

2011-2012



CATALOG

COLLEGE OF  
GRADUATE STUDIES





THE CATALOG OF THE  
BETHEL  
UNIVERSITY  
COLLEGE OF  
GRADUATE  
STUDIES  
2011 - 2012



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The conditions, requirements, and policies set forth in this catalog have binding effect upon the University and students for the academic year in which it is in force. The University reserves the right to make necessary changes and corrections. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance. When changes are made in the curriculum that affect graduation requirements, the University accepts a moral obligation to provide students the curricular options effective the year of their most recent continuous enrollment or an alternative that would not additionally delay graduation. Otherwise, all other requirements and policies are effective and in force upon publication of changes. This online catalog is to be considered the official catalog of the University and therefore printed versions are unofficial.

Bethel University does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities, or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Dr. Phyllis Campbell, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4002), is the person responsible for coordinating the University's efforts to comply with these laws.

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

### ***Bethel University Student Grievance Policy***

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

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

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

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

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

The Assistant to the President shall notify the President and the complainant of the outcome of the investigation. The complainant shall not have the right to review the specific evidence gathered in the investigation. A response to the complaint will be made within 30 days. The University reserves the right to continue the investigation beyond that time; however, the complainant shall receive notification of continuation and an estimate of the timeline for final disposition of the complaint.

The President shall review the complaint and confirm or reverse the decision. The President shall have 30 days to consider the matter. The President's decision is final.

## OVERVIEW

### ***Mission***

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

### ***Definitions***

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

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

the local community, and the Cumberland Presbyterian Church.

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

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

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

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

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

By the term, “Christian environment,” the University draws upon the thought of St. Ignatius that the collegiate environment should facilitate knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.

### ***Core Values***

Bethel University creates a learning community which:

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

### ***History of the Institution***

Since its founding in 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 chartered by the State of Tennessee. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award 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 approved by the TN Board of Education as a teacher preparation institution for the State of TN. Bethel's Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).



### ***Assessment and Institutional Effectiveness***

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

### ***Campus Descriptions***

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

Each of these campuses offers classes for the university's nontraditional Success Program (business). Additionally, coursework for the Master of Arts in Education degrees are offered at the Jackson, Memphis, and Nashville sites. The College of Criminal Justice offers both an undergraduate Bachelor of Science and a Master of Science degree. These programs are offered entirely online. The Master of Arts in Conflict Resolution is offered in Nashville and Memphis. Each satellite facility includes both classroom and office space.

# COLLEGE OF GRADUATE STUDIES

## ACADEMIC POLICIES

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

### ACADEMIC INTEGRITY

Students are expected to uphold the university's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Punishment for an act of academic dishonesty involves imposing failing or zero grades by the following process: For a first offense, the student receives a zero on the assignment. A second offense results in an F in the course. Upon committing a third offense, the student will be expelled from the University. The faculty member presents notice of each offense to the Assistant to the President for Strategy, who keeps a record of students' offenses from all courses. Refer to The Graduate Student Handbook for additional information regarding violations of academic honesty. Students may appeal the decision of the faculty member to the Assistant to the President for Strategy.

### Family Educational Rights and Privacy Act (FERPA)

This act provides for confidentiality of student records; however, it also provides for basic identification of people at Bethel without the consent of the individual. Release of information to third parties includes name, address, telephone number, place of birth, E-mail address, classification, photograph, major/minor, dates of attendance, degree, university honors/awards, the most recent previous educational agency or institution attended, participation in school activities and sports and weight and height of members of athletic teams. The institution may release other information on students without written permission of the students if the release can be justified under one of the exceptions to written permission found in FERPA. The student has the right of access to his or her educational records and the right to challenge any inaccurate, misleading, or inappropriate information in those records. Bethel University will release information to comply with the Solomon Amendment.

Public notice of categories to be contained in a directory is hereby given and a period of one week is provided at the beginning of each semester during

which time a student may request that such information not be released. Bethel University applies an “all or nothing” policy to the release of directory information.

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

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

## STATEMENT OF NON-DISCRIMINATION

Bethel does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, 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.

## PARTICIPATION POLICY

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

1. Participation for online classes is based on posting work in each unit by the required deadlines. The completion of each unit is Sunday, 11:59 P.M. (CST) of the week assigned. Failure to post work by the required deadline constitutes as non-participation. .
2. It is the responsibility of the student to communicate to the facilitator any anticipated reasons for nonparticipation due to emergencies, and to complete all assigned work.
3. A grade of "F" will be assigned to the course and posted to the student's official academic record for any student failing to participate for a two week period during the course whether the weeks are consecutive or inconsecutive.
4. Faculty is not expected to give make-up work for non-participation.
5. Final determination of a true emergency will be at the discretion of the course facilitator.

## TUITION AND FEES

Tuition for the program is \$498.00 per credit hour and includes course materials. The application fee for the program is \$75.00. Non-refundable graduation fee is \$70.00. Students in the M.B.A. program receive technology according the University's technology agreement.

## GRADES

(see also "Attendance Policy" and "Academic Integrity")

### *Grading System*

A student receives a grade for each registered course. The academic achievement of each student is recorded in terms of letter grades that carry grade point values. The grades used at Bethel University are:

- 4.0: A-Excellent
- 3.0: B-Good
- 2.0: C-Below Average

- 1.0: D-Unsatisfactory
- 0.0: F-Failure
- 0.0: WF-Withdrew Failing

The following grades do not affect the grade point average (GPA):

- P-Pass
- I-Incomplete; work must be finished within the first four weeks of the next semester, or the grade automatically becomes an F.
- PR-Course in Progress
- WP-Withdrew Passing
- W-Withdrew

The student's GPA is determined by dividing the total number of grade points earned by the total number of letter-graded (A-F) credit hours attempted (not the number of credit hours passed).

### ***Receipt of Grades***

Grades reports are not mailed each term. Students may view or print a student copy of their grades through the student website or submit a written request for their grades to their Academic Advisor. If a student has an account balance, he or she will be unable to receive a grade report. In this event, student should contact the Bethel University, Business Office to clear the account before the grades are made accessible.

### ***Appeals Process***

Students wishing to appeal any academic decision must do so in writing. The appeal must be initiated no later than seven days after the decision being appealed is made. The appeal must state the following:

- On what grounds is this appeal being made
- Why student believes an appeal is warranted.

The original decision stands until the appeals process has run its course and a final decision is rendered.

### ***Academic Standing***

Satisfactory academic standing is determined by completion of nine graduate semester hours per term with no grade below C. Any non-elective course in which a grade below C is earned must be repeated.

Students must maintain a 3.0 GPA during each term of enrollment. Students who earn below a 3.0 GPA are placed on academic probation. Students on

academic probation must complete nine hours with a 3.0 GPA during the subsequent term of enrollment. Probationary students who do not earn a 3.0 GPA for the term will be dismissed from the program. A student may apply in writing to the Director of the M.B.A. Program for readmission after dismissal. Readmission is not automatic.

### ***Plan of Study***

Your official plan of study will be available in the virtual campus once all your official transcripts have been received and evaluated. The plan of study will track the courses you have completed and the course grade received. It is in your best interest to maintain your plan of study and initiate a periodic review of your plan with your advisor. When you near the completion of the program and apply for graduation, you will receive an updated plan of study directly from the Registrar's Office.

### ***Requirements for Graduation***

1. Completion of 36 hours of coursework, at least 30 of which must be earned at Bethel University as specified
2. A graduate cumulative GPA of 3.00 or better
3. A grade of C or higher in required courses

The time limit for the use of graduate credit toward the degree is seven years.

## **CREDIT**

Bethel University defines the unit of credit as the semester hour. In the College of Graduate Studies, courses are accelerated to allow students to complete degrees more quickly. The typical course is worth three hours of credit and is eight weeks in duration.

### ***Normal Student Load***

***Part-time load:*** a candidate taking less than 9 hours is considered part-time; however, taking six hours usually qualifies a candidate for loans available through the Financial Aid office.

***Full-time load:*** for academic purposes, a candidate enrolled in 9-12 graduate hours is classified as a full-time candidate. Maximum load- No candidate may register for more than 12 graduate hours during a term/semester without the permission of the Dean of the College of Graduate Studies.

### ***Transfer Credit Policy***

A maximum of six graduate semester hours from other graduate programs including programs at Bethel University, may be applied toward the degree. Transfer hours may be applied only in electives. Core requirements must be taken through the Bethel University M.B.A. program. No grade below a C will be transferred.

### ***Seminars***

During the M.B.A. program, attendance of at minimum three monthly seminars are not required. An elective can be chosen to take care of the seminar. For those opting to take the seminars: all absences must be approved by the program director. The seminars provide a face-to-face opportunity for interaction between faculty and students as well as exposure to subject matter experts in business.

The seminars carry one graduate semester hour of credit per term. Regional seminars will take place every month in one of the designated satellite campus locations and last approximately 4 hours. Faculty members travel to the campuses to meet with students, provide additional content (i.e., lectures), lead discussions, and evaluate student presentations. Focused seminars bring leading experts to the Nashville and Memphis campuses. Research project faculties are available to coach executive track students on their research projects.

## **CHANGING OF CLASS SCHEDULES**

### ***Dropping or Adding a Class***

Class schedules are changed by officially adding or dropping a class. Attending a class does not constitute official registration. Failing to attend a class does not constitute an official dropping of a class. Check first with the Office of Financial Aid before changing class schedules.

The only official method of dropping a course is to email your advisor if you are an online candidate, or call and make an appointment with your advisor, if you are a face-to-face candidate.

A drop fee of \$25.00 will be billed to the candidate's account each time a drop/add request is processed. Please see speak with The Office of Financial Aid that administers your program.

### ***Grades for Dropped Courses***

If a student drops a class in the first two weeks of the course, no grade will be recorded for the class. If the student drops a class in the third through the fifth weeks of the course, a grade of W will be recorded. All documenta-

tion must be submitted to the student's advisor. Non-participation 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 participation 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:

1. Discuss the situation with your Academic Advisor.
2. Secure a withdrawal form from your Academic Advisor.
3. Email form to your Academic Advisor. Failure to complete this step may result in failing grades and heavy financial obligations.
4. There is a \$10 fee for withdrawal.

## **ASSISTANCE AND STUDENT SERVICES**

### ***Library***

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

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

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

### ***Tutoring***

SMARTTHINKING is an online tutoring service that is accessible to candidates 24/7. The service provides three convenient options for candidates to receive support.



1. The first is electronic submission of work to the SMARTTHINKING website in which the candidate would receive personalized and detailed critique and feedback with 24 hours of the submission.
2. Secondly, candidates may enter one-on-one chat sessions with an e-structure for the questioned subject area. The e-instructors will engage candidates in the learning process with the use of a virtual whiteboard and related tools. E-instructors will support the candidates by providing them with guided questions to examine the subject matter at hand. Candidates would then be able to tackle future assignments on their own.
3. Lastly, candidates have the option to schedule private, virtual sessions with an e-instructor. This will allow the working, adult learner more control of their time management for completion of assignments.

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

### ***Academic Advising***

Each Bethel University student is assigned a qualified academic 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.

### ***Military Advising***

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

### ***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. The library contains an assortment of materials related to

the job search and catalogs from various graduate schools. Available jobs are posted for review.

### ***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 Director of Counseling and Tutoring in the Office of Student Development. Applicants with special needs who desire accommodation in the application process should make their needs known to their admission counselors.

### ***Testing Services***

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

### ***Technology Program***

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

### ***Information Technology Services***

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

## **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 are strictly prohibited.

Under the US Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing").

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

#### ***V. Bethel University Confidentiality Agreement***

The information transmitted in this electronic mail is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material

from all computers. Although Bethel has taken reasonable precautions to ensure that no viruses are present in this message, Bethel cannot accept responsibility for any loss or damage arising from the use of this message.

## ***VI. Privacy***

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

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

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

# TRANSCRIPTS

## ***Transcript Policy***

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

1. Obtain a request for withdrawal form from your academic advisor.
2. Email the completed form to your academic advisor.

Transcripts will be released at the written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the University. Therefore, we reserve the right to withhold the release of a transcript of that record if the student has an obligation to the university. Bethel will accept a faxed request as a written request.

## ***Procedure to Request a Transcript***

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

- Go to [www.bethelu.edu](http://www.bethelu.edu)
- Click on “Academics”
- Click on “University Registrar”
- Under General Information, click on “Request a Transcript”
- Under the picture in the center of the page is a link to <https://iwantmy-transcript.com/bethelu>. Click on the link.
- The first thing you have to select is your school. You must choose “Bethel University – McKenzie”. There are two Bethel Universities.
- A transcript can be emailed or mailed depending on the requirements of the receiver. You MUST sign and send the release form back to Transcripts on Demand™. This is part of the instructions.
- Payment for the transcript MUST be made as part of the process. All transcripts sent are official. Unofficial transcripts are no longer provided by the registrar's office.

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

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

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

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

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

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

# COLLEGE OF GRADUATE STUDIES

## ADMISSIONS

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Admission to the M.B.A. program is competitive and based on the academic and professional qualifications of applicants.

### REQUIRED DOCUMENTATION

Applicants to the M.B.A. program must submit the following documentation:

1. Completed application for admission to the M.B.A. program and application fee
2. Official transcripts from all undergraduate institutions and graduate institutions including one documenting that the applicant has at least earned a baccalaureate degree from a regionally accredited institution (or the equivalent for graduates of foreign institutions)
3. Two letters of recommendation from current or former employers or professors.
4. Essay
5. International students must submit a certified translation of the undergraduate degree or certificate transcript from a recognized translation service and a TOEFL score report. In order to be considered for admission a TOEFL score of 5123 (for the paper-based test), 183 (for the computer-based test) is required unless the student's first language is English. TOEFL scores may be waived if the undergraduate degree was earned at an institution where the language of instruction is English.

The M.B.A. Admission Committee reviews all applications and may:

- Grant admission to the program
- Grant conditional admission to the program
- Deny admission to the program

Since cohorts begin throughout the year, applications are considered on a rolling basis. Denial of admission for one cohort does not prevent reapplication (with payment of the application fee) for subsequent cohort.

### ADMISSION STATUS

The College of Graduate Studies Academic Review Committee evaluates all



completed applications and may:

- Grant full admission
- Grant conditional admission
- Deny admission

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

## TYPES OF ADMISSION

### ***Full Admission***

All criteria are met with no restrictions.

### ***Conditional Admission***

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

### ***Transient Status***

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

# COLLEGE OF GRADUATE STUDIES

# FINANCIAL INFORMATION

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## STUDENT ACCOUNTS

Students are required to pay all tuition and fees at the beginning of each term, and registration is not complete until all fees are paid. Students may not re-enroll for another term, graduate, or receive a transcript until all amounts owed to the University have been paid.

Delinquent accounts are subject to late fees and external collection agency involvement. If external collection efforts are utilized, the student is responsible for all collection costs, attorney fees, and any other charges necessary for the collection of any amount not paid when due.

## PAYMENT POLICY

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

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

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

### ***Cash Plan***

The Cash Plan requires 100% of tuition and fees paid by the due date. (The due date for all options is defined hereafter.) Under this plan, students may pay by check or automatically charge the tuition and fees to their

credit card. Automatic payments will be charged on the due date for each successive term. The following documentation is required for the cash plan:

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

### ***Federal/State Loans or Grants***

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

Acceptable financial aid plans are:

Federal Pell Grant; Tennessee Student Assistance Grant; Hope Lottery Scholarship; Subsidized Federal Direct Loan; Unsubsidized Federal Direct Loan; Federal Parent Plus Loan Program; external scholarships.

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

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

### ***Tuition Reimbursement Plan***

Tuition reimbursement from an employer is an acceptable financial option. However, it is subject to the following conditions:

- The student must make acceptable arrangements through one of the other financial options to pay all tuition and fees during the initial deferral period. Thereafter, tuition reimbursement proceeds will be applied to future enrollment periods.
- Complete documentation of terms and conditions of the employer's reimbursement plan.

- A completed Tuition Reimbursement Certificate and Authorization Form which allows Bethel to automatically charge the student's credit card in the event full reimbursement is not paid by the employer. Students must be advised that terms and conditions are not contingent upon the completion of a course or the receipt of a grade and that the credit card will be charged for any amount necessary to repay Bethel 100% of the amount due. A declined credit card will cause the account to be assessed a \$50 late fee which is immediately due and payable. A second declined credit card will terminate this financial option and the student will be required to comply with the terms and conditions of the cash plan.

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

#### Student Financial Agreement Form

- Tuition Reimbursement Certificate and Authorization Form
- Credit Card Authorization to Charge Form
- Copy of Employer's Tuition Reimbursement Plan

### ***Third Party Billing Plan***

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

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

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

### ***Private Loan Plan***

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

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

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

### ***Tuition Management Systems***

For a semester or yearly fee, all students qualify for an interest-free monthly payment plan. This option allows the student to spread the tuition costs over a longer period of time.

## **DUE DATES**

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

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

## **CHANGING FINANCE OPTIONS**

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

## **CREDIT CARDS**

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

## TUITION AND FEES FOR THE COLLEGE OF GRADUATE STUDIES

- Application Fee: \$75
- Tuition: \$498 per semester hour
- Graduation Fee: \$70

All CGS students will receive an iPad, regardless of prior enrollment in other Colleges of Bethel University.

## REQUESTING A REFUND OF EXCESS FINANCIAL AID FUNDS

In order for a student to request a refund of any excess financial aid funds, he/she must have a credit balance for the said term, submit all necessary refund request documentation, and be verified to have completed his/her first course in the term in which the refund is being requested. All refunds will be released via ACH direct deposit within 14 working days (per federal regulations) of request and proven eligibility. A student may also leave the remaining funds on his/her student account to be applied to subsequent terms. All refund forms and required refund documentation information can be found on the Virtual Campus (see “Resources” then “Electronic Forms”).

# COLLEGE OF GRADUATE STUDIES (MBA)

## FINANCIAL AID INFORMATION

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### APPLYING FOR FINANCIAL AID

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

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

To complete the FAFSA, each student must first secure a PIN for the student and one parent (unless the student is independent) by going to [www.pin.ed.gov](http://www.pin.ed.gov). After obtaining the PINs, the student should complete the correct year's application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The student should list the Bethel University school code 003480 as the first school of choice. The PIN numbers are used as electronic signatures to finalize the application. Filing electronically provides the quickest means of processing the information on the form. However, paper FAFSA forms are available by calling 1-800-4-FED-AID. For more details, contact the Office of Financial Aid for your program.

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

### ***Verification***

Student files are selected at random by the Department of Education's federal processing center or by Bethel University for a review called verification. A student whose files are selected are notified on the Federal Student Aid Report they receive after filing the FAFSA and also by the University. The Office of Financial Aid will send an Institutional Verification Worksheet (IVF) and a letter detailing what documents are to be submitted. If the student provided no income/asset information for himself or herself or for a parent on the FAFSA, a Verification of Living Expense and Income form will be sent as financial aid offices now must be able to document the family was not required to file a federal tax return.

Also, note that married students who both file their IRS taxes separately and both file "head-of-household" status may be required to file an amended tax return filing either "married filing jointly" or "married filing separate" if the

student desires to receive federal or state aid, unless the head of household meets IRS tax codes.

The student is responsible for submitting all documents requested within 30 days of receipt of the verification request letter. Failure to submit this data will result in the forfeiture of all federal and state aid. Exceptions to this deadline may be made provided the student contacts the Office of Financial Aid explaining the reason for delay and a projected date of receipt. By signing and submitting the IVF a student also gives permission for the Office of Financial aid to make electronic corrections resulting from verification. The student will then receive a summary of any corrections from the federal processing center. The final deadline for a financial aid year will be August 31, or no later than 90 days after the last day of enrollment, whichever is earlier.

The student will give Bethel University permission to make electronic corrections resulting from the verification process by signing the IVF. The IVF will be mailed to the student with the Verification Request Letter. The student will receive a one-page summary of the corrections from the Financial Aid Office.

The financial aid office will make three attempts to contact the student to obtain needed documents. If documents are not received at that time the student's file will be closed. Students eligible for veterans' benefits should contact the Veterans Certification Officer. Application for financial aid or Veterans' Administration Benefits cannot be processed until the applicant has received full admission to a degree program. A conditional admission in some cases will allow one semester of financial aid with a full admission required before financial aid will be processed for subsequent terms. Students seeking endorsement, licensure, or formal certification need to work with the Office of Financial Aid to see what assistance is available.

If the student has unusual financial circumstances that they feel has a bearing on their Financial Aid funding they may request a professional judgment form from the Financial Aid Office.

## FEDERAL AND STATE AID REFUND POLICIES

### ***Dropping a Module:***

If you drop a module or withdraw this can greatly affect the amount of Financial Aid you have been awarded. Financial aid funds that have been credited to your account may have to be returned to the state or federal agency that provided the funding. This may leave you owing a balance to Bethel University that you are obligated to pay.



Bethel University recommends before dropping any course, contact the Financial Aid Office for your program of study first to see how it will affect your account. Below is the information we are required to provide you concerning dropping a module or withdrawing.

*The following information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).*

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

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

## **WITHDRAWING FROM A MODULAR PROGRAM:**

### ***Federal & State Aid Return Policies***

When dropping a module that the student is currently attending or about to begin Bethel University must determine if the student is considered to be withdrawn. A student is considered withdrawn, for Title IV purposes, if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment. In order to prevent additional unearned aid from being returned, when a course is dropped the student must complete a Notice of Intent form. The Notice of Intent states that even though you are dropping a course

you will continue attending future courses with Bethel University within the same payment period. This form can be found on your student website with instructions on where to email the form. It must be received by the Financial Aid Office within 7-days of the dropped course or the assumption will be that the student is withdrawing.

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

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

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

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

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

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement

includes loan funds, Bethel University must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Bethel University may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Bethel University or your parent receives on your behalf) excess Title IV program funds that must be returned, Bethel University must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If Bethel University is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

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

If you have questions about your Title IV program funds, you can call the Financial Aid that administers your program at Bethel University. For general information concerning Title IV program funds you can contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## SCHOLARSHIPS & AID

### ***Federal Financial Aid Programs***

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

## TYPES OF AID

### ***Federal Direct Loan Programs***

#### **Graduate:**

Federal Direct Loans are fixed rate loans with a current interest rate 6.8% for all Unsubsidized Federal Direct Loans at the graduate level. Principal and interest payments on the need based Subsidized Direct Loans are deferred until the student graduates, drops below half time enrollment, or withdraws from the University. Only the principal is deferred on the non-need based Federal Unsubsidized Direct Loans. Loan amounts vary based on academic status, enrollment status, and Cost of Attendance. Current loan limits are as follows:

**Independent Students Graduate level:** \$20,500

#### **Aggregate Loan Amounts:**

- Graduate or Professional Students: \$138,500 (currently) of which no more than \$65,000 can be subsidized
- Graduate and Professional Degree Students:

Graduate students can borrow a Direct PLUS Loan to help cover education expenses. The terms and conditions applicable to PLUS Loans for parents also apply to PLUS Loans for graduate and professional students. These terms and conditions include: a determination that you (the applicant) do not have an adverse credit history; and a fixed interest rate of 7.9% for Direct PLUS Loans. You are required to complete the

Free Application for Federal Student Aid (FAFSASM). In addition, before you can receive a PLUS Loan, your school must have determined your maximum eligibility for Direct Subsidized and Unsubsidized Stafford Loans

### ***Federal Perkins Loan***

Bethel University has a limited amount of Perkins funds, and these are awarded to students who have demonstrated financial need with consideration given first to nursing or education majors. Award amounts vary to a maximum of \$4000 per year.

### ***Vocational Rehabilitation Grants***

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

## **SATISFACTORY ACADEMIC PROGRESS (SAP) FOR RECEIVING FINANCIAL AID**

Students must be making Satisfactory Academic Progress (SAP) to be eligible for Financial Aid Assistance. SAP has three measurements that are required to ensure the student is making progress towards graduation; Cumulative Grade Point Average, Completion Ratio, and Maximum Time Limit.

### ***Cumulative Grade Point Average (CGPA)***

- **Qualitative Measure**

Students must be making academic progress toward graduation by maintaining a cumulative grade point average of 3.0 throughout the program

- **Completion Ratio (Quantitative Measure)**

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

- **Maximum Time Limit Measure**

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

Example of formula—Graduate level 36 hours completed to graduate = 54 maximum hours

## ***Four SAP Statuses***

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

### **1. In Good Academic Standing (IGAS)**

Student has met all three measurements of SAP.

### **2. Financial Aid Warning (FAW)**

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

### **3. Financial Aid Canceled (FAC)**

If all three SAP measurements are not met during the FAW semester or a student fails all courses during a semester this will result in a FAC status. Students under the FAC status are no longer eligible for any Financial Aid assistance. Students should be prepared to pay for any charges incurred while on Financial Aid Canceled status. Students may appeal this status.

### **4. Financial Aid Probation (FAP)**

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

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

After FAP has been approved the student must be meeting all SAP measurements at the end of the probationary payment period or be successfully following an academic plan designed for the individual student to achieve SAP at a determined reasonable period of time. If they do not they will be placed on the FAC status again.

# SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

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

## ***The Purpose of the SAP Appeal***

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

## ***Steps for Appealing***

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

## ***During the Appeal***

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

## ***Appeal Approval***

Not all appeals are approved. Approval is dependent on factors that include but are not exclusive of: prior academic progress, ability to document unusual circumstances during the time of failure to achieve SAP, ability to

prove that circumstances have changed to ensure future success, and reasonable ability to achieve SAP prior to graduation. If the appeal is approved the student must be meeting all three SAP measurements at the end of the probationary payment period or be successfully following an academic plan designed for the individual student to achieve SAP at a determined reasonable period of time.

### ***Academic Plan***

If a student is unable to meet all three SAP measurements within one payment period they will be placed on an academic plan. The student will need to meet with their advisor to develop a plan of study. The plan of study will detail the exact courses and hours needed for the student to graduate. The student must adhere to the plan of study, attempt and satisfactorily complete 12 or more credit hours per payment period, and maintain a minimum 2.5 GPA for the payment period. Based on these requirements a deadline will be set based on each individual student's academic plan of when the student can reasonably begin meeting all three SAP measurements and will be removed from the probationary status.

### ***Appeal Denied - Making Up Deficient Credit Hours Without Aid***

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

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

AND

2. Notify the Financial Aid Office administering aid for their program when they have met all SAP measurements and provide supporting documentation.

### ***Additional Information Concerning Satisfactory Academic Progress***

#### **Transfer Students**

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



### **Repeat, Pre-threshold, & Threshold Courses**

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

### **Financial Aid Disclaimers**

Commitment of federal funds or state funds is tentative and contingent upon subsequent congressional and/or state appropriation and actual receipt of the funds by Bethel University. The Office of Financial Aid has the right to review, modify, or cancel an award at any time because of changes in financial, enrollment, residential, or academic status or changes of academic program.

# COLLEGE OF GRADUATE STUDIES

## CURRICULUM ORGANIZATION

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The Master of Business Administration degree program is a 36 hour program with two tracks: an executive track with a research project, an academic practitioner track without a research project. In addition there are specializations in information technology and healthcare administration. The cohort – based program is offered in a blended format with online and face-to-face components. Extending the university’s technology initiative, the program provides technology to students to facilitate the learning process. Cohorts start throughout the year.

### CURRICULUM TRACKS

#### ***Executive:***

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

#### ***Academic/Practitioner:***

Designed for students without executive experience, the academic/practitioner track includes nine required courses, three seminars (or, one elective can be substituted for the three seminars), and two elective courses. This track requires approximately 19 months to complete.

#### ***Healthcare Administration:***

Designed for students in the healthcare administration field, the healthcare administration track includes twelve required courses. This track requires 23 months to complete. Students may accelerate this track by taking multiple courses at once.

#### ***Information Technology:***

Designed for students in the information technology field, the information technology track includes eleven required courses and one elective (elective can be substituted for three seminars). This track requires 21 months to complete. Students may accelerate this track by taking multiple courses at once.

# M.B.A. REQUIRED COURSES

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

## **Academic/Practitioner Track:**

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

## **Executive Track:**

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

- MBA 534 International Business

### **Information Technology Track:**

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- MBA 518 Management Information Systems
- MIT 501 Management and Information Technology
- MIT 511 Enterprise Information Security
- MIT 521 Managing IT Professionals In Dynamic Organizations
- MIT 531 Service Oriented Architecture Concepts
- MIT 541 E-Business and Online Commerce
- Three hours from one of the following:
  - MBA 528 Managerial Finance
  - MBA 530 Human Resource Management
  - MBA 532 Leadership
  - MBA 534 International Business

### **Healthcare Administration Track:**

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- HCA 501 Healthcare Administration
- HCA 511 Healthcare Financial Management
- HCA 521 Healthcare Information Technology
- HCA 531 Healthcare Policy Analysis and Decision-Making
- HCA 541 Human Resource Administration In Healthcare
- HCA 551 Leading Healthcare Organizations
- HCA 561 Quality Strategic Planning and Execution In Healthcare

# COLLEGE OF GRADUATE STUDIES

## FULL-TIME FACULTY

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### **Danielle Babb (2008)**

*MBA Lecturer*

Undergraduate Degree: BS, Business Administration, University of California

Graduate Degree: M.B.A., University of Redlands

Terminal Degree: Ph.D., Capella University

### **Dorothy Black (2004)**

*Assistant Professor of Business & Dean, College of Graduate Studies*

Undergraduate Degree: B.S., Bethel College

Graduate Degree: M.B.A. Union University

Terminal Degree: Ph.D., Capella University

### **Vicki Black (2009)**

*Lecturer of Business*

Undergraduate Degree: B.S., Indiana University

Graduate Degree: M.Ed., Wright State University;

M.S.M. Oakland City College

Terminal Degree: Ph.D., Ohio State University

### **Ronald Deming (1996)**

*Professor of Business*

Vice President College of Liberal Arts

Associate Degree: A.A., University of New York

Undergraduate Degree: B.S., Southern Illinois University

Graduate Degree: M.A., Webster University

Terminal Degree: Ph.D., Capella University

### **Brett Gardner (2009)**

*Director of Organizational Development*

Undergraduate Degree: B.S., Middle Tennessee State University

Graduate Degree: M.A., Trevecca Nazarene University

Terminal Degree: Ph.D. Trevecca Nazarene University

### **Kim LaFavor (2004)**

*Associate Professor of Business*

Undergraduate Degree: B.S., Athens State University

Graduate Degree: M.S., Troy State University

Terminal Degree: Ph.D., Argosy University

**Alan Matthews (2012)**

*Lecturer of Business*

Undergraduate Degree: BS, Southern Nazarene University

Graduate Degree: MBA, University of Central Oklahoma

Terminal Degree: Ph.D., Nova Southeastern University

**Nassar S. Nassar (2002)**

*Professor of Business-MBA*

Undergraduate Degree: B.S., Bethel College

Graduate Degree: M.B.A., The University of Tennessee at Martin

Terminal Degree: Ph.D., Capella University

**Stephen Pew (2012)**

*Lecturer of Healthcare*

Undergraduate Degree: B.S., University of Nebraska

Graduate Degree: M.S., University of Nebraska

Terminal Degree: Ph.D., University of Nebraska

**Laura Prevratil (2010)**

*Lecturer of Business*

Undergraduate Degree: B.A., Southampton College

Graduate Degree: M.B.A., Hofstra University

Terminal Degree: D.B.A., University of Sarasota

**John Rutledge (2010)**

*Lecturer of Business*

Undergraduate Degree: B.A., Economics Lake Forest College

Terminal Degree and School: Ph.D., Economics University of Virginia

**Mary Shea Slonaker (2009)**

*Lecturer of Business*

Undergraduate Degree: B.A., East Tennessee State University

Graduate Degree: M.A., University of Tennessee

Terminal Degree: Ph.D., Middle Tennessee State University

**Stephen Ray Smith (2008)**

*Lecturer of Business*

Undergraduate Degree: B.A., The University of Tennessee at Chattanooga

Graduate Degree: M.I.B.S., University of South Carolina

Terminal Degree: Ph.D., Regent University

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