

*Bethel University*

COLLEGE OF PROFESSIONAL STUDIES



**2013**  
**2014**

ACADEMIC  
**CATALOG**



THE CATALOG OF THE  
BETHEL  
UNIVERSITY  
COLLEGE OF  
PROFESSIONAL  
STUDIES  
2013 - 2014



302B Tyson Avenue  
Paris, TN 38242  
p: (731) 407-7178  
f: (731) 407-7179  
[www.bethelsuccess.net](http://www.bethelsuccess.net)

Published August, 2013

# TABLE OF CONTENTS

---

Overview . . . . .	.6
Academic Policies. . . . .	15
Admissions - Undergraduate. . . . .	31
Admissions - Graduate . . . . .	35
Financial Information . . . . .	37
Financial Aid. . . . .	41
Scholarships & Types of Aid . . . . .	43
Curriculum Organization - Undergraduate . . . . .	58
Curriculum Organization - Graduate. . . . .	62
Full Time Faculty . . . . .	66
Index. . . . .	69

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

Each of these campuses offers classes for the university's nontraditional Success Program (business). Additionally, coursework for the Master of Arts in Education degrees are offered at the Jackson, Memphis, and Nashville sites. The College of Health Sciences' Physician Assistant program operates out of a new state-of-the-art medical facility in Paris. The College of Public Service 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.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

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

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

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

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

## STATEMENT OF NON-DISCRIMINATION

Bethel University does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, activities, or employment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, disability, or military service.

Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Dr. Phyllis Campbell, Campbell Hall, Bethel University, 325 Cherry Avenue, McKenzie, TN 38201 (731-352-4002), is the person responsible for coordinating the University's efforts to comply with these laws.

## 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 attributions 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.

# 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 receive the following punishments. For a first offense, the student will receive a zero on the assignment. A second offense results in a grade of "F" for that course. Finally, students committing a third offense will be expelled from the University. Faculty is required to present notice of each offense to the Director of Academic Affairs. The Director adjudicates the offense and maintains an official student record for each offense. Students may appeal the decision of the Director to the Executive Director of the College and finally to the Vice-President of the College.

### PARTICIPATION POLICY

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

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

# GRADES AND GRADING

(see also “Participation Policy” and “Academic Integrity”)

## ***Grading System***

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

- A: Excellent, 4 points
- B: Very Good, 3 points
- C: Good, 2 points
- D: Passing, 1 point
- F: Failure, 0 points
- P: Pass, 0 points\*
- W: Withdrew, 0 points\*
- WP: Withdrew Passing, 0 points \* -- undergraduate program only.
- WF: Withdrew Failing, 0 points – undergraduate program only.

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

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

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

The Term GPA is calculated by adding the Total Quality Points earned for all



courses attempted during a term and dividing it by the total Semester Credit hours attempted during that term.

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

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

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

### ***Repeating Courses***

*Undergraduate:* Only those courses in which a student has earned a grade of "D" or "F" can be repeated for purposes of replacing the lower grade. The last grade earned is used to compute the 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 "D" or "F" grade earned in a course.

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

### ***Appeals Process***

Students wishing to appeal an academic decision must do so in writing within seven (7) days of the disputed academic decision. The appeal must include the following: 1) the academic grounds for the appeal, 2) documentation that supports the student's position, 3) extenuating circumstances with direct bearing on the disputed academic decision and 4) the student's signature. The original decision stands until the appeals process has run its course and a final decision has been rendered.

### ***Academic Standing***

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

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

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

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

### ***Academic Probation and Suspension***

All students are placed on academic probation at the end of the semester in which the cumulative GPA falls below the required minimum for their class standing (See: “Student Classification” below):

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

Undergraduate: Undergraduate students who fail to make a “C” average (2.0 GPA) in the following term while on probation will be automatically suspended for one term. Also a one-semester academic suspension is given to any undergraduate student who obtains a GPA of 0.0 in any semester, or who fails to obtain a semester GPA of 2.0 while on academic probation. After the second one-semester suspension, all undergraduate students subject to suspension will be given a one-year academic suspension.

Graduate: Graduate Students must earn a minimum 3.0 G.P.A. during each term of enrollment. Graduate Students who earn below a 3.0 G.P.A. are placed on Academic Probation. Graduate Students on academic probation must complete nine (9) hours with a 3.0 G.P.A. during the subsequent term of enrollment. While in a Probationary status, graduate students who do not earn a 3.0 G.P.A. for the probationary term will be placed on Academic Suspension.

**Readmission:** Readmission to the University after a term of suspension or administrative withdrawal is not automatic. All suspended or administratively withdrawn students are required to apply for readmission to the University. A letter must be sent to the 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.

### ***Honors Recognition***

Undergraduate students with a GPA of 3.70 or higher at the time of graduation will receive an Honors diploma.

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

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

Undergraduate students may contact their academic advisor for a copy of the Plan of Study.

Graduate student Plans of Study are available on virtual campus after the transfer evaluation process is complete.

### ***Student Classification***

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

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

## **CREDIT**

Bethel University defines the unit of credit as the semester hour. All College of Professional Studies courses are in an accelerated format which allows students the opportunity to complete degrees more quickly. A typical accelerated course is worth three semester hours of credit.

Undergraduate courses meet one night per week for four hours each night

and the course is five weeks in duration. Online courses are 5 weeks in length and require participation throughout the week.

Graduate courses are 8 weeks in length and require participation throughout the week.

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

The credits of a candidate for a degree must conform to the requirements for graduation as stated in the catalog published for the year of his/her most recent matriculation, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation.

#### Undergraduates must:

1. Complete a minimum of 128 semester hours with an academic average of "C" (2.0 GPA);
2. Complete all major concentration courses with no grade below "C";
3. Complete the requirements of the Common Core Curriculum for the Bachelor of Science degree as prescribed by the degree program;
4. Complete a minimum of 39 semester hours numbered 300 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.

#### Graduate:

1. Complete 36 hours of coursework, at least 30 of which must be earned at Bethel University.
2. Earn a graduate cumulative G.P.A. of 3.00 or better;
3. Earn a grade of "C" or higher in all core requirements.
4. Transferred elective hours with a completion date no greater than 7 years from the date and term the transferred course was completed. (See Transfer Credit)

## ***Normal Student Load***

### ***Undergraduate:***

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

### ***Graduate:***

Part-time load: a candidate taking less than 6 hours per term is considered to be part-time; however, taking three hours usually qualifies a candidate for loans through the Financial Aid Office.

Full-time: for academic purposes, a candidate enrolled in 6 graduate hours is classified as a full-time candidate. No candidate may register for more than 12 graduate hours during a term without permission. Please contact your advisor for more details.

## ***Challenge Examination Program (Undergraduates only)***

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

Challenge exam credit may not be used to repeat credit of a course taken unsuccessfully. Credit will be awarded on a "Pass/Fail" basis only (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.)

## ***Seminars:***

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

Each seminar carries one semester hour of graduate level credit; therefore, three seminars can replace one elective course. Attendance at a seminar does not earn credit; attendance and satisfactory completion of the assignments are both required. If a student registers for, but does not drop or attend the seminar, the class charge will remain and the student will receive a grade of F.

## ***Transfer of Credit***

### *Undergraduate:*

Undergraduate 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. Students may be required to complete additional requirements depending upon the state in which they live. Contact must meet resident state 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.)

### *Graduate:*

A maximum of six graduate semester hours from an accredited institution may be applied toward the degree\*. Transfer hours may be applied only in electives. Applicants seeking to transfer previous\*\* graduate credit hours must submit a copy of their graduate transcript to a Bethel Representative prior to the last date of the last class of Term II for approval. The University

recommends providing a copy of course descriptions in conjunction with the graduate transcript for those graduate credits being submitted for evaluation. Upon approval from the CPS Academic Dean, an official letter will be sent to the student for their records. No grade below a C will be transferred. Core requirements must be taken through the Bethel University M.B.A. program.

\*Credits are valid for a period of 7 years.

\*\*Previous graduate credit hours refers to courses which have been completed prior enrollment with Bethel University.

### ***Advanced Standing Credit***

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

### ***Advance Placement Program***

By submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program, students may be awarded a maximum of 12 semester hours in Advanced Standing Credit for credit earned through the College Board's Advance Placement program. Such credit may be used for Common Core or Elective credit.

### ***CLEP/DSST***

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

### ***Military Credit***

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

### ***Portfolio Program***

In recognition of an undergraduate student's previous learning, Bethel

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

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

### ***Correspondence Coursework***

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

## **ASSISTANCE AND STUDENT SERVICES**

### ***Library***

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



Librarian.

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

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

### ***Tutoring***

*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 of his or her program of study.

### ***Military Advising***

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

### ***COE***

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 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.

## **CHANGING CLASS SCHEDULES**

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

Class schedules are changed by officially adding or dropping a class. Attending a class does not constitute official registration. Failing to attend a class does not constitute an official dropping of a class. Before changing your class schedule, you may want to check with your Student Advisor or Student Services about the Financial Aid implications. Classes may be dropped at any time during the term.

#### **Undergraduate:**

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

1. Undergraduate students must send an email from their official Bethel email account to [dropaclass@bethelu.edu](mailto:dropaclass@bethelu.edu). In that email, undergraduate students must include; their full name, the last 4 digits of their social security number, the name of the course, the first class date and the course location.
2. Undergraduate students must send a Notice of Intent form to [fafunds@bethelu.edu](mailto:fafunds@bethelu.edu). The Notice of Intent form notifies the Financial Aid Office that you are simply dropping a course and not withdrawing from the University.

Because of the new regulations, this distinction will prevent the Financial

Aid Office from returning all of your financial aid funds to the lender. The date of the drop or add is determined when the form is received. Any delay in the receipt of the drop/add form can have expensive and severe academic consequences.

A \$10 fee is charged for each Drop/Add Form processed for undergraduate students. Undergraduate students must carry a minimum of 12 semester hours to be considered full-time, undergraduate students that are dropping classes should always check with their Student Advisor prior to submitting a request.

*Graduate:*

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

***Grades for Dropped Courses***

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

1. Discuss the situation with a student Advisor.
2. Undergraduate students must secure a withdrawal form 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. (Undergraduate only)

## ***Grades for Withdrawal***

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

## ***Administrative Withdrawal Policy***

Student may be administratively withdrawn from the program which affects the student's financial aid, full-time or part-time status, and does not guarantee permission to be readmitted to the University. (See Attendance policy, Participation Policy, Financial Aid Cancellation Policy, Probation and Suspension Policy.

# TRANSCRIPTS

## ***Transcript Policy***

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

- Obtain a request for withdrawal form from the student website.
- Email form to [dropaclass@bethelu.edu](mailto: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 an online request (including signature) with the Registrar. Bethel University uses Transcripts on Demand™ by Scrip-Safe International as its agent for processing online transcript requests. This process is completely secure. To access the Transcripts on Demand™ service, complete the following steps:

- Go to [www.bethelu.edu](http://www.bethelu.edu)
- Click on "Academics"
- Click on "University Registrar"

- Under General Information, click on “Request a Transcript”
- Under the picture in the center of the page is a link to <https://iwantmytranscript.com/bethelu>. Click on the link.
- The first thing you have to select is your school. You must choose “Bethel University – McKenzie”. There are two Bethel Universities.
- A transcript can be emailed or mailed depending on the requirements of the receiver. You MUST sign and send the release form back to Transcripts on Demand 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™. You will provide your current/former names, address, student ID, and other information. You will be able to log in to your account and update your information whenever you need.

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

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

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

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

# COLLEGE OF PROFESSIONAL STUDIES

## ADMISSIONS - UNDERGRADUATE

---

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

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

Applicants 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.

## ADMISSION REQUIREMENTS

### ***Required Documentation***

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

1. ***Application and application fee:*** All students must submit an application for admission and the \$30 application fee.
2. ***Resume:*** A professional resume that provides your educational and work histories.
3. ***Official transcripts:*** Students must submit an official high school transcript and college transcripts from each institution they wish to transfer credit from at the time of application.

If you do not report an institution at the time of application your transcript will not be evaluated for credit toward your degree at Bethel University. 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.

4. *ACT or SAT scores:* Each applicant should submit an official copy of ACT or SAT scores. These scores are not required for students who have been out of high school for three years or more.
5. *Immunization and Health Insurance Records:* As required by the State of Tennessee, proof of two doses of the MMR (measles, mumps, rubella) vaccine are required of all full-time students (students enrolled in 12 or more credit hours). This proof may come in the form of a doctor's statement verifying the dates of immunization or a health department shot record.

### ***Additional Requirements for International Students***

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

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

## ADMISSIONS - GRADUATE

---

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

### REQUIRED DOCUMENTATION

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

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

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

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

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

## ***Admission Status***

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

- Grant full admission
- Grant conditional admission
- Deny admission

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

## **TYPES OF ADMISSION**

### ***Full Admission***

All criteria are met with no restrictions.

### ***Conditional Admission***

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

### ***Transient Status***

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

# COLLEGE OF PROFESSIONAL STUDIES

# FINANCIAL INFORMATION

---

## STUDENT ACCOUNTS

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

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

## PAYMENT POLICY

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

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

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

### ***Cash Plan***

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

# 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](http://www.pin.ed.gov). After obtaining the PINs, the student should complete the correct year’s application at [www.fafsa.gov](http://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 for the student's program of study. Please note that only natural parents', stepparents', or adoptive parents' information is to be used on this application for dependent students. In the case of divorced parents, the student should use the financial and family information for the parent/stepparent with whom he or she resides. Grandparent or guardian information is not allowed. Note that the first Tennessee school listed on the FAFSA will be assigned any Lottery or TSAC funds for which the student may be eligible. Students can request a transfer of funds if they decide to attend a different school within the state of Tennessee.

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 a letter detailing what documents are to be submitted.

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 status" meets IRS tax codes.

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

The student is responsible for submitting all documents requested within 30 days of receipt of the verification request letter. Failure to submit this data will result in the forfeiture of all federal and state aid. Exceptions to this deadline may be made provided the student contacts the Office of Financial Aid explaining the reason for delay and a projected date of receipt. The final deadline to receive verification documents for a financial aid year will be August 31, or no later than 90 days after the last day of enrollment, whichever is earlier. Please be

aware that if the term has ended prior to verification there may be aid that cannot be awarded due to federal regulations.

The financial aid office will make three attempts to contact the student to obtain needed documents. If documents are not received at that time the student's file will be closed. 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 go to the following website: [www.studentaid.ed.gov](http://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 the student's Pell eligibility that was received each year to determine whether the total amount exceeds 600%.

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

### ***Federal Supplemental Educational Opportunity Grant Federal or 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 Loans***

Federal Direct Loans are variable-fixed rate loans. Go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for up-to-date current interest rates. There is an upfront Direct Loan Origination Fee of 1.051 % 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 student must be considered a dependent on their FAFSA for the parent to apply for this loan. There is an upfront Direct Loan Origination Fee of 4.204 % on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. For additional terms and conditions of this loan and current interest rates we recommend accessing to the following website: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **GRADUATE LOANS**

Federal Direct Loans are variable-fixed rate loans. Go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for up-to-date current interest rates. There is an upfront Direct Loan Origination Fee of 1.051 % on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. Only the principal is deferred on the non-need based Federal Unsubsidized Direct Loans. Loan amounts vary based on academic status, Cost of Attendance, and enrollment status per the Department of Education policy. Current loan limits are as follows:

## **Independent Students**

### Base Amounts

- Graduate level : \$20,500

### Aggregate Loan Amounts

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

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

## DIRECT PLUS LOANS:

### ***Graduate and Professional Degree Students:***

Post graduate students can borrow a Direct PLUS Loan to help cover education expenses. Under this loan program, students who are credit worthy may borrow up to the cost of attendance budget minus any financial aid a student receives. There is an upfront Direct Loan Origination Fee of 4.204 % on these loans. This amount is deducted from the amount borrowed before the aid is sent to the school. The student is required to complete the Free Application for Federal Student Aid (FAFSA<sup>SM</sup>). In addition, before a student can receive a PLUS Loan, the school must have determined the student's maximum eligibility of Unsubsidized Direct Loans. For additional terms and conditions of this loan and current interest rates we recommend accessing to the following website: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

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

### ***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 due to the nature of the loan. Award amounts vary to a maximum of \$4000 per year.

## STATE FINANCIAL AID PROGRAMS UNDERGRADUATE ONLY

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](http://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](http://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. Non-Traditional track students are not eligible for this grant.

### ***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 independent 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. Non-Traditional track students are not eligible for this grant.

### ***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](http://www.CollegePaysTN.com). Non-Traditional track students are not eligible for this grant.



## 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 the local office of the Department of Human Services for more details.

### ***Workforce Investment Act Grant***

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

### ***Employee Reimbursement***

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

### ***Outside Scholarships***

There are many grants and scholarships available from outside sources. We recommend that students check with their church, local businesses and organizations, as well completing an online search. Three excellent websites for finding scholarships are [www.CollegeforTN.org](http://www.CollegeforTN.org), [www.careerinfonet.org/scholarshipsearch/](http://www.careerinfonet.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 the FAFSA, and never pay anything, including an application fee for a scholarship.

### ***Private Student Loans***

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

# FEDERAL AND STATE AID RETURN POLICIES

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

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

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

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

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

<b>UNDERGRADUATE</b>			
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.	

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

## WITHDRAWING FROM A MODULAR PROGRAM:

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

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

- Completely withdraws, or Stops attending before completing the semester, or
- Does not complete all modules (courses which are not scheduled for

the entire semester) for which he/she has registered at the time those modules began.

- Does not complete a Notice of Intent form within 7 days of dropping a course and the student is not currently attending any courses.

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

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

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

If a student did not receive all of the funds that they earned, they may be due a Post-withdrawal disbursement. If the student's Post-withdrawal disbursement includes loan funds, Bethel University must obtain permission from the student before it can disburse them. A student may choose to decline some or all of the loan funds so that they don't incur additional debt. Bethel University may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give their permission (some schools ask for this when the student enrolls), they will be offered the funds. However, it may be in their best interest to allow the school to keep the funds to reduce their debt at the school.

There are some Title IV funds that the student may be scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements. If the student receives (or Bethel University or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, Bethel University must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of their funds, or
- the entire amount of excess funds.

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

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

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

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

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

#### *Graduate Students*

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

### **Completion Ratio (Quantitative Measure)**

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

### **Maximum Time Limit Measure**

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

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

## **FOUR SAP STATUSES**

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

- In Good Academic Standing
- Financial Aid Warning
- Financial Aid Canceled
- 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 com-



plete 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

## UNDERGRADUATE

# 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, Paris 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.bethel4sucess.net](http://www.bethel4sucess.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

##### *Organizational Leadership:*

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

##### *Organizational Leadership with Information Technology Concentration:*

- OL 3050, OL 3110, OL 3210, OL 3240, OL 3250, OL 3360, OL 3370, OL 4020, OL 4240
- The concentration courses: IT 4475, IT 4501, IT 4511, IT 4521, IT 4531 and IT 4541

#### D. General Electives - 46 semester hours

# COLLEGE OF PROFESSIONAL STUDIES

## GRADUATE

### CURRICULUM ORGANIZATION

---

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

## CURRICULUM TRACKS

### ***Executive:***

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

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

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

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

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

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

Designed for students in the information technology field, the information technology track includes eleven required courses and one elective (elective can be substituted for three seminars). This track requires 21 months to

complete. Students may accelerate this track by taking multiple courses at once.<sup>44</sup>

***Healthcare Information Technology:***

Designed for students working in the information technology field for healthcare firms, the healthcare information technology track includes twelve required courses. This track requires as little as 23 months to complete. Students can accelerate this track by taking multiple courses at once.

***Human Resource Management:***

Designed for students in the human resource management field, the human resource management track includes twelve required courses. This track requires as little as 23 months to complete. Students can accelerate this track by taking multiple courses at once.

## M.B.A. REQUIRED COURSES

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

**Executive Track:**

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

**Academic/Practitioner Track:**

- MBA 502 Organizational Behavior
- MBA 504 Organizational Development

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

**Information Technology Track:**

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- MBA 518 Management Information Systems
- MIT 501 Management and Information Technology
- MIT 511 Enterprise Information Security
- MIT 521 Managing IT Professionals In Dynamic Organizations
- MIT 531 Service Oriented Architecture Concepts
- MIT 541 E-Business and Online Commerce
- Three hours from one of the following:
  - MBA 528 Managerial Finance
  - MBA 530 Human Resource Management
  - MBA 511, MBA 512, MBA 513 Seminar I, II, III
  - MBA 532 Leadership
  - MBA 534 International Business

**Healthcare Administration Track:**

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



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

**Healthcare Information Technology Track:**

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- HCA 501 Healthcare Administration
- HCA 531 Healthcare Policy Analysis and Decision-Making
- HCA 511 Healthcare Financial Management
- HCA 521 Healthcare Information Technology
- HCA 561 Quality Strategic Planning and Execution In Healthcare
- MIT 501 Management and Information Technology
- MIT 531 Service Oriented Architecture Concepts

**Human Resource Management Track:**

- MBA 502 Organizational Behavior
- MBA 514 Statistical Analysis
- MBA 520 Marketing Management
- MBA 506 Managerial Economics
- MBA 524 Managerial Accounting
- HRM 500 Human Resource Management: An Overview
- HRM 508 Employee Relations
- HRM 516 Workforce Planning and Staffing
- HRM 524 Total Rewards: Compensation and Benefits
- HRM 532 Performance Management In Organizations
- HRM 540 Risk Management
- HRM 548 Strategic HR

# COLLEGE OF PROFESSIONAL STUDIES

## FULL TIME FACULTY

---

### UNDERGRADUATE:

Stacy Adams, MA, 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

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.

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

Lisa Vaughn, MBA, MAED

Mary Slonaker, PhD

Katherine Vest, MBA

Tony Smith, EdD

Dale Williams, MA

Dennis Trull, D. Min.

Allen Willis, MA

Sila Tuju, PhD

## GRADUATE:

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

*MBA Lecturer*

Undergraduate Degree: BS, Business Administration, University of California

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

Terminal Degree: Ph.D., Capella University

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

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

Undergraduate Degree: B.S., Bethel College

Graduate Degree: M.B.A. Union University

Terminal Degree: Ph.D., Capella University

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

*Lecturer of Business*

Undergraduate Degree: B.S., Indiana University

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

M.S.M. Oakland City College

Terminal Degree: Ph.D., Ohio State University

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

*Professor of Business*

Vice President College of Liberal Arts

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

Undergraduate Degree: B.S., Southern Illinois University

Graduate Degree: M.A., Webster University

Terminal Degree: Ph.D., Capella University

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

*Director of Organizational Development*

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

Graduate Degree: M.A., Trevecca Nazarene University

Terminal Degree: Ph.D. Trevecca Nazarene University

**Kim LaFevor (2004)**

*Associate Professor of Business*

Undergraduate Degree: B.S., Athens State University

Graduate Degree: M.S., Troy State University

Terminal Degree: Ph.D., Argosy University

**Alan Matthews (2012)**

*Lecturer of Business*

Undergraduate Degree: BS, Southern Nazarene University

Graduate Degree: MBA, University of Central Oklahoma

Terminal Degree: Ph.D., Nova Southeastern University

**Nassar S. Nassar (2002)**

*Professor of Business-MBA*

Undergraduate Degree: B.S., Bethel College

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

Terminal Degree: Ph.D., Capella University

**Stephen Pew (2012)**

*Lecturer of Healthcare*

Undergraduate Degree: B.S., University of Nebraska

Graduate Degree: M.S., University of Nebraska

Terminal Degree: Ph.D., University of Nebraska

**Laura Prevratil (2010)**

*Lecturer of Business*

Undergraduate Degree: B.A., Southampton College

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

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

**John Rutledge (2010)**

*Lecturer of Business*

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

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

**Mary Shea Slonaker (2009)**

*Lecturer of Business*

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

Graduate Degree: M.A., University of Tennessee

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

# INDEX

## A

- Academic Integrity 15
- Academic Standing 17
- Accreditation 8
- Adding a Class 27
- Admissions 31
  - Graduate 35
    - Admission Status* 36
    - Required Documentation* 35
    - Types of Admission* 36
  - Undergraduate 31
    - Additional Requirements for International Students* 32
    - Requirements* 31
    - Types of Admission* 33
- Advance Placement Program 23
- Advising (Academic) 25
- Affiliation 8
- Appeals Process 17
- Assessment and Institutional Effectiveness 8

## C

- Campus Descriptions 9
- Career Services 26
- Challenge Examination Program 21
- Changing Class Schedules 27
- Changing Finance Options 40
- CLEP 23
- COE 26
- Common Core (undergraduate) 59
- Confidentiality Agreement 13

Core Values 7  
Correspondence Coursework 24  
Credit 19  
    Advanced Standing Credit 23  
    Advance Placement Program 23  
    CLEP/DSST 23  
    Military Credit 23  
    Transfer of Credit 22  
Credit Cards 40  
Curriculum Organization 58  
    Graduate 62  
        *Academic/Practitioner* 62, 63  
        *Executive* 62, 63  
        *Healthcare Administration* 62, 64  
        *Healthcare Information Technology* 63, 65  
        *Human Resource Management* 63, 65  
        *Information Technology* 62, 64  
    Undergraduate 58  
        *College Start* 58, 59  
        *Common Core* 59  
        *Special Offerings* 59  
        *Success (Bachelor of Science)* 58  
        Management and Organizational Development 60  
        Organizational Leadership 61

## D

Definitions 6  
Directed Study 24  
Disability Services 26  
Discrimination  
    Statement of Non-Discrimination 10  
Dropped Courses Grades 28  
Dropping a Class 27  
DSST (DANTES) 23  
Due Dates 40

## E

E-Mail Usage , 12

## F

Faculty 66

    Graduate 67

    Undergraduate 66

Federal/State Loans or Grants 38

FERPA (Family Educational Rights & Privacy Act ) 9

Financial Information 37

## G

Grades and Grading 16

    Academic Standing 17

    Appeals Process 17

    Grades for Dropped Courses 28

    Grades for Withdrawal 29

    Grading System 16

    Pass/Fail Grading 16

    Quality Points and the GPA 16

    Receipt of Grades 17

    Repeating Courses 17

Graduation Requirements 20

Grievance Policy 5

## H

History of the Institution 7

Honors Recognition 19

## I

Independent Study 24

## L

Library 24

## M

MBA Tracks 62

Military Advising 26

Military Credit 23

Mission 6

## N

Non-Discrimination Policy 10

Normal Student Load 21

## P

Participation Policy 15

Payment Policy 37

Cash Plan 37

Credit Cards 40

Due Dates 40

Federal/State Loans or Grants 38

Private Loan Plan 39

Third Party Billing Plan 39

Tuition Reimbursement Plan 38

Plan of Study 19

Portfolio Program 23

Privacy 13

Probation and Suspension (Academic) 18



## R

Repeating Courses 17

Requesting a Refund of Excess Financial Aid Funds 41

## S

Seminars 21

Student Accounts 37

Student Services 24

## T

Technology

    Acceptable Use of Technology 11

Technology Program 27

Technology Services 27

Testing Services 26

Transcripts 29

Transfer of Credit 22

Tuition and Fees 40

Tutoring 25

## W

Withdrawal Grading 29

Withdrawal Policy 29

Withdrawal Procedure 28