mixing/mastering. Theory will be discussed and practiced as it pertains to the understanding of what makes a good recording. Concepts include signal processing and mixing/mastering. The student will be able to render a multi-track recording, from concept to completion, employing all the above concepts to demonstrate a solid knowledge of recording fundamentals with heavy emphasis on mixing/mastering and final CD ready for mass production. Prerequisite: MUS 264.

MUS 335 Leadership and Music Management (3 hours)

This course considers multiple facets of leadership. Students will explore the theories, characteristics, and styles of leadership. Additionally, students will examine the functions of management including developing, planning, implementing, and controlling using various decision-making skills. Students will employ critical thought and assessment of their leadership and management skills and characteristics. Students will create an action plan for personal development.

MUS 337 Audio for Media (3 hours)

An introduction to the use of music and sound in different media applications. The student will be able to create, manipulate, and add sound effects and music tracks to a time-line presentation in various media types including film and radio. Prerequisite: MUS 264.

MUS 346 Elementary Music Methods (3 hours)

Music curriculum for the elementary school. Includes study of current methods and materials, planning for music instruction, and presentation of music lessons to elementary school children. Prerequisite: MUS 122, 122L.

MUS 347b Choral Music Methods (2 hours)

An in-depth course covering topics pertaining to the public/private school choral ensemble including: pedagogy, literature, recruitment, and retention.

MUS 348b Instrumental Music Methods (2 hours)

An in-depth course covering topics pertaining to the public/private school choral ensemble including: pedagogy, literature, recruitment, and retention. Prerequisite: MUS 270b.

MUS 350 Advanced Music Production (3 hours)

Students study and learn how to play and utilize virtual instruments and

other MIDI instruments in an advanced production environment. Students will study each parameter within the virtual instruments and the effect the parameters have on the resulting sound and how to design sounds based on those parameters. Students will also learn how to be more creative with effects and MIDI/virtual instruments and how to improve the overall sound of musical productions. Prerequisite: MUS 264.

MUS 352 Critical Listening and Music Production Analysis (3 hours)

This course provides students with a better sense of the mixing process and develops the ability to hear and identify the key features of a well-balanced, artful and professional-sounding mix. Students will gain a heightened level of music listening and awareness while expanding their production palette and vocabulary. Students will learn to hear and identify width and depth, frequency range, dynamic processing, panning, time-based and modulation effects, and various instrument styles/makes/models. Prerequisite: MUS 264.

MUS 354 Session Recording (3 hours)

A course to explore studio techniques for session recording and music production theory. Concepts include music theory and arrangement as it pertains to recording and production, pre-production, drum tuning, gain staging, and specific production and recording techniques for a range of instruments. Pre or Co-requisite: MUS 264

MUS 361b Advanced DAW Techniques (2 hours)

This course provides students with advanced DAW (Digital Audio Workstation) techniques, from simple corrective editing to more complex creative editing, such as beat mapping and time-stretching. Prerequisite: MUS 264b.

MUS 380 Junior Recital (1 hour)

This major assignment is a presentation of music after concentrated preparation and is graded by music faculty.

MUS 381 Junior Project (1 hour)

Project topic will demonstrate junior-level competency. Projects require the preparation of a prospectus and approval from the student's major professor and a project committee. Prerequisite: Faculty approval.

MUS 399, 499 Individual Study (1-3 hours)

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

MUS 407 Music Skills and Activities for Life (3 hours)

Basic fundamentals of music: note reading, listening, singing, keyboard, instruments, movement, and conducting. Age-appropriate development of musical concepts and musicianship. Recreational and aesthetic aspects of music. Student-led class activities to demonstrate personal skills and leadership of group experiences in music.

MUS 409 Church Music Education (3 hours)

Methods and materials for teaching music in grades K-6. Includes demonstration and observation of teaching at this level. Designed primarily for the non-music major, this course involves study of a well-balanced program of singing, listening, rhythmic, creative, and instrumental activities.

MUS 425 Practice of Church Music (3 hours)

Organizing and leading the comprehensive church music ministry. Topics include pre-school/children's choir organization and leadership, instrumental music ministry, scheduling and promotion, and integrating the music ministry with other Christian educational programs in the church.

MUS 430 Special Studies in Music (3 hours)

Possible topics include song and opera literature, choral literature, keyboard literature. Prerequisite: MUS 122, 122L.

MUS 435 Pedagogy (3 hours)

A course of instruction for applied music in the area of voice, organ, piano, or guitar. Examines concepts of teaching, professional practice methods, resource materials, and ethical considerations for private instruction. Prerequisite: Junior standing in applied music or permission of instructor.

MUS 440 Music Industry Law (3 hours)

An in-depth study of the legal aspects of the music industry will be covered, including: contracts, music licensing, copyrights, royalties, music publishing, and other legal agreements. In addition to lectures and text, the course will utilize various case studies to present course material.

MUS 460 Internship (1-12 hours)

Approved work experience requiring music background. Prerequisites: Consent of advisor, senior standing.

MUS 480 Senior Recital (1 hour)

Major requirement. Graded by music faculty.

MUS 481 Senior Project (1 hour)

Project topic will demonstrate senior-level competency. Projects require the preparation of a prospectus and approval from the student's major professor and a project committee. Prerequisite: Faculty approval.

MUS 490 Special Topics (1-3 hours)

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

MUS 497b Senior Capstone Project (2 hours)

A culminating experience in the major, this course includes outside research in a project that represents the student's transition from undergraduate study to a post-graduate or professional setting. Must be within two semesters of graduating.

PARTICIPATION

Note: Students must be members in good standing of an activity before registering for participation credit. In order to register for sports participation, students must meet NAIA eligibility regulations for an NAIA sport or club sport regulations for a club sport. One hour of credit of each sport participation per year is allowed, and credit is only given for a sport participation in the term in which it is offered on the academic schedule. Renaissance students must complete 24 hours per academic year and juniors and seniors must have a cumulative GPA 2.00 or above to register for any Renaissance course.

PAR 131 Basketball Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 132 Baseball Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 133 Golf Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 134 Volleyball Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 135 Softball Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 136 Football Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 137 Tennis Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 138 Track Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 139 Cheerleading Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 140 Soccer Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 141 Cross Country Participation (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 142 Bass Fishing (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 143 Bowling (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 145 In Line Hockey (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 146 Swimming (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Fall Semester.

PAR 147 Shooting (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 149 Archery (1 hour)

May be repeated for credit. Pass/fail grade only. Credit is earned in the Spring Semester.

PAR 150 Renaissance Choir Participation (1 hour)

May be repeated for credit. Pass/fail grade only.

PAR 151 Renaissance Band Participation (1 hour)

May be repeated for credit. Pass/fail grade only.

PAR 152 Renaissance Drama Participation (1 hour)

May be repeated for credit. Pass/fail grade only.

PAR 153 Renaissance Technical Participation (1 hour)

May be repeated for credit. Pass/fail grade only.

PAR 160 Legacy Character Interpretation Program Participation (1 hour)

May be repeated for credit. Pass/fail grade only.

PHILOSOPHY

PHI 211 Introduction to Philosophy (3 hours)

Problems in ethics, metaphysics, and epistemology.

PHI 311 History of Philosophy I (3 hours)

Developments in philosophical thought from Thales through the Middle Ages. Prerequisite: PHI 211 or permission of instructor.

PHI 312 History of Philosophy II (3 hours)

Developments in philosophical thought from the Renaissance to the present. Prerequisite: PHI 211 or permission of instructor.

PHI 313 Ethics (3 hours)

Contrasting viewpoints concerning contemporary ethical issues such as war and peace, economic justice, and sexual morality.

PHI 412 Social Philosophy (3 hours)

Values and norms which underline the social process. Impact of various philosophies on social organization. Topics include classical realism, positivism, liberalism, utilitarianism, idealism, communism, pragmatism, and existentialism.

PHI 414 Comparative Religions (3 hours)

A comparative review of world religions including but not limited to Hinduism, Buddhism, Confucianism, Taoism, and Islam. Same as REL 414.

PHYSICAL EDUCATION

PED 100 Martial Arts I (1 hour)

This course emphasizes the beginning physical and mental skills utilized in the martial arts. Uniform fee.

PED 101 Martial Arts II (1 hour)

A continuation of PED 100. This course provides intermediate and advanced martial arts development. Prerequisite: PED 100 or equivalent skill.

PED 105 Aqua Aerobics (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 106 Weight Training and Management (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 108 Fitness for Health (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 112 Beginning Tennis (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 113 Basketball (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 114 Volleyball (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 115 Softball (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of

knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 116 Golf (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 117 Aerobics (Walking/Running) (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 120 Intermediate Tennis (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 112 or equivalent skill.

PED 121 Advanced Tennis (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 122 Beginning Swimming (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of

knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 123 Intermediate Swimming (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 122 or equivalent skill.

PED 124 Advanced Swimming (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week. Prerequisite: PED 123 or equivalent skill.

PED 129 Body Sculpture (1 hour)

Opportunity for organized physical activity during college. Acquisition of knowledge and skills for lifelong physical activity; appreciation of knowledge and skills for lifelong physical activity; appreciation of the physical, social, and emotional benefits of sport, recreation, and exercise. Rules, basic skills, active participation, and regular attendance are stressed. Meets two hours per week.

PED 213 Rhythms (1 hour)

Rhythmic activities involving locomotion, non-locomotion, and manipulation of objects. Relationships between body movements and rhythmic accompaniment. Connection between movement (physical activity) and overall wellness. Micro-teaching. Prerequisite: PED 211.

PED 311 Fundamentals and Techniques of Football (3 hours)

Fundamentals and techniques of football, history, coaching theories of offense and defense, team organization, drills, conditioning, weight programs, and off-season duties.

PED 312 Fundamentals and Techniques of Basketball (3 hours)

Fundamentals and techniques of basketball, history, coaching and teaching methods, drills, conditioning, development of team offense and defense, team and class organization, off-season duties.

PED 314 Fundamentals and Techniques of Baseball (3 hours)

Fundamentals, techniques, and history of coaching baseball. Coaching methods, team organization, drills, equipment, and conditioning.

PED 320 Human Anatomy (3 hours)

This course will focus on the structure of the systems of the human body, emphasizing those systems with direct and major roles in exercise performance, namely the muscular, skeletal, nervous, endocrine, cardiovascular, and respiratory systems. Same as HEA 320. Prerequisite: BIO 100.

PED 331 Tests and Measurements in Physical Education (3 hours)

Statistical techniques, motor ability tests, motor fitness tests, physical fitness tests, and skills tests applicable to physical education. Includes theory and practice of test administration and application of results obtained.

PED 332 Principles of Motor Development (3 hours)

Methods in teaching social, folk, and rhythmic games to students of all ages. Understanding of motor development in children. Utilization of rhythmic games to meet developmental and academic goals. Lesson planning. Micro-teaching.

PED 333 Adapted Physical Education (3 hours)

Current trend and laws in related to special education; study of specific handicaps. Participation in motor activities which benefit balance, hand-eye coordination, special concepts.

PED 343 Methods of Teaching Individual Sports (3 hours)

This course is an examination of the theory and practice of teaching individual sports. This course focuses primarily on pedagogical knowledge that addresses planning, instructional skills involved in teaching and coaching individual sports including golf, track and field, and racket sports. Students will be provided with the necessary building blocks to support the Tennessee Curriculum Standards. Prerequisite: PED 211 and open only to Physical Education majors.

PED 345 Methods of Teaching Team Sports (3 hours)

This course is an examination of the theory and practice of teaching team sports. This course focuses primarily on pedagogical knowledge that addresses planning instructional skills involved in teaching and coaching team sports including basketball, volleyball, soccer, football, and softball/baseball. Students will be provided with the necessary building blocks to support the Tennessee Curriculum Standards. Prerequisite: PED 211 and open only to Physical Education majors.

PED 399, 499 Individual Study (1-3 hours)

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

PED 401, 402 Senior Tutorial in Physical Education (1 hours)

Learning experiences while assisting in organization of instruction of various physical education activities. Two periods required each week.

PED 408 Teaching Physical Education (K-12) (3 hours)

Curriculum planning, teaching, and evaluation practices for grades K-12 physical education; emphasis on characteristics and needs for all students including diversity in race/ethnicity, language, or special needs through a variety of instructional techniques including reading and mathematics skills in the content area. Unit and lesson development using Tennessee and national standards; micro-teaching. Prerequisites: EDU 318, TEP 1

PED 413 Organization and Administration of Health & Physical Education (3 hours)

Philosophy, objectives, and values of health and physical education program from elementary level through college. Types of administrators, administrative skills, budget making, staff selection, intramural and interscholastic athletic programs, legal liability, purchase and care of equipment, facilities, and curriculum design.

PED 415 Psychology of Coaching (3 hours)

Theory and practices of coaches; responses of athletes to various coaching methods. Development of personal philosophy of coaching, coaching styles, and personalities; adjusting coaching techniques to various age groups; styles of communication; preventing coaching burnout; ethics; and developing team cohesion.

PED 416 Sports Law (3 hours)

Sports, the law, and due process. Negligence, defenses, liability, and tort. Includes sports litigation, warnings, waivers, sports violence, athletes' rights, contractual agreements and disputes, agents and arbitration,

drug testing in sports, product and facility design and liability, legal responsibilities in activity and fitness centers, high risk activities and other trends and issues.

PED 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

PHYSICS

PHY 105, 105L Concepts in Physics (3, 1 hours)

A one-semester survey of elementary physics for liberal arts and other non-science students with minimal background in mathematics. Emphasis is on an intuitive, discovery approach to both classical and modern physics. Discussion, demonstrations. Does not fulfill requirements for major in natural science disciplines. Laboratory. Prerequisite: MTH 111 or 112 or 113.

PHY 107, 107L Physics of Sound (3, 1 hours)

This course is designed for music majors or other non-science students with a minimal background in mathematics. Topics include: measurements and units, mechanics, waves and wave motion, simple harmonic motion, musical scales, and electricity. Laboratory. Prerequisite: MTH 111 or 112 or 113.

PHY 211, 211L General Physics I (3, 1 hours)

Designed for liberal arts, biology, and health career students. Topics include mechanics, vector forces, conservation laws of momentum and energy, kinematics, & wave motion. Laboratory. Prerequisite: MTH 111 and Trigonometry or MTH 120 or 123.

PHY 212, 212L General Physics II (3, 1 hours)

Continuation of PHY 211. Topics include rotational motion, thermodynamics, electricity and magnetism, optics, and nuclear topics. Laboratory. Prerequisite: PHY 211.

PHY 218, 218L Physics with Calculus I (3, 1 hours).

Calculus based course designed for mathematics and chemistry majors. Topics include motion: kinematics in one, two or three dimensions, vectors, dynamics, circular and rotational motion, conservation of energy and momentum, fluids, wave motion, sound, heat, and laws of thermodynamics. Problem solving requires the use of differential and integral calculus. Laboratory. Prerequisite: Trigonometry. Co-requisite: MTH 230.

PHY 219, 219L Physics with Calculus II (3, 1 hours).

Continuation of PHY 218. Topics include: electricity, magnetism, electromagnetic induction and waves, light, special theory of relativity, and quantum mechanics. Problem solving requires the use of differential and integral calculus. Laboratory. Prerequisite: PHY 218. Co-requisite: MTH 231.

PHY 224 Mechanics (Statics) (3 hours)

General study of force systems in two and three dimensions. Equilibrium principles developed. Vector algebra used on three dimensional systems. Centroids, second moments, and stress/strain relationships included. Prerequisites: MTH 231 and PHY 218/218L.

PHY 225 Mechanics (Dynamics) (3 hours)

Continuation of PHY 224. Topics include principles of kinematics and particle kinematics with attention to engineering applications. Vector methods used. Prerequisites: PHY 224 and MTH 231.

PHY 226 Strength of Materials (3 hours)

Concepts of stress and strain; stress-strain relations; applications including axially loaded members, torsion of circular shafts, bending of beams. Shear and moment diagrams, combined stress. Prerequisite: PHY 219 and PHY 224.

PHY 425 Modern Physics I (3 hours)

A calculus-based course in physics principles discovered since 1900 AD. Topics will include relativity, nature of matter and light, and atomic structure. Prerequisite: PHY 219/219L.

PHY 426 Modern Physics II (3 hours)

A calculus-based course in physics principles discovered since 1900 AD. Topics will include nuclear structure and reactions, elementary particles, and nuclear radiation. Prerequisites: PHY 219/219L and PHY 425.

PHY 460 Internship (1-12 Hours)

Approved work experience in a science-oriented environment. Approval of Advisor and Academic Dean required.

PHY 490 Special Topics (1-3 hours)

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

PHY 299, 399, 499 Individual Study (1-3 hours)

In-depth study of a subject of interest beyond courses in the curriculum.
Prerequisites: Approval of advisor and Academic Dean.

PSYCHOLOGY

PSY 111 Introduction to Psychology I (3 hours)

Introduction to the scientific study of human behavior with attention to learning, thinking, emotional life, and individual differences.

PSY 210 Introduction to Psychology II (3 hours)

Continuation of PSY 111. Includes perception, conditioning, cognitive processes, memory, language, therapy, and major theoretical approaches.
Prerequisite: PSY 111.

PSY 211 Human Growth and Development (3 hours)

Focus on child, adolescent, and adult growth and development across a lifespan. Typical language, social, emotional, cognitive, and physical development will be emphasized. Common problems in these areas will be discussed. Prerequisite: PSY 111 (waived for education minors, but additional readings required).

PSY 303 Social Psychology (3 hours)

This course focuses on how social interactions and situations influence our thoughts, feelings, and behavior. Theories and research on such topics as attitude change, persuasion, conformity, prejudice, interpersonal attraction, altruism, and aggression will be addressed. Prerequisites: PSY 111 and 210 with a grade of C or higher.

PSY 313 Psychological Statistics (3 hours)

Descriptive statistics and inferential statistics. Application of statistical techniques to the analysis and interpretation of psychological data.
Prerequisite: PSY 210 or 211 or junior standing.

PSY 314 Counseling Theories (3 hours)

Introduction to counseling theories and their implications for practice.
Prerequisite: PSY 111.

PSY 316 Positive Psychology (3 hours)

A scientific study of the promotion of psychological well-being. Topics will include: happiness, strengths and virtues, coping, resilience, intrinsic

motivation, flow, spirituality and religiosity, interventions for well-being, psycho-neuroimmunology, optimism, creativity, wisdom, and authenticity. Personal application exercises are required. Same as HEA 316. Prerequisite: PSY 111.

PSY 320 Industrial/Organizational Psychology (3 hours)

This course takes a real-world approach to the work environment. It examines the complexity of work, including a multicultural component and how the now global nature of organizations is affecting business practices. Performance appraisal and management are explored as restorative factors in the day-to-day life of organizational functioning. In addition, this course examines training from both employee and employer perspectives with transfer of skill acquisition and increased productivity as measures of success. Prerequisite: PSY 211 with a grade of C or higher.

PSY 322 Contemporary Issues in Psychology (3 hours)

Applying and interviewing for jobs and graduate school, professional development, APA ethics, prevention programming, current job market at bachelor's level, the problem-solving process, and grant writing will be covered. Students will complete a project focused on applying psychology in the context of rural West Tennessee. Prerequisite: PSY 111, PSY 210. Students who earn a grade of C or higher are exempt from COE 401.

PSY 330 Research Methods (3 hours)

Introduction and examination of the strategies and methods of social science inquiry presented will be: problem formation and hypothesis research design, data collection, basic analysis and interpretation, reporting and utilization of research and ethics. Experience in designing and conducting research projects. Prerequisites/Co-requisites: PSY 111, MTH 111, and MTH 202 or PSY 313.

PSY 399, 499 Individual Study (1-3 hours)

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

PSY 411 Special Studies (3 hours)

Selected topics will be studied in a seminar setting. Topics may include the following: Autism, cultural psychology, emerging evidence-based intervention and prevention, biological psychology, psychology of religion, African American psychology, advanced psychopathology, and social psychology. Prerequisite: PSY 111, 211.

PSY 412 Psychological Measurements (3 hours)

Theory, application, and problems of testing in school and clinical settings. Student will administer selected tests. Prerequisite: PSY 313.

PSY 413 Abnormal Psychology (3 hours)

Historical and contemporary consideration of abnormality and pathology. Etiology, nosology, and symptomatology of maladjustment. Prerequisite: PSY 111 or 211.

PSY 414 Personality Theories (3 hours)

Theories in personality and psychotherapy of Freud, Adler, Jung, Sullivan, Skinner, Dollard, Rogers, Kelly, and others. Prerequisite: PSY 210 or junior standing.

PSY 415 Cognitive Psychology (3 hours)

An introduction to the study of mental processes. Topics to be covered include a variety of cognitive processes including, but not limited to, learning, memory, perception, language, attention, and problem solving.

PSY 420 Human Behavior in Social Environment (3 hours)

Exploration of how individuals are influenced by the social environment. The formation of behavior of individuals, interpersonal relationships, and groups observed for the purpose of developing the ability to explain and analyze social systems. Opportunity to integrate and apply knowledge to the human service practices. Topics to include: social perception, interaction, influence, and application. Prerequisites: SOC 111, PSY 111, 211. Same as HUS 420.

PSY 433 Research Practicum (3 hours)

Student initiated social science-based research project culminating in a publication worthy research paper. Research topic must be approved by advisor, all psychology faculty, Social Science, Academic Policy Committee (acting as Research Review Board), and Academic Dean. May be repeated for credit. Prerequisite: PSY 313, 330.

PSY 460 Internship (1-12 hours)

Approved work experience in a science-oriented environment. Approval of Advisor and Academic Dean required. Prerequisite: Approval of advisor,

all psychology faculty, Social Science, and Academic Dean.

PSY 490 Special Topics (1-3 hours)

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

PSY 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

RELIGION

REL 111 Understanding the Old Testament (3 hours)

Content and interpretation of selected portions of the Old Testament.

REL 112 Understanding the New Testament (3 hours)

Content and interpretation of selected portions of the New Testament.

REL 113 Christian Worldview (3 hours)

An introduction to the Christian worldview and an examination of the philosophical and theological foundations for a Christian view of reality, knowledge, ethics, and culture. The course compares and contrasts the Christian worldview with other dominant worldviews in the modern era such as naturalism, humanism, atheism, and transcendentalism.

REL 210-410 The Christian Ministry (1 hour)

Practical and theological basis for the practice of ministry in the local church with special emphasis on leading of worship, ministerial etiquette, parliamentary procedures, church policy, and preparation for ordination. May be repeated for credit. Pass/Fail grade only. Class standing at enrollment determines level.

REL 224 Christian Theology I (3 hours)

A study of the Christian Doctrines of Revelation, God and Creation/ Providence in light of their development and ongoing significance. This course will survey the historical development and ongoing reflection of these doctrines within the Christian community as they have been rooted

in the Bible, formulated by key theologians, and summarized in the Church's language and confessions. Prerequisites: REL 111 or 112 and REL 113.

REL 225 Christian Theology II (3 hours)

A study of the Christian doctrines of humanity and sin, Christology, Ecclesiology (the Church) in light of their development and ongoing significance. This course will survey the historical development and ongoing reflection of these doctrines within the Christian community as they have been rooted in the Bible formulated by key theologians and summarized in the Church's language and confessions.

REL 301 Foundations of Christian Education (3 hours)

This course is an exciting and deep look at the historical foundation, development, and implications of Christian Education in America. Christian education is the foundation of evangelism, because it trains men and women to administer and lead people to Christ. You will be exposed to specialized ministries, such as counseling, Single Adult Ministries, Recovery Ministries, and Christian Camping Ministries for youth and adults. This course is a must for those who work in their church as a volunteer or paid employee. You will learn how to relate generationally to the Builder, Boomer, Busters, and Bridges as you work with children and adults of all ages.

REL 302 Christian Education Curriculum (3 hours)

Program development and materials for the church's total ministry of Christian education with special emphasis on work with adults and families.

REL 306 Christian Education for Life (3 hours)

The church's ministry of Christian education for children, youth and adults. Prerequisites: REL 301.

REL 311 Prophets of Israel (3 hours)

Prophetic literature of the Old Testament. Prerequisite: REL 111.

REL 313 The Gospels (3 hours)

Interpretations of Jesus and His ministry found in Matthew, Mark, Luke, and John. Prerequisite: REL 112.

REL 314 New Testament Epistles (3 hours)

Selected letters of Paul and later New Testament writings. Prerequisite: REL 112.

REL 316 Leadership in Christian Ministries (3 hours)

Review and analysis of contemporary models of leadership within a Christian context with an emphasis upon means of discovering individual styles. Prerequisite: REL 111 and 112.

REL 318 Introduction to Homiletics (3 hours)

The examination of theologies and methods of preparing sermons from Biblical texts. Hermeneutical approaches, oral/aural skills, rhetorical strategies, narrative and cognitive logic. In class preaching required. Prerequisites: REL 111, 112, and SAT 110.

REL 319 Cumberland Presbyterian History (3 hours)

Origin and development of the Cumberland Presbyterian Church; doctrine and polity.

REL 320 History of Christianity I (3 hours)

Main events in history of Christianity from the first Christian century to 1500. Major trends, leaders and movements.

REL 321 History of Christianity II (3 hours)

Main events in history of Christianity from the Protestant Reformation to the present. Major trends, leaders, and ideas from Protestantism and Catholicism.

REL 323 Torah and Wisdom (3 hours)

This course introduces students to the Torah and the Wisdom literature of the Old Testament. It engages the philosophy of the ancient Israelites and the Biblical narrative of Israel's formation.

REL 326 Christian Theology III (3 hours)

A study of the Christian life, of the role of Christianity in relation to other world religions, and of the doctrine of eschatology (last things) in light of their development and ongoing significance. This course will survey the historical development and ongoing reflection of these doctrines within the Christian community as they have been rooted in the Bible, formulated by key theologians, and summarized in the Church's language and confessions. Prerequisites: REL 111 or 112; REL 113; REL 224 or 225

REL 327 Christian Ethics (3 hours)

"How shall the Christian live?" This course introduces students to the major ethical questions in the Christian life. It engages versions of the Christian moral ideal, the practices constitutive of the search for God, and ethical issues facing contemporary believers.

REL 399, 499 Individual Study (1-3 hours)

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

REL 409 Christian Worship (3 hours)

A study of the biblical, historical, and theological aspects of Christian worship with an emphasis on planning worship. Prerequisites: 6 hours from REL 111, 112, 113

REL 413 Sociology of Religion (3 hours)

Sociological processes and religion; civil religion, cult-church development, individual and corporate religion as social institutions. Religion as a social force.

REL 414 Comparative Religions (3 hours)

A comparative review of world religions including but not limited to Hinduism, Buddhism, Confucianism, Taoism, and Islam. Same as PHI 414.

REL 490 Special Topics (1-3 hours)

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

REL 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

REL 497 Christian Studies Capstone (1 hour)

Reviews the subjects covered over the student's time in the Christian Studies major at Bethel. It refreshes student exposure to previous courses while ensuring preparation for graduate study, ministry, or non-profit work. Prerequisite: Senior standing

SCIENCE

SCI 100, 100L Forensic Science (3, 1 hours)

Introduction to the role of science and the law through an exploration of actual cases. Focuses on the benefits and limitations of technologies on which police rely to apprehend criminal perpetrators and to link them to crime scenes. Emphasizes selected aspects such as ABO blood groups; DNA fingerprinting; crime scene preservation and testing for the presence of blood, explosives, and gunshot residue at the scene; forensic

anthropology; and laboratory investigations of forensic aspects of physical and chemical evidence, questioned documents, poisons, and drugs of abuse.

SCI 111, 111L Earth and Space Science (3, 1 hours)

Topics include astronomy, space exploration, formation of the earth, general and historical geology, mineralogy, weather and climate, oceanography, and natural resource conservation. Laboratory experiences include computer simulations, field trips, and telescopic observations. Laboratory.

SCI 115 Environmental Science (3 hours)

Investigation of the interrelationships between the biotic and abiotic environments which form the natural world. Topics include structure and function of ecosystems, the causes and consequences of human population growth, environmental pollution, and the importance of balancing utilization and conservation of natural resources.

SCI 115L Environmental Science Lab (1 hour)

Practical learning activities examining local communities, developing awareness of human impacts on environment, and exploration of environmental concerns and solutions. Co-requisite: SCI 115.

SCI 300 Environmental Ethics (3 hours)

A study of the various ethical issues arising as humans interact with the environment. The class will examine classic cases in environmental ethics, survey local environmental issues, and develop an environmental ethic in the context of environmental policy issues. Same as BIO 300. Prerequisites: BIO 112 or SCI 115.

SCI 415 Issues in Environmental Studies (3 hours)

A detailed examination of the scientific dimensions of selected environmental issues with discussion of the economic, political, and ethical aspects of those issues. Prerequisites: SCI 115 and 16 hours BIO and CHE courses.

SCI 490 Special Topics (1-3 hours)

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

SCI 499 Individual Study (1-3 hours)

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

SOCIOLOGY

SOC 111 Principles of Sociology (3 hours)

Analysis of the basic sociological perspectives, principles, and methods used in the systematic study of social behavior. Emphasis on social institutions, social class structure, culture, socialization, personality development, crime and deviance, and social control as each interrelates in traditional and industrial societies. Additional topics include the social institutions of family, religion, education, health care, criminal justice, governance, and economics.

SOC 213 Social Issues in the Community and World (3 hours)

An opportunity to critically examine a variety of current social issues facing the individual, the community, and the world. Causes, development, and particular emphasis on alternative/policy solutions. Same as HUS 213.

SOC 214 The Family (3 hours)

The contemporary American family as a social institution; the societal and cross-cultural characteristics and dynamics that influence families; the family's relationship to other institutions; how families reinforce or change the society in which it is located; how the family operates as a systemic social organization; analysis of family roles; the nature and dynamics of marriage partner selections. Major problems facing contemporary families: premarital dynamics, family violence, dual careers, and divorce. Same as HUS 214.

SOC 306 Anthropology (3 hours)

Survey of physical and cultural anthropology. Special attention to human origins, cultural universality, cultural relativity, ethnology, and archaeology.

SOC 313 Sociological Statistics (3 hours)

Application of statistical technique to the analysis and interpretation of social science data. Prerequisites: SOC 111, MTH 111 or higher level.

SOC 315 Social Gerontology (3 hours)

Detailed introduction to the demographics of the aging population in the U.S. encompassing sociological, psychological, physiological, and social focuses. Prerequisite: SOC 111.

SOC 320 Race/Ethnic Relations (3 hours)

Sociological study featuring ethnological characteristics and intergroup relationships of the dominant and subordinate ethnic groups that form American communities. Urban and rural communities examined as social systems with specific functions and interaction dynamics. Prerequisite: SOC 111. Same as HUS 320.

SOC 321 Social Theories (3 hours)

An examination of the social salt of the predominant theoretical approaches, e.g., functionalism, conflict theory, symbolic interactionism, exchange and rational-choice theories, and how they shape the construction of social reality. Prerequisite: SOC 111.

SOC 322 Urban Sociology (3 hours)

An examination of the economic, cultural, and political importance of cities in modern societies. Students will be exposed to basic concepts and research in urban sociology as well as the historical development of cities and contemporary changes in urban life. Prerequisite: SOC 111.

SOC 323 Social Stratification (3 hours)

An examination of the economic, social, and political impact of inequality and social stratification. Students will be exposed to current theoretical and empirical research related to social inequality in the U.S. and beyond and how such inequitable distribution of social resources (and sometimes basic necessities) is legitimized. Prerequisite: SOC 111.

SOC 324 Gender Issues (3 hours)

An examination of the economic, social, and political consequences of sexism and gender inequality in the U.S. Students will be exposed to basic concepts and research in feminist/womanist sociology. Prerequisite: SOC 111.

SOC 330 Writing in Sociology (3 hours)

Development of skills necessary to be proficient in writing sociological research papers and reports. Prerequisites: SOC 111, ENG 111.

SOC 333 Research Methods (3 hours)

Strategies and methods of social science inquiry. Prerequisite: SOC 111.

SOC 342 Global Sociology (3 hours)

This course examines social issues around the world and their relationship to globalization. Specifically, the course illuminates how systems of global production tie us, as consumers, to issues of labor rights, social justice, and environmental sustainability in other parts of the world. The global garment industry is used to illustrate course concepts and connect the individual to the global. Prerequisite: SOC 111.

SOC 399, 499 Individual Study (1-3 hours)

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

SOC 414 Sociology of Deviance (3 hours)

Sociological examination of deviant (“rule breaking”) behavior, i.e., crime, juvenile delinquency, mental illness, drug use, and institutional deviance, with emphasis on the critical examination of theoretical perspectives that explain deviant behavior and social control. Prerequisite: SOC 111.

SOC 422 Work in Contemporary Society (3 hours)

The course will consist of an examination of the sociological, historical, and political aspects of work within the current and dominant mode of production. Included will be an introduction to, and critique of, political economy. A special emphasis will be placed on the (non) experience of class and class-consciousness. Globalism as an ideology and post-Fordism as a process will be analyzed within the socio-economic contexts of work and consumption related phenomena. Prerequisite: SOC 111.

SOC 425 Sociology of Education (3 hours)

An examination of access to and differential benefits from formal education in the U.S. Emphasis is on the education system as part of the institutional arrangements that create privileges for some and barriers for others, perpetuating the current system of stratification and inequality in the U.S. Prerequisite: SOC 111.

SOC 460 Internship (1-12 hours)

Capstone experience in which student is placed in an agency, company,

organization, or legislative setting which provides an opportunity to assume a professional role to build skills and expand expertise. Prerequisites: approval of advisor, department chair, and Academic Dean.

SOC 470 Senior Seminar (3 hours)

An overview and assessment of student learning outcomes during the pursuit of a degree in sociology. Prerequisites: SOC 313, 333.

SOC 490 Special Topics (1-3 hours)

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

SOC 495 Honors Project (4-6 hours)

Open by invitation only for those students not enrolled in the Honors Program.

SPANISH

SPA 101 Spanish for Managers I (3 hours)

Spanish for Managers begins with very basic conversational Spanish for everyday situations, then moves into vocabulary that is useful for Human Resource Managers.

SPA 102 Spanish for Managers II (3 hours)

Continuation of SPA 101. Open only to MOD and/or College Start students.

SPA 111 Spanish I (3 hours)

Basic skills of speaking, listening, reading and writing Spanish.

SPA 112 Spanish II (3 hours)

Continuation of SPA 111. Prerequisite: SPA 111

SPA 211 Intermediate Spanish I (3 hours)

A study of the grammar and vocabulary of spoken Spanish, introduction to short fiction, and further practice in the four basic skills: speaking, listening, reading, and writing. Prerequisite: Spanish 112 or demonstrated proficiency.

SPA 212 Intermediate Spanish II (3 hours)

A continuation of SPA 211. Prerequisite: SPA 211.

SPA 311 Advanced Grammar (3 hours)

Intensive review of Spanish grammar. Students will develop an understanding of the deeper structures of the language and increase proficiency in four skills: listening, speaking, reading, and writing. Prerequisite: SPA 212 or permission of instructor.

SPA 312 Hispanic Culture (3 hours)

A study of Hispanic cultures and the relationship between culture and language. Prerequisite: SPA 311 or permission of instructor.

SPA 313 Culture and Conversation I (3 hours)

A study of the cultures of the Spanish-speaking world. Practice in grammar, composition, and conversational Spanish. Prerequisite: SPA 212 or permission of instructor.

SPA 314 Culture and Conversation II (3 hours)

A continuation of SPA 313. Study of the cultures of the Spanish-speaking world. Practice in grammar, composition, and conversational Spanish. Prerequisite: SPA 313 or permission of instructor.

SPA 401 Hispanic Literature (3 hours)

A survey of Hispanic Literature, both American and Peninsular, to include essays, poetry, short fiction, and plays. Prerequisite: SPA 312 or permission of instructor.

SPA 421 Advanced Topics (3 hours)

Possible topics include Don Quijote de la Mancha, the Latin American Novel, Hispanic Film, Business Spanish, Teaching in a Bilingual Classroom, and Spanish/Latin American History. Prerequisite: SPA 401 or permission of instructor.

SPA 490 Special Topics (1-3 hours)

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

SPA 499 Individual Study (1-3 hours)

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

SPEECH AND THEATRE

SAT 110 Public Speaking and Communication (3 hours)

Development of communication methods and survey of basic communication models. Emphasis on public speech preparation and presentation. Demographic identification, visual aids, research methods, composition strategies.

SAT 116 Introduction to Theatre (3 hours)

Study of dramatic literature, history, and performance with emphasis on contemporary theatre and the collaborative process. This course is designed for those students interested in pursuing theatre as a major or minor.

SAT 150-450 Tour Troupe (1 hour)

Touring performance troupe designed to represent Bethel University in functions and educational environments around the state and region. May be repeated for credit up to two hours. Class standing at enrollment determines level. Prerequisite: Audition and invitation of Director of Theatre.

SAT 180-480 Theatre Practicum (1-3 hours)

Practical experience in acting, stage craft, and associated theatre work. May be repeated for credit. Class standing at enrollment determines level. Prerequisites: Audition and invitation of Director of Theatre.

SAT 201 Acting (3 hours)

Basic body and voice training through improvisation, visual imagery and vocabulary, monologues, and scene study. Basic introduction of theatrical technology and acting techniques.

SAT 203 Stage Technology (3 hours)

Introduction to the basic elements of technical theatre: terminology of the stage, scenery and prop construction, and lighting technology. Predominantly a hands-on course, it provides a practical and authentic theatrical production experience. Each student will be required to sign up for shop hours toward work on productions.

SAT 209 Costume Construction I (3 hours)

Fundamentals of costume construction from conception to realization through the use of sewing machines, pattern making, and historical research with practical projects. Prerequisite: SAT 210 or 211 or permission of instructor.

SAT 210 Set and Light Design (3 hours)

Study of elements and processes of set design and light design for theatrical productions. Students will develop knowledge, vocabulary, and skills necessary to create set and light designs appropriate to particular theatrical literature and to design concepts articulated by a director. Prerequisite: SAT 203.

SAT 211 Costume and Make-Up Design (3 hours)

Study of elements and processes used in costume design and in make-up design for theatrical productions. Students develop knowledge, vocabulary, and skills necessary to create costume and make-up designs appropriate to particular theatrical literature and to design concepts articulated by a director.

SAT 301 Theatre History (3 hours)

Significant contributions to the world of theatre from the Greeks to present day. Prerequisite: SAT 116 or consent of instructor.

SAT 304 Voice and Diction/Movement (3 hours)

This course is designed for further exploration and development of the actor's instrument through a focused study and application of vocal production and movement. Students will learn relaxation, vocal production, characterization, observation, and improvisation, body positioning, staging techniques. Prerequisite: SAT 201

SAT 305 Stage Makeup (3 hours)

Lecture demonstrations and laboratory experience in the basic theories and techniques relative to the design and application of stage make-up.

SAT 309 Costume Construction II (3 hours)

Intensive laboratory exploration of advanced costume construction techniques. Focus on growth of stitching skills. Advanced costume construction to further the student's understanding of sewing and pattern making skills. Prerequisite: SAT 209.

SAT 310 Special Topics in Theatre (Performance) (3 hours)

Opportunity for additional advanced work in theatre performance; mask production, improvisation, performance art, reader's theatre, narrative theatre, stage combat, children's theatre, music theatre performance. Prerequisites: SAT 116 and 201.

SAT 311 Special Topics in Theatre (Technology) (3 hours)

Opportunity for additional advanced work in theatre technology; scene design, costume design and history, lighting design, sound design, stage management. Prerequisites: SAT 116 and 302.

SAT 312 Special Topics in Theatre (Literature) (3 hours)

Opportunity for additional advanced work in theatre literature; works of a specific playwright, genre, period. Prerequisites: SAT 116 and 301.

SAT 315 Playwriting (3 hours)

Instruction in storytelling skills for writers using script format. Topics include various script forms, the basic components of scripts, and their implementation into dramatic format. Prerequisite: SAT 116, ENG 101, ENG 111. Same as 315.

SAT 321 Advanced Acting (3 hours)

Advanced training to further develop analytical, movement, vocal production, and performance skills for theatre majors and minors. Prerequisite: SAT 201

SAT 399-499 Individual Study (1-3 hours)

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

SAT 401 Directing (3 hours)

Basic principles of stage directing, play selection, casting, and rehearsal; direction and presentation of selected scenes in class. Prerequisite: SAT 116, 201 and 301.

SAT 460 Internship (1-12 hours)

Approved work experience in any aspect of theatre. Prerequisites: Consent of advisor, division chair, and academic dean.

SAT 490 Special Topics (1-3 hours)

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

SPORTS MANAGEMENT

SPM 301 Society and Sport (3 hours)

The nature, function, and relationship of leisure, play, and recreation to society and sport. Prerequisite: PED 211

SPM 303 Sports Management (3 hours)

Application of management principles and theories to specific professional organizations in the sport and recreation industry. Sport and recreation management applications covered include administration principles for specific organizations, human resource management, fiscal management, marketing, and risk management. Prerequisite: PED 211

SPM 305 Media and Public Relations in Sport (3 hours)

An introduction to public relations. Current procedures and duties of public relations personnel as they relate to the sports industry. Prerequisite: PED 211

SPM 401 Sport Leadership (3 hours)

Knowledge and skills for developing effective leaders in sports management. Prerequisite: PED 211

SPM 490 Special Topics (3 hours)

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

Master of Arts in Education

Bethel University offers the Master of Arts in Education (M.A.Ed.) graduate degree online and the programs are as follows:

- Master of Arts in Education (non-licensure)
- Leadership Excellence (non-licensure or licensure)
- Instructional Leadership License (licensure)

The Master of Arts in Education program is designed to build on the educator's current teaching philosophy and to enhance classroom skills to form a better understanding of the latest technology and instructional methods.

The Leadership Excellence program is provided for teachers with three years of teaching experience who desire to further their career in an administration field such as principal, director of schools, or supervisor of instruction.

The Instructional Leadership License (ILL-B) program with the State of Tennessee is offered online. In addition to meeting the admissions requirements for graduate school, candidates in this program must have a Master's degree and three years documented successful teaching experience.

Master of Arts in Education (30 hours) (Non-Licensure)

- COE 5000
- EDU 5001, 5015, 5022, 5005, 5034, 5103, 5104, 5142, 5149, 5248

Master of Arts in Education for Leadership Excellence (30 hours) (Licensure)

- COE 5000
- EDU 5001, 5005, 5015, 5022, 5034, 5330, 5332, 5333, 5337, 5355

Instructional Leadership License (18 hours) (Licensure)

- COE 5000 (or exemption)
- EDU 5015, 5330, 5332, 5333, 5337, 5355

Practitioner Licensure Program (Non-Degree Graduate Program)

The Practitioner program is designed for teachers who are on the practitioner licensure (job-embedded) track and are teaching in the state of Tennessee. Courses in this track are required and will give new teachers without an education background the tools they need to be successful in the classroom.

In addition to meeting the admission requirements for the graduate program at Bethel University, teachers who qualify for this track must meet the following guidelines:

1. Student must possess a bachelor's degree or master's degree from a regionally accredited university,
2. Students must have a major in the subject area in which they will teach or have passed the PRAXIS II test(s) in that content area, and
3. Student must have an undergraduate or graduate GPA of a 2.75 for full acceptance OR 2.25 GPA for conditional acceptance.

All classes in this program are graduate level courses, and candidates must maintain at least a 3.0 or higher to continue. Admission to the program also requires that the candidate be employed by a school or school district as the teacher of record in a classroom.

Admission to Graduate Coursework

Every graduate student, either degree seeking or non-degree seeking, who would like to take graduate level courses in education at Bethel University must meet the criteria for admission. After admission, the student may take courses for personal and/or professional growth or pursue the Master of Arts in Education Degree. Student applicants who want to take graduate courses in education should submit the following to the Division of Education:

1. Completed Graduate Studies in Education Application.
2. Application processing fee of \$50.
3. Official transcript(s) showing all coursework, completion of baccalaureate degree(s), and all graduate credit previously attempted from regionally accredited institutions.
4. Student's official transcript(s) must indicate a minimum grade point average (GPA) of 2.75 on a 4.0 scale of all undergraduate and post-baccalaureate coursework combined.
5. Provide a writing sample to the Director of Graduate Education in the Division of Education.
6. Provide a completed "Certificate of Immunization."
7. Provide Peer and Principal forms.

Admission to the Master of Arts in Education Degree Program

The students who would like to attend M.A.Ed. graduate courses must submit the following in addition to the graduate admissions requirements. This information should be submitted to Graduate Review Committee at Bethel University.

1. An official test report showing an acceptable score on the MAT (365) or GRE (1000 equivalent), a writing sample, and a minimal undergraduate cumulative GPA of 2.75.
2. Two references in a written format are required to be submitted:
 - The reference should be from persons that are familiar with the applicant's academic and professional abilities. If the applicant is currently teaching, one of the recommendations must be from a supervisor who is familiar with the applicant's work in education.
 - Recommendation forms and the forms for students seeking teacher licensure are available in the office of the Division of Education in the Dickey Fine Arts Building (DFAB).

Conditional Admission to the Master of Arts in Education Degree Program

Students who do not meet the full admission requirements of the test scores and/or maintained a sufficient GPA for full admissions into the Master of Arts in Education degree program may be a candidate for conditional admission. Candidates with a GRE score of 800, or MAT score of 330, a cumulative GPA of 2.75, or a 3.0 in the last 30 hours of undergraduate work, and having met all other requirements, may apply of conditional status.

After nine hours (with a GPA of 3.5 or better) have been successfully accomplished at the graduate level, the student's status may be changed to full admission to the Master of Arts in Education program.

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

Academic Probation and Suspension

Satisfactory academic standing is determined by completion of six graduate semester hours. Candidates with two or more grades of "C" and candidates with a GPA that falls below 3.0 during a term of enrollment will be placed on academic probation. Only one course with a grade of "C" will be allowed. Any additional courses with "C" grades must be repeated. Candidates on academic probation must earn a 3.0 GPA during the subsequent term of enrollment.

Candidates who do not earn a 3.0 GPA for the subsequent term will be placed on suspension.

Any candidates receiving a grade “D” or “F” in a course will automatically be placed on academic probation regardless of the GPA. Any candidate receiving more than one “D” or “F” in the master’s program will automatically be suspended for one full semester. To be considered for readmission to the Graduate Program after suspension, the candidate may request a hearing from the Director of Graduate Education.

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

Master of Arts in Education Graduation Requirements

- Complete the 30 hours of the Master of Arts in Education curriculum.
- All graduates must maintain a grade point average of 3.0 with no more than one course completed with a grade of C, (D and F grades are not accepted).
- Completion of a Graduate Division of Education portfolio with an evaluation of “Proficient” or “Distinguished.”
- Completion of all coursework within six years of the date of initial enrollment
- Submission of graduation application prior to application deadline
- All tuition and fees paid in full

M.A.Ed. Course Descriptions

COLLEGE ORIENTATION EXPERIENCE

COE 5000 Orientation to Graduate Education

(Non-credit required class). This course reviews course expectations and grading, program requirements, plan of study, graduation requirements, support services and staff, licensure requirements, use of technology, etc. This requirement must be met within the first two semesters of the candidate's program.

GRADUATE EDUCATION

EDU 5001 Advanced Educational Psychology (3 hours)

An advanced study of the physical, emotional, social, and cognitive characteristics of children within grades K-12. A focus of applied theory will advance the learner from knowledge to application.

EDU 5005 Methodology of Educational Research (3 hours)

A study of procedures used to locate sources of information. Use of various research methods to collect, organize, analyze, and interpret data and apply results.

EDU 5015 Legal Issues in Education (3 hours)

A study of laws, court decisions, and legal issues which have direct implications for the school's teacher, counselor and administrator in the professional setting.

EDU 5022 Alternative Strategies in Learning (3 hours)

Educators will develop and articulate their own theories of learning after examining carefully and critically, the prevalently existing and competing theories of learning. The study of motivation and its effect on learning, including the use of teaming, understanding of the brain's functions, different and alternative strategies in learning and teaching, and classroom management will be covered.

EDU 5034 Organizational Development in the Educational Setting (3 hours)

This course explores a working understanding of facilitating a successful structure and system analysis of a school's organization that will yield improvement and performance.

EDU 5103 Effective Classroom and Behavior Management (3 hours)

The course is designed to enable the teacher to perform as a manager within the restrictions of the classroom. The areas of concentration will be grouping, presentation of material relevant to the area of specialization, discipline, learning styles, teaching styles, creativity, and climate.

EDU 5104 Assessments for Diverse Learners (3 hours)

Emphasis on methods of assessment that reinforce understanding of the various disciplines; including, but not limited to, performance assessments, assessment of students projects and papers, traditional exams, and observational exams.

EDU 5142 Current Events that Affect the Learning Process (3 hours)

Examines current issues concerning education that could affect teaching, curriculum, families, students, teachers, administrators, school policy and school law. Emphasis placed on exploring, interpreting, and evaluating educational experiences. Participants will create new learning experiences and a knowledge base that will enable them to resolve educational and diversity issues.

EDU 5149 Cooperative Teaching (3 hours)

An advanced study of effective co-teaching models. Explores the components that form the definition of a co-teaching model, defines what a co-teaching model looks like in the classroom, examines scheduling and planning issues, and investigates the challenges of being a part of a co-teaching team.

EDU 5162 Monitoring for the Practitioner Teacher (1 hours)

The job-embedded practitioner licensed teacher will receive analysis, guidance, monitoring, mentor support, evaluation, and preparation for full teacher licensure. This course must be taken every fall and spring until all requirements for full licensure have been met.

EDU 5170 edTPA I: Introduction (1 hours)

This course provides an overview of edTPA, along with the tasks, commentaries, and videos required. Additionally, this course supports Practitioner License teachers with the information and tools necessary to prepare to submit their portfolio to the Tennessee Department of Education.

EDU 5172 edTPA II: Submission (1 hours)

This course provides support during the submission of the edTPA process for Practitioner License teachers. Students will meet on an assigned day with a technology consultant, the Director of Clinical Experiences, and the edTPA Coordinator readily available for any troubleshooting that may occur during this process.

EDU 5180 Literacy in the Classroom (3 hours)

In-depth study of strategies to implement literacy in all classrooms. Literacy assessment will be described and how it connects to and supports planning appropriate differentiated instruction within the RTI framework in the elementary school.

EDU 5184 Survey of Children with Exceptionalities (3 hours)

An introductory study of emotional, learning, and behavioral characteristics of children with exceptionalities, including programs, services, legal requirements, and instructional techniques.

EDU 5190 Special Topics (1-3 hours)

A special course designed to afford learning experiences beyond courses in the curriculum. Topic of course is approved by the director of the program and identified in the published class schedule. Permission from the Director of the School of Education required.

EDU 5248 Special Populations (3 hours)

Provides an overview of the needs and issues that impact at-risk students. Participants will gain differentiated skills necessary in teaching students with disabilities, students of poverty, students learning beyond grade level, and English language learners.

EDU 5330 Leadership Strategies (3 hours)

A study of content, topics and competencies required for instructional leaders toward fostering a culture of high expectations.

EDU 5332 Instructional Leadership and Program Improvement (3 hours)

A study of content, topics and competencies required for instructional leaders to enhance student achievement and school success and foster a culture of high expectations for all stakeholders.

EDU 5333 Budgeting, Accounting, Facilities Management (3 hours)

Provides the philosophical basis and practical applications of school finance along with the planning, design, revalidating and construction of new educational facilities and/or the rehabilitation, remodeling or modernization of existing facilities. Topics covered include accounting, information systems, personnel funding, budgeting, plant maintenance, risk management, strategic planning and operation and maintenance programs.

EDU 5335A Field Experience in Administration & Supervision (1 hour)

School site or school district based experience to practice and reinforce knowledge and skills in instructional leadership, administration, or supervision in appropriate areas of school or school district operation with consideration to the individual student's career goals. This is an eight week course that requires completion of one section of the administrative field experience portfolio.

EDU 5335B Field Experience in Administration & Supervision (1 hour)

School site or school district based experience to practice and reinforce knowledge and skills in instructional leadership, administration, or supervision in appropriate areas of school or school district operation with consideration to the individual student's career goals. This is an eight week course that requires completion of one section of the administrative field experience portfolio.

EDU 5335C Field Experience in Administration & Supervision (1 hour)

School site or school district based experience to practice and reinforce knowledge and skills in instructional leadership, administration, or supervision in appropriate areas of school or school district operation with consideration to the individual student's career goals. This is an eight week course that requires completion of one section of the administrative field experience portfolio.

EDU 5337 Educational Ethics (3 hours)

A study of decision making within an ethical context that protects the rights and responsibilities of all school constituents in today's diverse society.

Faculty

William Atkins (2018)

Instructor of Mathematics

B.S., Bethel University

M.S., Murray State University

Kathleen Baczynski (2014)

Assistant Professor of Biology

A. S., Luzerne County Community College

B.S., College Misericordia

M.S., University of Maryland

Ph.D., Bowling Green State University

Christopher T. Burket (2007)

Division Chair of Natural Sciences and Mathematics

Professor of Biology

B.S., Manchester College

M.S., Ball State University

Ph.D., Worcester Polytechnic Institute

John M. Buteyn (2014)

Assistant Professor of Music

B.A., B.S., Houghton College

Master of Music, Georgia Southern University

University

Morgan G Butler (2018)

Division Chair of Education

Assistant Professor of Education

B.S., Bethel College

M.A.T., Bethel University

Ed.D., Trevecca Nazarene University

Jon T. Carlock (1993)

Professor of Religion and Philosophy

Hannibal Seagle Bible Chair

B.A., Bethel University;

M.Div., D. Min., Vanderbilt University

Sabrina Chambers (2011)

Assistant Professor of English

B.S., Tennessee Technological University

M.A., East Tennessee State University

M.A.Ed., Bethel College (McKenzie, TN)

Ph.D., Northcentral University

Pedro C Chavez (2019)

Assistant Professor of Psychology

B.S., Arizona State University

M.A., The University of Texas at Austin

Ph.D., The University of Arizona

Brad A. Cliff (2012)

Division Chair of Health and Human Performance

Professor of Health and Human Performance

B.S., M.S.Ed., Ph.D., Middle Tennessee State University

State University

Jason Cole (2011)

Associate Professor of Art

B.A. Bethel University

M.F.A. Memphis College of Art

Thomas Crawford (2014)

Assistant Professor of Psychology

B.S., Georgia College and State University

University

Ph.D., Arizona State University

Alan Cross (1998)

Professor of Music

B.S., University of Houston

M.C.M., Southwestern Baptist Theological Seminary

University

M.M., D.M.A., University of Southern Mississippi

Mississippi

D.J. Culp, Jr. (2016)

Assistant Professor of Music

B.M., M.M.E., Murray State University

Ph.D., The University of Mississippi

Daniel A. Dalrymple (2009)

Professor of History

Director of Honors Program

B.A., Ph.D., Michigan State University

Joseph Alex Debonis (2009)

Professor of English

B.A., Indiana University

M.A., Illinois State University

Ph.D., University of Cincinnati

Ronald Lynn Deming (1996)

Professor of Computer Information Systems

A.A., University of New York

B.S., Southern Illinois University

M.A., Webster University

Ph.D., Capella University

Andrew Evans (2014)

Assistant Professor of Chemistry

B.S., Bradley University

M.S., Purdue University

Ph.D., Arizona State University

Stacie D. Freeman (2005)

Associate Professor of Sociology

B.S., University of Tennessee, Martin

M.S.W., The University of Tennessee

Bradley S. Gibson (2018)

Instructor of Speech

M.A.T., Westminster College

M.A., University of Miami

Shannon Godwin (2007)

Professor of Education

Director of Graduate Education

B.S., Florida State University

M.Ed., Trevecca Nazarene University

Ed.S., Ed.D., Union University

Marion Elaine Graham (2003)

Professor of Speech and Theatre

B.A., Geneva College;

M.F.A., Northern Illinois University

Joshua S. Greer (2019)

Assistant Professor of Health and PE

B.S., The University of Tennessee, Martin

M.A. Ed, Bethel University

Audrey Hamilton (2016)

Associate Professor of Speech and Theatre

Costume Designer

B.F.A., Mississippi University for

Women

M.A.T., University of West Alabama

M.F.A., The University of Alabama

Stephen E. Haynes (2014)

Associate Professor of Speech & Theatre

A.S., Columbia State Community College

B.S., Austin Peay State University

M.F.A., Louisiana State University

Keith Herris (2006)

Division Chair of Music and Religion

Professor of Music

B.A., Goshen College;

M.M., University of Oklahoma

D.M.A., Michigan State University

William Paul Hetrick (1998)

Associate Professor of Business

Administration

B.S., M.B.A., Youngstown State

University

A.B.D., University of Kentucky

Robert Hicks (2004)

Associate Professor of Accounting

B.S., M.Ac., The University of Tennessee
at Martin

Junior Hopwood (2017)

Assistant Professor of Sociology

B.S., M.S., University of The West Indies

Ph.D., Howard University

Steve Isbell (2012)

Associate Professor of C.I.S. and Business

B.S., Bethel University

M.B.A., TUI University

Jeffery L. Johnson (2017)

Assistant Professor of Sociology

B.S., Shippensburg University

M.A., Ph.D., George Mason University

Roger C. Johnson (1980)

Professor of Physics and Computer Science
A.B., Augustana College
M.A., DePauw University
Ph.D., University of Iowa

Sarah Keller (2015)

Assistant Professor of Biology
B.S., M.A.Ed., Bethel University
Graduate Study, Clemson University

Sarah Kidd (2003)

Division Chair of Social Sciences
Professor of History
B.A., M.A., University of Alabama-
Huntsville
Ph.D., University of Missouri

Joshua J. Klaassen (2015)

Assistant Professor of Chemistry
B.S., Nebraska Wesleyan University
Ph.D., University of Missouri Kansas
City

Alex Klyuyenko (2011)

*Associate Professor of Physics and
Mathematics*
M.S., Kirovohrad, Ukraine Institute of
Agricultural Machine Construction

Darya Klyuyenko (2018)

Instructor of Biology
B.S., M.A.Ed, Bethel University

Roy David Lancaster (2004)

Professor of Religion
B.A., Bethel University
M.Div., Yale University Divinity School

Timothy W. Lindsey (2003)

Professor of Human Services
B.S., Bethel University
M.S.W., Louisiana State University
(LCSW)

Sandra L. Loudon (1992)

*Director of College Orientation and
Lecturer of COE*
B.S., Murray State University
M.A.Ed., Bethel University

Cindy Mallard (1999)

Associate Professor of English
Vice President and Academic Dean
B.A., Bethel University;
M.A., The University of Memphis

Jennifer Marlow (2014)

Associate Professor of History
B.A., Saginaw Valley State University
Ph.D., Michigan State University

James McAllister (2011)

Professor of Biology
B.A., University of Massachusetts at
Amherst;
M.A., M.Phil., Ph.D., University of
Kansas

Charles F. McConnell (2009)

Associate Professor of Psychology
A.S., Dyersburg State Community
College
B.A., M.S., Ph.D., The University of
Memphis

Sara M. McIntosh (2012)

Associate Professor of English
B.A., The University of Tennessee at
Martin
M.A., Murray State University

Jaime McLean (2011)

Associate Professor of History
B.A., University of Windsor
Ph.D., Michigan State University

Meagan Meacham (2018)

Instructor of Business and Accounting
B.S., University of Tennessee at Martin
M.Acc., Middle Tennessee State
University

Alacia Mitchell (2011)

Associate Professor of Business
B.S., Bethel University;
M.B.A., Lakeland College

John P. Nelson (1992)*Professor of Biology*

B.A., Lycoming College

M.S., University of North Dakota

Ph.D., The University of Memphis

Carleton A. (Tony) Palmer (2017)*Assistant Professor of Psychology*

B.A., Furman University

M.S., University of North Carolina

(Chapel Hill)

Ph.D., University of North Carolina

(Chapel Hill)

Scott R. Paterson (2018)*Instructor of Health & Physical Education*

B.S., Lambuth College

M. Ed., Union University

Patricia (Trish) Price (2019)*Assistant Professor of Education*

B.A., University of South Carolina

M.A., Southwestern Baptist Theological

Seminary

Ed. S., Union University

Janet Reid (2003)*Professor of Education*

B.A., M.A., Ph.D., Mississippi State

University

Jeremy R. Ricketts (2012)*Associate Professor of English*

B.A., University of Memphis

M.A., University of Alabama;

M.Ed., University of South Florida

Ph.D., University of New Mexico

Jessica Roberson (2008)*Division Chair of Humanities*

Associate Professor of English

B.A., Bethel University

M.A., Southeast Missouri State

University

Sara McKeehan Hakim Rognstad (2012)*Professor of Mathematics*

B.A., Gonzaga University

M.S., Ph.D., Washington State University

Teresa G. Rose (2004)*Associate Professor of English*

B.S., M.A., Murray State University

A.B.D. University of Mississippi

Todd A. Rose (2009)*Associate Professor of Criminal Justice*

B.S., Murray State University

J.D., Vanderbilt University

Bryan Sandor (2017)*Assistant Professor of Mathematics*

B.S., B.S., University of Tennessee

(Martin)

M.S., Western Kentucky University

M.A., University of Kentucky M.A.,

Ph.D., University of Alabama

Poppy Scarbrough (2012)*Associate Professor of Art*

B.A., University of Illinois, Springfield

M.F.A., San Francisco Art Institute

James A. Scruton (1990)*Professor of English**Associate Academic Dean*

Mary B. Holmes Professor of Literature

B.A., M.A., Eastern Illinois University

Ph.D., The University of Tennessee

Sharon K. Scruton (1990)*Associate Professor of English*

B.A., M.A., Eastern Illinois University

William J. Shelton, Jr. (1993)*Associate Professor of Spanish and English*

B.A., M.A., Murray State University

M.A., The University of Memphis

Beth Sisson (2016)*Assistant Professor of Education*

B.S., M.Ed., Bethel College

Irina Smith (2003)*Associate Professor of Mathematics*

B.S., Moscow Regional Pedagogical

University

M.S., Murray State University

M.B.A., Bethel University, 2009

Christopher Stampone (2018)*Assistant Professor of English*

B.A., State University of New York

College at Buffalo

M.A., Brock University

Ph.D., Southern Methodist University

Julie Stauffer (2019)*Instructor of Health & Human Performance*

B.A., Cedarville University

M.S., California University of Pennsylvania

Lauren Tate (2019)*Assistant Professor of Education*

B.S., The University of Tennessee

M.A.Ed., Bethel University

Ed.D., University of Memphis

Hector Tato (2013)*Associate Professor Criminal Justice*

A.A., Miami Dade College

B.A., Florida International University

Ph.D., Universidad del Norte (Columbia)

Christopher R. Terry (2009)*Associate Professor of Mathematics*

B.S., Bethel University

M.A., Murray State University

Malissa L. Vaughn (2000)*Associate Professor of Health, Physical
Education*

NAIA FAR

B.S., Lambuth University

M.S., The University of Memphis

Richard W. Vaughn (2019)*Assistant Professor of Criminal Justice*

B.S., Lambuth College

J.D., The University of Memphis

Mark Walton (2016)*Associate Professor of Health & Human
Performance*

B.S., M.S., Arkansas State University

Ed.S., ABD, Middle Tennessee State
University**Joseph S. White (2019)***Assistant Professor of Business and
Economics*

B.S., Birmingham-Southern College

M.S., Murray State University

Jeffrey A. Wilcox (2012)*Associate Professor of Religion*

B.A., Calvin College

M.T.S., Calvin Theological Seminary

Ph.D., Marquette University

Kathryn Wilwohl (2013)*Professor of Biology*

B.S., Saint Francis University

Ph.D., Temple University

Keliea A. Winstead (2018)*Assistant Professor of Biology*

B.S., MSPA, Bethel University

Randell Wolff (2005)*Associate Professor of English*

B.A., Bethel University

M.A., Murray State University

Faculty Emeriti

John J. Caterina (2000)

Professor of Biology
B.A., Saint Anselm College
Ph.D., University of Alabama at Birmingham

Randolph O. Day (1993)

Associate Professor of Business Administration and Accounting
B.S., East Tennessee State University
M.B.A., The University of Tennessee

Howard L. Freeman (1979)

Professor of Biology
B.S., Fairleigh Dickinson University
M.A., University of Kansas
Ph.D., Rutgers University

Russell D. Holder (1989)

Associate Professor of Mathematics
B.S., M.A. Truman State University

J. Pratt Hubbard (1992)

Professor of Speech
B.A., LaGrange College
B.T.A., Pasadena Playhouse
M.F.A., Ed.D., University of Georgia

David H. Lankford (1967)

Associate Professor of Mathematics
B.S., Bethel University
M.S., University of Mississippi
Graduate Study, The University of Mississippi & The University of Tennessee

Shirley Martin (1970)

Registrar
B.S., Bethel University

Benjamin G. McClure (1989)

Professor of Education
B.S., Middle Tennessee State University
M.Ed., University of Georgia
Ed.D., George Peabody College for Teachers at Vanderbilt University

Linda Rains McClure (1989)

Professor of Education
B.S., Cumberland College
M.A., Union College;
Ed.D., The University of Tennessee

Maribeth McGuire (1985)

Associate Professor of English
B.A., Bethel University
M.A., The University of Memphis
Doctor of Letters, Bethel University

Cornelia A. Arnold Owen (1980)

Professor of Special Education
B.A., Bethel University
M.S.Ed., The University of Tennessee at Martin
Ed.D., Vanderbilt University

Kathleen B. Sacks (1979)

Associate Professor of Art
B.S., M.A.Ed., Bethel University
Graduate Studies, Memphis College of the Arts
The University of Memphis and The University of Tennessee at Martin

Joseph A. Sam (1991)

Division Chair of Natural Sciences & Mathematics
Professor of Chemistry
B.A., University of Mississippi
Ph.D., University of Mississippi Medical Center

Jesse Jon Turner (2003)

Professor of Mathematics and Computer Information Systems
B.S., Boise State University
M.S., M.A., Ph.D., University of Idaho

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