

2012-2013



CATALOG



COLLEGE OF
PROFESSIONAL STUDIES

THE CATALOG OF THE
BETHEL
UNIVERSITY
COLLEGE OF
PROFESSIONAL
STUDIES
2012 - 2013



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

Bethel University is approved by the TN Board of Education as a teacher preparation institution for the State of TN. Bethel'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 PROFESSIONAL STUDIES

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Students are expected to uphold the University's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Students found committing an act of academic dishonesty will have actions taken against them. For a first offense, the student receives a zero on the assignment. A second offense results in an F in the current course. Upon committing a third offense, the student will be expelled from the University. Faculty member will present notice of each offense to the Director of Academic Affairs, who adjudicates the offense and maintains an official student record for each offense. Students may appeal the decision of the Director of Academic Affairs to the Executive Director of the Program and finally to the Vice-President of the College.

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, date and place of birth, E-mail address, class schedule/roster, 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 information regarding a student without written permission, if the release falls 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 third party, 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 to 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, religion, 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 College of Professional Studies considers regular class participation essential to the learning process. Lack of participation

decreases the contribution by and to the students and faculty. For those reasons, the following guidelines will be honored by faculty and students:

1. Final determination of a true emergency will be at the discretion of the course facilitator.
2. 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.
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. 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.
5. Faculty is not expected to allow make-up work for nonparticipation.
6. A student cannot request to withdraw from any class in which a grade of "F" has been received for violation of the participation policy.

GRADES

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

Grading System

The University uses a 4 point grading system. The letter grades awarded, the interpretation of their meaning, and the grade points for each hour of credit are as follows:

- A: Excellent, 4 points
- B: Very Good, 3 points
- C: Good, 2 points
- D: Passing, 1 point
- F: Failure, 0 points
- P: Pass, 0 points*
- W: Withdrew, 0 points*
- WP: Withdrew Passing, 0 points*

- WF: Withdrew Failing, 0 points
- *NOT calculated in GPA
- Pass/Fail Grading

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

Quality Points and the GPA

A grade, indicated by a letter on the 4 point grading system indicates the level of academic performance for each student in a particular course. A student’s overall academic performance is described in terms of a grade point average (GPA). The grade point average is calculated by dividing the Total Quality Points earned by the Total Quality Hours attempted. ($\text{GPA} = \text{Total Quality Points} \div \text{Total Quality Hours Attempted}$.) This formula does not include repeated courses except as stated in the “Repeating Courses” section. Pass/Fail grades do not count in the totals except as indicated in the “Grading System” section.

Total Quality Points are calculated by multiplying the Quality Points by the semester credit hours(s) earned for each course attempted. Example: Consider a grade of “B” in ENG 101. Note under the “Grading System” section that a grade of “B” is worth 3 Quality Points. Also, note that ENG 101 is a 3 semester hour course. We then multiply 3 Quality Points by 3 semester credit hours and the student has earned 9 Total Quality Points.

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

The Cumulative GPA is calculated by adding the Total Quality Points for all courses earned at Bethel University and dividing them by the Total Quality Hours Attempted.

Receipt of Grades

Students may view or print a student copy of their grades through the student website or submit a written request for their grades to the College of Professional Studies, Office of the Registrar. 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.

Repeating Courses

Only courses in which a student has earned a grade of “D” or “F” may be repeated for purposes of replacing the lower grade. The last grade earned is 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 University. In addition, credit earned through examination may not be used to replace a grade earned in a course already taken.

Appeals Process

Students wishing to appeal any academic decision must do so in writing. The order of appeal is course facilitator; the Director of Academic Affairs, the Executive Director of the Program and finally the Vice-President of the College. The appeal must be initiated no later than five days after the decision being appealed is made. The appeal must state the following: 1) on what grounds is this appeal being made and 2) why the 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 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 (See: “Student Classification” below):

- 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.

Students who fail to make a “C” average (2.0 GPA) in the following term while on probation will be automatically suspended for one term. Also a one-semester academic suspension is 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.

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

(See “Readmission” in the Admissions section.) Note: Students are urged to refer to the Financial Aid webpage and to the Satisfactory Academic Progress form published by the Office of Financial Aid regarding Financial Aid Probation/Suspension since it may differ from the Academic Probation/Suspension policy.

Bethel will transfer credits from other regionally accredited institutions of higher learning provided the following criteria has been met: the courses to be taken at other institutions have prior approval from the registrar and the courses, do not exceed transfer allotments, or exceed the hour limit on courses completed at a junior or community college.

Honors Recognition

Students with a GPA of 3.70 or higher at the time of graduation earn an Honors diploma.

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

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

1. Complete a minimum of 128 semester hours with an academic average of “C” (2.0 GPA);
2. Complete the major concentration of courses with no grade below “C”;
3. Complete the requirements of the Common Core Curriculum for the Bachelor of Science degree as prescribed by their degree program;
4. Complete a minimum of 39 semester hours numbered 300 and above;
5. Meet the University residency requirement by completing the minimum

number of semester hours required in the major for their program of study with the College of Professional Studies;

6. Meet the credits requirements for their chosen degree program;
7. File an application for graduation in the Office of the Registrar by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation;
8. Complete all requirements as stated in catalog within 30 days of the chosen date of graduation.

CREDIT

Bethel University defines the unit of credit as the semester hour. In the College of Professional Studies, courses are accelerated. This allows students the opportunity to complete degrees more quickly. The typical course within the College of Professional Studies is three semester hours of credit. Each typical course meets one night per week for four hours per night and the course is five weeks in duration.

Normal Student Load

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

Challenge Examination Program

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

Challenge exam credit may not be used to repeat credit of a course taken unsuccessfully. Credit will be awarded on a "Pass/Fail" basis only (See the Pass/Fail Grading section). Only passing grades will be entered on the student's transcript. Challenge exam credit does not affect the student's grade point average. Challenge exams cannot be repeated. A maximum of 12 semester hours in 100- and/or 200-level courses may be earned through Challenge Examinations. No upper division courses are available for

Challenge Examinations. (Challenge Examinations are not available for any courses in which CLEP or DANTES examinations are offered.)

Transfer of Credit

Bethel University welcomes transfer students. Students may transfer up to 80 hours of credit. However, despite the number of hours transferred, students must meet all graduation requirements (see Requirements for Graduation Section). Transferring students having earned an Associate of Arts or an Associate of Science degree awarded by an accredited institution is presumed to have completed all Bethel University common core requirements except the Religion/Philosophy core requirement. Students transferring without an Associate of Arts or Associate of Science degree, whether from two-year or four-year institutions, must complete all Bethel University core requirements not met by transferred equivalent courses. Online Students must meet resident state core requirements (example: Arkansas may have additional core requirements). See the Organizational Leadership section for more details. 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. However, no grade below a “C” or equivalent will be accepted as transfer credit. Grade points from hours accepted as transfer credit are not included in the Bethel University academic record. It is also important to note that students will not be allowed to duplicate credit.

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.)

Advanced Standing Credit

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

Advance Placement Program

By submitting acceptable scores (minimum of 3) on the College Board’s Advance Placement Program, students may be awarded a maximum of 12

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

CLEP/DANTES

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

Military Credit

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

Portfolio Program

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

The first step in initiating the portfolio process is a conference with the Portfolio Advisor in the College of Professional Studies. The Portfolio Handbook contains the steps necessary to complete the process. Copies of this handbook are available in the Office of the College of Professional Studies, and a copy is on file with the Director of Academic Affairs. All portfolio assessment documents are due by October 1 for those students planning to graduate in December, by March 1 for those students planning to graduate in May, and by June 1 for those students planning to graduate in August.

Independent Study and Directed Study

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

Correspondence Coursework

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

ASSISTANCE AND STUDENT SERVICES

Library

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

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

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

Tutoring

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

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

COE

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.

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 undergraduate 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.

CHANGING CLASS SCHEDULES

Dropping or Adding a Class

Class schedules are changed by officially adding or dropping a class. Attending a class does not constitute official registration. Failing to attend a class does not constitute an official dropping of a class. Classes may be added to a schedule only during the first week of a term. Classes may be dropped at any time during the term. Any class schedule change may have consequences for financial aid. Check first with your Student Advisor and Student Services before changing class schedules.

In order to drop or add a course, students must first secure a Drop/Add Form from the student website. Students must complete the form, and then email it to dropaclass@bethelu.edu. The date of the drop or add is determined when the form is received. A delay at this point can have expensive and severe academic consequences. A \$10 fee is charged for each Drop/Add Form processed. Students dropping or adding courses should check with their Student Advisor and Student Services 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 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 documentation must be submitted to the student's Advisor. 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:

1. Discuss the situation with a student Advisor.
2. Secure a withdrawal form from the student website and fill in all appropriate spaces.
3. Email form to the student's Advisor. Failure to complete this step may result in failing grades and heavy financial obligations.
4. There is a \$10 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 two weeks of the course, no grades will be recorded. If the student withdraws from classes in the third through fifth weeks of the course, 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 Student Advisor any student on the class roster who has not attended class during the first two weeks without notifying the faculty member. This student may be administratively withdrawn from the class. Administrative withdrawal from a class may affect the student's financial aid, full-time or part-time status, and does not guarantee permission to be readmitted to the University.

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 the student website.
2. Email form to dropaclass@bethelu.edu.

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
- 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 TM. 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 PROFESSIONAL STUDIES ADMISSIONS

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

Applicants to the Success (Management and Organizational Development (MOD) major) program or the online Organizational Leadership (OL) degree program should have prior college experience either through enrollment in college-level courses or through credit for prior learning (CLEP, DANTES, or portfolio program credit).

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

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.
2. *Official transcripts*: Students must submit an official high school transcript and college transcripts from each institution they wish to transfer credit from at the time of application.

If you do not report an institution at the time of application your transcript will not be evaluated for credit toward your degree at Bethel University. A high school transcript is not required if the student has attended and passed a minimum of 12 credit hours of college-level work from an accredited institution. Bethel University will accept faxed transcripts from other colleges or universities as unofficial transcripts that must be followed by an official transcript through regular mail or overnight delivery service.

A high school equivalency diploma (GED) may be accepted in lieu of a

high school diploma. A passing GED 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/940 SAT and 2.0 cumulative GPA
- 19 ACT/900 SAT and 2.5 cumulative GPA
- 18 ACT/860 SAT and 3.0 cumulative GPA

Applicants not meeting any of the above standards will be reviewed by the Executive Director who may grant special admission after considering test scores, grades, rank in class, school and community activities, and recommendations in its review.

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

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

Additional Requirements for International Students

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

1. Proof of equivalence of high school graduation (international students only): International students must submit proof of equivalent high school graduation and/or college attendance through official transcripts. If the transcripts are not in English, the student is responsible for obtaining a translated evaluation through an approved evaluation

service. All international students must meet the admission requirements for entering freshmen or transfer students. International students should contact the Office of Admissions for information regarding I-20 forms.

2. Proof of adequate English language skills: Students whose native language is not English must meet one of the following:
 - Score of 513 on the TOEFL* paper-based exam
 - Score of 183 on the TOEFL* computer-based exam
 - Score of 65 on the TOEFL* internet-based exam
 - Score of 17 on the ACT English subtest
 - Score of 415 on the SAT critical reading subtest
 - Score of 5 overall and 5 in each exam area on the International English Language Test

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

OTHER TYPES OF ADMISSION

Readmission

Any student who once attended Bethel but has not attended in one or more terms must file an Application for Readmission in the Office of Admission. There is no fee required for this application. If the student was academically or socially suspended from Bethel University, he or she also will be required to submit a written request for readmission to the Executive Director of the Program. The student must request that an official transcript be sent to Bethel University from any institution attended since leaving Bethel. Any financial obligations at Bethel University must be cleared before re-enrollment. Bethel University reserves the right to deny readmission to any student.

Transient Admission

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

Transfer Admission

All students transferring to Bethel must submit the \$30 application fee and official transcripts from any college previously attended. Bethel University will accept faxed transcripts from other colleges or universities as unofficial

transcripts that must be followed by an official transcript through regular mail or overnight delivery service. Failure to disclose attendance at other institutions is sufficient cause for dismissal from the University.

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

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

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

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

Special Student Status

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

COLLEGE OF PROFESSIONAL STUDIES

FINANCIAL INFORMATION

STUDENT ACCOUNTS

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

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

PAYMENT POLICY

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

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

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

Cash Plan

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

sive term. The following documentation is required for the cash plan:

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

Federal/State Loans or Grants

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

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

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

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

Tuition Reimbursement Plan

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

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

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

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

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

Third Party Billing Plan

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

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

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

Private Loan Plan

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

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

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

DUE DATES

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

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

CHANGING FINANCE OPTIONS

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

CREDIT CARDS

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

TUITION AND FEES FOR THE COLLEGE OF PROFESSIONAL STUDIES

Tuition includes all course registration fees, all technology fees, all library

and online database access fees, all required textbooks, and technology as provided.

- Application Fee: \$30
- Book and Materials Fee: \$97 per course
- Tuition: \$345 per semester hour
- Portfolio Evaluation Fee: \$80 per hour

All CPS students will receive technology appropriate to their program, 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 PROFESSIONAL STUDIES

FINANCIAL AID

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. After obtaining the PINs, the student should complete the correct year's application at www.fafsa.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 at 731-393-0525 or email studentsupport@bethelu.edu. Please note that only natural parents', stepparents', or adoptive parents' information is to be used on this application for dependent students. In the case of divorced parents, the student should use the financial and family information for the parent/stepparent with whom he or she resides. Grandparent or guardian information is not allowed. Note that the first Tennessee school listed on the FAFSA will be assigned any Lottery or TSAC funds for which the student may be eligible. Students can request a transfer of funds if they decide to attend a different school within the state of Tennessee.

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

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 FASFA, 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 (or parents if student is a dependent) who both file their IRS taxes separately and both file “head-of-household” status may be required to file an amended tax return 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 College of Professional Studies 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.

SCHOLARSHIPS & TYPES OF AID

FEDERAL FINANCIAL AID PROGRAMS

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

Federal Pell Grants – Undergraduate Only

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

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

For example, if your maximum Pell Grant award amount for the 2010-2011 school year was \$5,550, but you only received \$2,775 because you were only enrolled for one semester, you would have used 50% of your maximum award for that year. If in the following school year, you were enrolled only three-quarter time for two semesters, you would have used 75% of your maximum award for that year. Together, you would have received 125% out of the total 600% lifetime limit.

Federal Supplemental Educational Opportunity Grant or SEOG - Undergraduate Only

The Federal SEOG Grant is based on need and is awarded to students who demonstrate the greatest financial need and are Federal Pell Grant recipients.

EDUCATIONAL LOANS

Federal Direct Loan Programs - Undergraduate

Federal Direct Loans are fixed rate loans with a current interest rate for the 2012-13 Financial Aid Year of 3.4% for Subsidized Federal Direct Loans at the undergraduate level of study and 6.8% for all Unsubsidized Federal Direct Loans. There is an upfront Direct Loan Origination Fee of 1 % on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. 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 whether the student is “dependent” or “independent” per the Department of Education policy. Current loan limits are as follows:

Dependent Students (except students whose parents can borrow Plus)

Base Amounts

- Freshman: \$3500
- Sophomore: \$4500
- Junior and Senior: \$5500

Additional Unsubsidized Loan Amounts

- Freshman: \$2000 or \$6000 if Parent Plus loan is denied
- Sophomore: \$2000 or \$6000 if Parent Plus loan is denied
- Junior and Senior: \$2000 or \$7000 if Parent Plus loan is denied

Independent Students

Base Amounts

- Freshman: \$9500
- Sophomore: \$10,500
- Junior and Senior: \$12,500

Aggregate Loan Amounts

- *Undergraduate Dependent Students*: \$31000, of which no more than \$23000 can be subsidized
- *Undergraduate Independent Students*: \$57500, of which no more than \$23000 can be subsidized

Federal Direct Parent Plus Loan

Under this loan program, parents who are credit worthy may borrow up to the cost of attendance budget minus any financial aid a student receives. The interest rate is a fixed rate of 7.9%. There is an upfront Direct Loan

Origination Fee of 4 % on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. Unlike the student loan programs, this loan goes into repayment with the receipt of the second disbursement of the loan for the year. The minimum monthly payment starts at \$50 and increases depending on the amount borrowed. Repayment can be spread out over a ten year period.

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.

STATE FINANCIAL AID PROGRAMS

The State of Tennessee offers various types of scholarship and grant programs in which qualifying Bethel University students may participate. Please visit the Tennessee Student Assistance Corporation website at www.CollegeforTN.org for a complete summary of all programs administered by this state agency- two of the most commonly known are:

Tennessee Student Assistance Award (TSAA or TSAC)

The maximum award is \$4000. File the FAFSA in early January to be eligible as funds run out in early February.

Tennessee Educational Lottery Scholarship (TELS or HOPE)

Consideration for TELS scholarships is based on the following:

1. **Residency.** Students must be a Tennessee resident for one year prior to the application deadline (September 1 for fall term or February 1 for spring and summer terms).
2. **Traditional Enrollment.** Students must be admitted and enrolled in six credit hours at a Hope-eligible postsecondary institution within 16 months of graduation from an eligible high school, home school, or GED program. This applies only to traditional students.
3. **Nontraditional Student Credentials.** Nontraditional students who are age 25 or older at the time of initial enrollment can earn their way into the lottery program. To qualify, the student may not have been enrolled for at least two years after last attending any postsecondary institution. The student must then attempt 12 credit hours and receiving a 2.75 cumulative GPA. Additionally, the student must have an adjusted gross

income of \$36000 or less to qualify.

4. Minimum ACT, SAT, or High School GPA. For all Hope Scholarships except the Hope Access Grant and the Nontraditional student, a student must have a minimum ACT composite score of 21 or a minimum SAT composite score of 980 (math and critical reading only) on a national test date or a 3.0 final weighted cumulative high school GPA for entering freshmen graduating from eligible public or category 1, 2, or 3 private school. GED students must have the minimum ACT or SAT score state above and score a 525 on the GED test. Home schooled students and non-category 1, 2, or 3 private high school graduates must have a minimum ACT or SAT score and meet additional eligibility criteria. (Students in this group should contact TSAC for more details.) For the Access Grant, students must have ACT scores of 18, 19, or 20 or SAT (math and critical reading) scores of 980 or above and a 2.75 to 2.99 final weighted high school GPA. For dependent students, the parents' adjusted gross income must be \$36000 or less, and for independent students, the students' adjusted gross income must be \$36000 or less.

All Lottery scholarship recipients at Bethel University are required to read and sign a document outlining all the lottery policies and procedures. For complete eligibility and renewal criteria on all Tennessee Lottery Scholarships, go to www.CollegePaysTN.com. These scholarships range from \$2750 to \$5500 or \$2000 for non-traditional students.

Hope Scholarship continuation requirements (effective July 1, 2008) are as follows:

The Hope Scholarships use the following benchmark hours for determining whether or not each student meets renewal criteria: 24, 48, 72, 96, or any subsequent multiples of 24 thereafter. Students must have a 2.75 cumulative GPA at the end of 24 and 48 hours and a 3.0 cumulative GPA at the end of any subsequent benchmark semester in which continuation is reviewed. Students who fail to achieve a 3.0 cumulative GPA at the 72 hour benchmark or thereafter, but have at least a 2.75 cumulative GPA and a semester GPA of at least 3.0 will continue to receive the Hope Scholarship.

The student is eligible on a semester-by-semester basis so long as the student maintains full-time enrollment. If the student achieves a cumulative GPA of at least 3.0 at any time when continuation is reviewed, then the student shall be reviewed at the next benchmark. If a student fails to achieve a 2.75 cumulative GPA at the 72 hour benchmark or thereafter and does not have a semester GPA of at least 3.0, the student will lose the award but may regain the HOPE one time only under the new regulations mentioned above at any succeeding benchmark in which continuation is measured. Students may repeat one course one time as described under the existing statute.

General Assembly Merit Scholarship (GAMS)

This is a supplement to the Tennessee Hope Lottery Scholarship for entering freshmen who have at least a 3.75 unweighted cumulative GPA and a 29 ACT or 1280 SAT score.

Tennessee Aspire Scholarship

This additional supplement is available to students who meet Tennessee Hope Lottery Scholarship requirements and whose parents' adjusted gross income for dependent students or whose own adjusted gross income for dependent students (and their spouses) is \$36,000 or less on the most recent IRS tax form. Renewal requires continued eligibility for the Tennessee Hope Lottery and an adjusted gross income of \$36,000 or less.

Tennessee Hope Access Grant

This grant is awarded to students who have a 2.75 unweighted cumulative high school GPA, 18 ACT or 860 SAT score, and whose parents' adjusted gross income (for dependent students) or whose own adjusted gross income (for independent students) is \$36,000 or less on the most recent IRS tax form. The student may be eligible for Tennessee Hope Scholarship in the second year by meeting Hope renewal requirements. For more information, contact the Bethel University Office of Financial Aid or the Tennessee Student Assistance Corporation in Nashville, or visit www.CollegePaysTN.com.

ADDITIONAL RESOURCES AVAILABLE

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.

Workforce Investment Act Grant

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

Employee Reimbursement

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

students apply for a Federal student aid by filing the FAFSA and then use the company reimbursement to pay on their student loan.

Outside Scholarships

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

Private Student Loans

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

FEDERAL AND STATE AID RETURN 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.**

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

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

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 as 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR RECEIVING FINANCIAL AID

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

Cumulative Grade Point Average (CGPA)

Qualitative Measure

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

Undergraduate Hours

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

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—Undergraduate level must have 128 hours completed to graduate, $128 \times 150\% = 192$ hours maximum.

FOUR SAP STATUSES

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

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

1. In Good Academic Standing (IGAS)

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 Professional Studies

CURRICULUM ORGANIZATION

The College of Professional Studies offers programs designed to meet the educational needs of working adults. In keeping with the university's mission to create opportunities for members of the learning community, the college offers course work leading to the degree of Bachelor of Science in Management and Organizational Development at locations throughout Tennessee. Satellite campuses are located in Chattanooga, Clarksville, Germantown (Memphis), Jackson, and Nashville, Tennessee.

The Bachelor of Science in Organizational Leadership is offered on-line.

PROGRAMS

The college offers three main programs: Success, College Start, and Special Offerings. The Success and College Start programs are cohort based, and groups start on a rolling basis throughout the year. Each cohort consists of 12 to 18 adult learners who typically remain together as a group throughout the entire program. In addition to the policies and procedures described in this catalog, policies applicable to students in the College of Professional Studies are also published in the Student Quick Reference Guide located on the www.bethel4success.net and located online under the Resource Tab in the Learning Management System (LMS).

Success

The Success program incorporates the 42 semester hours in the Management and Organizational Development major and the 45 hours in the Organizational Leadership major. Classes meet once per week for five weeks in four hour sessions, usually during the evening. The program is divided into three terms. Adult learners enroll in one class at a time and complete 13 courses in the major over a 16 month period. The program focuses on the combination of theory and practical application. Success major field courses represent junior- and senior-level courses.

College Start

The College Start program offers 48 semester hours, including the entire Common Core, over a 20 month timeframe. Like the Success program, classes meet once per week for five weeks in four-hour sessions. The program is designed for adults who have little or no college experience. The College

Start program offers the same liberal arts base as the University's traditional programs plus additional elective hours supportive of the Management and Organizational Development major. The program is divided into four terms. The first three terms are primarily Common Core courses including introductory courses in English composition, art and theatre, microcomputer applications, natural science, U.S. history, and religion. College Start courses represent freshman- and sophomore-level coursework.

Special Offerings

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

COMMON CORE/COLLEGE START

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

Educational outcomes of the Bethel Common Core are as follows:

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

9. Students will show proficiency in using information technology.

In order to realize these outcomes, undergraduate students at Bethel University are required to take the following Common Core courses:

- College Orientation Experience 101
- 6 Credit hours English Comp.,
- 6 Credit hours of Religion
- 6 Credit hours of Social Science
- 6 Credit hours of Science/Math
- 6 Credit hours of Humanities

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

Management and Organizational Development

Bachelor of Science (128 semester hours)

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

A. Common Core* – 30 semester hours

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

B. Program Core - 4 semester hours

- 3 hours - BUS/CIS 255
- 1 hour - COE 401

C. Major – 42 semester hours (42 hours)

- MOD 300, 310, 320, 340, 350, 360, 400, 410, 420, 430, 440, 450,
- 460A, 460B, 460C, or choose 6 hours From MOD 4350, MOD 4450, MOD 4550, or MOD 4800.

D. General Elective Courses – 52 semester hours

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

Organizational Leadership (online)

Bachelor of Science (128 semester hours)

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

A. Common Core Requirements – 30 semester hours

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

B. Program Core – 7 semester hours

- 3 hours - BUS/CIS 2550
- 1 hour - COE 4010
- 3 hours - OL 1150

C. Major – 45 semester hours

- OL 3050, OL 3110, OL 3210, OL 3220, OL 3230, OL 3240, OL 3250, OL 3350, OL 3360, OL 3370, OL 4020, OL 4240
- 9 additional hours from MOD 4350, 4450, 4550, 4700, and/or 4800.

D. General Electives - 46 semester hours

COLLEGE OF PROFESSIONAL STUDIES

FULL TIME FACULTY

Stacy Adams, MA, MBA

Terika Anderson, MBA

Susan Bailey, MBA

Annetta Bevill, MBA

Darrell Keith Bevill, MBA

William Bivens, MA

Jim Blasick, MBA, ABD

Robert Brooks, MBA, MAEd

Amy Casey, MA

Cynthia Chambers, MBA

Sabrina Chambers, MA, MAEd

Nicole Chicklo-Kaklis, MBA

Molly Coffman, MEd

Norman Curtiss, MBA

Regina Evans, MBA, MAEd

Catherine Foster, MBA

Brett Gardner, EdD

Rebecca Hames, MBA

James Hampton, MA

William Harwood, MA

Susan Haynes, MA

Jennifer Hensley, MA

Sue Hensley, MS

Sherry Henson, MA

Johnny Hinds, MA

John Hitz, PhD

Donald Hornbuckle, MA

Pam Hornbuckle, MBA

Gregory Jeffers, MA

Allison Keane, PhD

Caleb Kersey, PhD

Ryan Korstange, M.Phil.

William Kraus, PhD

John Kuhn, MBA, DBA

Angelo Lamar, MBA

Brandy McAlister – Jones, MHRM

Kerry McElhiney, MAEd

Diane Minger, PhD

Robert Owens, MBA

Jennifer Passero, MA

Matthew Phillips, MBA

Daniel Pigg, PhD

Rolland Prudhon, PhD

Larry Ridley, MS, MAEd

Susannah Rourk, JD

Kelly Sanders-Kelly, MBA, MAED

Sharron Sarthou, PhD

Hal Sensing, MS

Wendell Jordon Shaw, MIS

Kathy Simpson, MBA

Mary Slonaker, PhD

Stephen Smith, PhD

Tony Smith, EdD

Dennis Trull, D. Min.

Sila Tuju, PhD

Lisa Vaughn, MBA, MAED

Katherine Vest, MBA

Dale Williams, MA

Allen Willis, MA

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