

# College of Adult & Professional Studies

## 2009–2010 Catalog



This catalog is also online at [caps.bethel.edu/catalog](http://caps.bethel.edu/catalog).

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**BETHEL**  
UNIVERSITY

College of Adult &  
Professional Studies

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# General Information

## Publications

This catalog is part two of a three-part series. Part one, the application packet, outlines the application process, lists admission requirements, and includes application forms. This catalog, part two, relates to the academic programs and institutional policies. Part three is the College of Adult & Professional Studies/Graduate School *Student Handbook*, which outlines university procedures, expectations for students, and student services.

Every student is to be familiar with and will be held responsible for the academic regulations, campus procedures, and Bethel Community Expectations as stated in these three publications, as well as information published in *Bethel E-Announcements*, which are distributed electronically three times a week via email and available online.

## Policies

It is the official policy and commitment of Bethel University not to discriminate on the basis of race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The president of Bethel University has designated the director of human resources as the compliance officer for the institution. Inquiries regarding compliance may be directed to: The Compliance Officer, Bethel University, 3900 Bethel Drive, St. Paul, MN 55112; phone: 651.638.6119 or 800.255.8706, ext. 6119.

Bethel University adheres to the provisions of the federal Family Educational Rights and Privacy Act of 1974. For a copy of Bethel policy, contact the Office of the Registrar.

The Office of Disability Services exists to create equal opportunities for students, faculty, and staff with disabilities at Bethel University by providing reasonable accommodations to assist Bethel in being a community that welcomes people of all abilities. Accommodations and services for students with disabilities are coordinated through the Office of Disability Services. The office serves students with various types of disabilities, including physical, sensory, learning, psychiatric, systemic, and some chronic illnesses. To receive services through this program, students must provide documentation of a disability. For further information or to schedule an appointment to discuss your needs, please contact the director of disability services at 651.635.8759 or 800.255.8706, ext. 8759.

# General Information

## Accreditation and Membership

Bethel University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; phone: 312.263.0456). Bethel is also accredited by the Commission on Collegiate Nursing Education at the undergraduate and master's levels (One Dupont Circle Northwest, Suite 530, Washington, D.C. 20036-1120; phone: 202.463.6930). The nursing program is approved by the MN Board of Nursing.

The academic program at Bethel University is enriched by its membership and participation in programs of the Christian College Consortium and the Council for Christian Colleges and Universities.

Bethel University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## Catalog Information

Information in this catalog is descriptive only and not contractual. All listed courses and programs are current at the time of printing, but are subject to change without notice based on enrollment, faculty availability, and other considerations. Bethel reserves the right to withdraw a course or program or to limit its enrollment.

While Bethel publishes program information and materials and assigns advisors, the student is ultimately responsible to assure that he or she has fulfilled all graduation requirements. Bethel reserves the right to withdraw a previously awarded degree if it subsequently determines that the student did not complete degree requirements.

## Bethel University Mission

Boldly informed and motivated by the Christian faith, Bethel University educates and energizes men and women for excellence in leadership, scholarship, and service. Bethel is committed to being a world-class Christian university preparing women and men to serve in strategic capacities to renew minds, live out biblical truth, transform culture, and advance the gospel.

# General Information

## College of Adult & Professional Studies and Graduate School Mission

The College of Adult & Professional Studies and the Graduate School strive to meet the unique educational and personal needs of adult learners in a supportive Christian environment offering academic excellence at the undergraduate through graduate levels, integrating faith and learning, and applying theoretical perspectives to contemporary issues, thus empowering students to attain personal, educational, and career objectives, and stimulating them to lifelong learning.

## Bethel University Structure

Bethel University is a leader in Christ-centered higher education with approximately 6,300 students from nearly every state and 29 countries enrolled in undergraduate, graduate, seminary, and adult education programs. Based in St. Paul, MN, with additional seminary locations on both coasts, Bethel University offers rigorous bachelor's and advanced degrees in nearly 100 relevant fields. Programs are taught by renowned faculty within a distinctly evangelical Christian framework, equipping women and men for culturally sensitive leadership, scholarship, and service around the world. For further information on Bethel University, go to [www.bethel.edu](http://www.bethel.edu).

Bethel University offers its degree programs through multiple divisions:

### College of Adult & Professional Studies

The College of Adult & Professional Studies (CAPS) at Bethel University helps busy adults achieve their educational goals by offering courses taught within a framework of Christian values. CAPS offers seven career-relevant bachelor's degree-completion programs including business management, Christian ministries, communication studies, healthcare leadership, human resource management, nursing (R.N. to B.S.), and organizational leadership. The General Studies program allows students with few or not credits to take the courses they need to enter a degree-completion program or to earn an associate of arts degree. All programs are taught in an accelerated schedule, with courses meeting evenings or weekends at convenient locations or online. The college also offers professional development opportunities for individuals, churches, and other organizations.

# General Information

## Graduate School

The Graduate School at Bethel University offers 11 advanced degree programs, as well as educational licenses, certificate programs, and professional development seminars. Designed to help adults enhance or redirect their careers, the programs include master's programs in adult development and aging, business administration (MBA), communication, counseling psychology, education K–12, literacy education, nursing, organizational leadership, special education, and teaching as well as a Doctor of Education in Educational Administration (Ed.D). The programs are academically rigorous, offered on an accelerated schedule, and taught within a framework of Christian values. Classes are held on the St. Paul campus, as well as other convenient locations.

## College of Arts & Sciences

The College of Arts & Sciences at Bethel University offers 67 majors within 78 areas of study, including the arts, humanities, business, natural sciences, and social sciences. It is renowned for a highly credentialed faculty dedicated to teaching, integration of faith and learning, and the translation of Christian belief into global service. The college consistently ranks among top Midwestern Universities in the “America’s Best Colleges” issue of *U.S. News & World Report*, and is listed in “Top Colleges for Top Students” in *Peterson’s Competitive Colleges*.

## Bethel Seminary

Bethel Seminary is a world-class evangelical seminary offering nine master of arts degrees, a master of divinity degree, a variety of doctor of ministry degrees, and several certificates. Accreditors have praised the seminary’s approach to developing whole and holy Christian leaders through three-part emphases on biblical/theological foundations, transformational leadership, and spiritual and personal formation. With locations in St. Paul, San Diego, and the eastern seaboard, as well as a model distance learning program, Bethel Seminary is breaking new ground in effective ministry training.

## Bethel Community Expectations

Bethel University is an educational community committed to the integration of evangelical faith with learning. A statement called *A Covenant for Life Together* has been adopted to help clarify how Christian faith informs and guides the lives and actions of members of the Bethel community. This document interprets the values by which Bethel has chosen to define itself and is intended to facilitate growth, development, and learning. Although some of these values relate to the developmental stages of traditional students and are not necessarily the norm for all Christians, adult students are asked to honor this community statement by abstaining from the use of tobacco, alcohol, and profane language on the campus and at off-campus class sites. A copy of *A Covenant for Life Together* is available from the Office of the Dean of the College of Adult & Professional Studies/Graduate School.



# Academic Calendar

The 2009–2010 academic year includes fall semester 2009, spring semester 2010, and summer session 2010. Students are provided a course schedule. Special dates and holidays for the 2009–2010 academic year are listed below.

## Fall Semester 2009

### September 6, 2009–January 30, 2010

Fall Semester Begins .....	September 6
Labor Day (no classes).....	September 7
Registration Opens for Spring Semester 2010.....	October 1
Commencement Deadline .....	October 31
Thanksgiving (no classes).....	November 26
Thanksgiving Friday (no classes).....	November 27
Commencement .....	December 18
Christmas Break (no classes) .....	December 24–January 1
Martin Luther King Jr. Day (no classes) .....	January 18
Fall Semester Ends .....	January 30

## Spring Semester 2010

### January 31, 2009–June 12, 2010

Spring Semester Begins.....	January 31
Registration Opens for Summer Session 2010 .....	February 1
Commencement Application Deadline .....	March 31
Registration Opens for Fall Semester 2010 .....	April 1
Good Friday (no classes).....	April 2
Commencement.....	May 22
Memorial Day (no classes).....	May 31
Spring Semester Ends.....	June 12

# Academic Calendar

## Summer Session 2010

**June 13, 2010–September 4, 2010**

Summer Session Begins ..... June 13

Independence Day (no classes) ..... July 4

Summer Session Ends ..... September 4

## Admission Requirements

The College of Adult & Professional Studies will consider applicants who meet the general admission requirements. For admission to a major or certificate, applicants must meet additional admission requirements.

Meeting minimal entrance requirements does not necessarily guarantee admission. Exceptions to minimum criteria may be made at the discretion of the admissions committee.

Apply for admission online at [caps.bethel.edu/admissions/apply](https://caps.bethel.edu/admissions/apply) or to receive an application for admission, call the College of Adult & Professional Studies office at 651.635.8000 or 800.255.8706, ext. 8000. Send all application materials to: College of Adult & Professional Studies, Bethel University, 3900 Bethel Drive, St. Paul, MN 55112.

### General Requirements for Admission to the College of Adult & Professional Studies

The College of Adult & Professional Studies will consider applicants, including applicants to the General Studies program, who:

- Submit a completed application form.
- Submit the nonrefundable \$25 application fee.
- Submit official transcripts from **all** schools previously attended.
- Submit an official high school transcript or GED, unless at least 30 credits have been accepted in transfer.
- Submit a current resume that indicates a minimum of three years of full-time work experience or its equivalent.
- Demonstrate college-level writing ability through the positive evaluation of an *Application Essay*.
- Submit the *Computer Documentation* form. Applicants are required to have access to a personal computer for use throughout the program with the required hardware and software (requirements are listed in the application packet).
- Submit a *Student Immunization Record*.
- Submit a TOEFL examination score report (required of all international student applicants and all student applicants whose primary language is not English). A minimum score of 550 is required on the paper-based test, 213 on the computer-based test, or 80 on the internet-based test.
- Indicate acceptance of Bethel Community Expectations by signing the application form.
- Interview, if requested, by the admissions committee.

# Admission

## **Additional General Admission Requirements: International Applicants**

An international student applicant is any candidate who is neither a U.S. citizen nor a U.S. permanent resident alien. International student applicants must:

- Submit official evaluations of foreign transcripts from a National Association of Credential Evaluation Services (NACES) member organization at [naces.org](http://naces.org) or from CGFNS International (formerly Commission on Graduates of Foreign Nursing Schools) at [cgfns.org](http://cgfns.org).
- Submit a completed *Certificate of Finances* form along with a copy of current bank statement(s) that show evidence of adequate funds to cover a minimum of one year's full tuition and living expenses.
- If an applicant is receiving funds from a sponsor(s), submit:
  1. Notarized Affidavits of Support (I-134).
  2. Letters of support from sponsors.
- Submit a copy of I-94 (applicants currently in the U.S.).
- Submit a copy of passport (applicants currently in the U.S.).
- Submit a copy of current visa (applicants currently in the U.S.).
- Submit documentation of health insurance.
- Complete a required English language evaluation as part of the admissions process if the applicant's primary language is not English.

## **Additional General Admission Requirements: U.S. Permanent Resident Alien Applicants**

U.S. permanent resident alien student applicants must:

- Present the applicant's green card.

## **Admission Requirements: General Studies Program**

- Meet the general requirements for admission to the College of Adult & Professional Studies.
- Develop an individual educational plan (IEP) in consultation with your admissions advisor. Requirement is waived if official transcripts document completion of all prerequisite and general education courses and the full number of credits required outside of the chosen major, or if applying for a certificate program.

# Admission

## Admission Requirements: Degree-Completion Major or Certificate Program

- Meet the requirements for admission to the College of Adult & Professional Studies.
- Complete at least 60 semester credits.
- Have a cumulative grade point average (GPA) of 2.00 or higher on a 4.00 scale on all previous academic work. Nursing applicants must have a cumulative GPA of 2.50 on a 4.00 scale on all previous academic work.

## Admission Requirements: Majors

- Meet the requirements for admission to a Degree-Completion Major or Certificate Program.
- Develop an individual educational plan (IEP) in consultation with your admissions advisor. Requirement is waived if official transcripts document completion of all prerequisite and general education courses and the full number of credits required outside of the chosen major, or if applying for a certificate program.

### Business Management (B.A.)

The business management major will consider applicants who:

- Meet the requirements for admission to a degree-completion major or certificate.

### Christian Ministries (B.A.)

The Christian ministries major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.
- Have completed *GENS220: Academic Research Writing* or equivalent.
- Submit a *Spiritual Reference* form.

### Communication Studies (B.A.)

The communication studies major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.

### Healthcare Leadership (B.A.)

The Healthcare Leadership major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.

### Human Resource Management (B.A.)

The human resource management major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.

# Admission

## Organizational Leadership (B.A.)

The organizational leadership major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.

## Nursing (B.S.)

The nursing major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.
- Fulfill the admission requirements for either Category A or B.

Category A applicants must:

- Hold an Associate of Science degree in Nursing with a cumulative GPA of at least 2.50 or higher on a 4.00 scale from a regionally accredited institution and a grade of C or better in each nursing course. (If any part of Category A requirements is not met, select Category B.)

Category B applicants must:

- Hold an associate's degree in nursing from a regionally accredited institution or a diploma from an accredited hospital nursing program.
  - Have completed the following prerequisite college-level courses from a regionally accredited institution. Each course must have earned at least two semester credits.
    - Anatomy and Physiology I and II (8 semester credits recommended)
    - Chemistry—organic or biochemistry (4 semester credits recommended)
    - Lifespan Development (3 semester credits recommended)
    - Microbiology (4 semester credits recommended)
  - Have earned in the prerequisite science courses a grade of C or better in each of the courses.
- Submit a current resume that indicates one year of nursing experience.
  - Complete *GENS220: Academic Research Writing* or equivalent.
  - Submit two *Admission Reference* forms for admission to the nursing program, one from a supervisor and one from a colleague or a previous nursing instructor or professor.
  - Demonstrate character and professional dedication consistent with the role and responsibility of the professional nurse.
  - Demonstrate competency in oral communication by interviewing with a faculty member in the Department of Nursing.
  - Submit a copy of current unencumbered Minnesota registered nurse license.
  - Submit an *Employment Verification* form that shows the completion of the equivalent of one year of full-time employment as a registered nurse in a healthcare delivery setting. Currency and relevance of work experience are evaluated on an individual basis.

# Admission

- Submit documentation of current health insurance coverage (a copy of card or other proof).
- Submit a completed *Nursing Student Immunization Record*.
- Submit a copy of current CPR certification.
- Submit a copy of Mantoux test taken within the past year.

Note: Bethel nursing malpractice insurance coverage is required. Prior to any clinical practicum, a criminal background check must also be completed.

## Admission Requirements: Certificates

- Meet the requirements for admission to a degree-completion major or certificate program.

### Certificate in Healthcare Leadership

The Certificate in Healthcare Leadership program will consider applicants who:

- Meet the requirements for admission to a certificate.

### Certificate in Human Resource Management

The Certificate in Human Resource Management program will consider applicants who:

- Meet the requirements for admission to a certificate.

## Admission Categories

If accepted, the student will receive an official letter of acceptance. This letter is valid for up to one year from the date on it. Students may be accepted directly into a degree-completion cohort or may petition to enter a cohort after acceptance.

- Acceptance:** All admission criteria have been met and all admission materials have been received.
- Conditional Acceptance:** The student has not met all admission requirements. Remaining requirements must be met prior to deadlines stated in the acceptance letter.
- Provisional Acceptance:** Students admitted provisionally may be at some risk in regard to academic success. The student has not achieved the minimum GPA, grade standards, or other assessment criteria. Therefore, as stated in the acceptance letter, a minimum GPA of 2.00 overall and 2.25 in one's major must be maintained to continue in the program.

# Admission

## Admission Calendar

Students are accepted on a rolling basis throughout the year. Bethel University reserves the right to change a course or program start date.

## Course/Cohort Cancellation Policy

Bethel University reserves the right to change the start date or to cancel any course/cohort 10 calendar days prior to the start date if minimum enrollment has not been met.



# Finances

The Board of Trustees reserves the right to change any financial charges or regulations listed in this catalog.

## Typical Student Costs for 2009–2010

The amounts shown are accurate as of the time of publication. Any changes will take effect at the beginning of a semester.

Tuition per credit, General Studies ( <i>100- and 200-level courses only.</i> ) .....	\$375
Tuition per credit, nursing.....	\$405
Tuition per credit, other bachelor's-level.....	\$385
Application fee ( <i>nonrefundable</i> ).....	\$25
Audit fee per credit .....	\$100
Continuance fee, nursing.....	\$405
Continuance fee, other bachelor's-level .....	\$385
All academic transcripts .....	\$2
Faxed copy of transcript.....	\$10
Rush transcript ( <i>available within 24 hours</i> ) .....	\$15
Credit by examination per credit.....	\$50
<i>(only examinations developed by Bethel)</i>	
Credit by portfolio per documented prior learning essay .....	\$50–\$150
<i>(fee variable based on amount of credit requested)</i>	
Nursing Malpractice Insurance premium per year through Bethel.....	\$75

*(Students may also select malpractice insurance coverage through a private source and submit documentation of coverage.)*

## Payment Options

### Full Payment

Tuition is charged on a per-credit basis and varies based on the program of study. Tuition is billed to student accounts once students have been registered for their courses. Full payment is due at the beginning of each course. Statements of student accounts are printed and mailed each month to students. Current charges, as well as future charges, are included on the monthly billing statements. A finance charge of one percent per month is assessed on any charge more than 30 days old. Students may view their account at [blink.bethel.edu/](http://blink.bethel.edu/). Log in and select the Student Services tab > My Business Account.

## **Veteran Administration (VA) Educational Benefits**

To determine if you qualify for VA benefits, call the toll-free number 888.442.4551. If you qualify for VA benefits and intend to use them, you must contact the certifying official at Bethel University, at 651.635.8696 or 800.255.8706, ext. 8696. You must report any change in registration or withdrawal to the certifying official at Bethel. You are responsible for sending in your course schedule, tuition and fee statement, and grades to the VA. After the VA has received your certification, an authorization for benefits is sent to Bethel. The Business Office will submit an invoice for payment to the VA. Receipt of payment will take approximately six to eight weeks. If you withdraw from a course that was paid by the VA, tuition will be refunded in accordance with accepted government regulations.

## **Financial Aid**

All questions regarding financial aid (loans, scholarships, and grants) should be directed to the Office of Financial Aid at 651.638.6241 or 800.255.8706, ext. 6241.

## **Refund Schedule and Withdrawal Policy**

### **Tuition Refunds**

After registration, changes made to a student's schedule must be made in consultation with academic services at the College of Adult & Professional Studies, and must be completed online or in writing in the registrar's office. Please note that changes may affect financial aid status. Before courses begin, a full refund is granted, provided the change is made in writing before the day the class begins. Once a class begins, refunds for dropped courses will be granted according to a sliding scale.

### **Loan Refund Checks**

Federal financial aid regulations require that Bethel University return excess Title IV money to students. The credit balance that exceeds the current and anticipated semester costs (registered semester courses and related fees) will be mailed automatically to students within 14 days of the Business Office receiving the funds. Bethel is not able to retain current-year Title IV funds for a prior-year balance.

## **Past Due Accounts**

Students who are not currently enrolled at Bethel and have account balances more than 60 days past due may be transferred to University Accounting Services (UAS). UAS is a campus-based collections service that offers payment plans for students not currently enrolled at Bethel. No student who has an account balance with UAS will be considered for re-admittance to Bethel.

## Finance Charges

A finance charge of 1 percent per month is assessed on any charges more than 30 days old.

## Transcript Hold

If payment has not been received, a transcript hold is placed on the student account. A transcript hold prevents an official transcript from being printed by the Office of the Registrar.

## Financial Clearance for Graduation

Students must clear all financial obligations with the university before they receive a diploma or final transcript.

## Health and Accident Care and Coverage

Payment for off-campus medical and/or hospital treatment is the student's responsibility. Bethel does not provide health insurance coverage for students who are enrolled in the College of Adult & Professional Studies. Students should obtain their own individual healthcare coverage.

## Financial Aid

### Financial Aid Application Procedure

Students should apply for financial aid while they are applying for admission.

1. Complete the *Bethel Financial Aid Application* at [bethel.edu/finaid/application](http://bethel.edu/finaid/application).
2. Complete the *Free Application for Federal Student Aid* (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov).
3. After submitting the FAFSA, students will receive a *Student Aid Report* (SAR) from the government. Review the data on the SAR for accuracy. If corrections are needed on the SAR, contact the Office of Financial Aid for instructions.
4. Any additional document(s) requested by the Office of Financial Aid must be submitted before financial aid eligibility can be determined.

### Financial Aid Programs

#### Federal Pell Grant

Amount: \$976 to \$5,350 (2009–10)

Eligibility: Government entitlement program awarded to students with the highest need

## Minnesota G.I. Bill

Amount: Up to \$1,000 per term for full-time students; up to \$500 per term for part-time students

Eligibility: Minnesota veterans and service members who served on or after September 11, 2001

## Minnesota State Grant

Amount: \$100 to \$8,662 (in 2008–09)

Eligibility: Awarded by the state of Minnesota to residents who demonstrate sufficient financial need

## Direct Stafford Loans

- **Direct Subsidized Stafford:** federal government pays interest while student is enrolled in school (at least half time, pursuing a degree or certificate) and during a six-month grace period after leaving in-school status. This loan is need-based.
- **Direct Unsubsidized Stafford:** This loan is not need-based. Interest accrues while student is in school. Students may pay the interest while in school. Unpaid accrued interest is capitalized at repayment. Student must be enrolled at least half time.

## Maximum Annual Loan Limits for Independent Students

- **First Year:** \$9,500 (no more than \$3,500 of this amount may be subsidized).
- **Second Year:** \$10,500 (no more than \$4,500 of this amount may be subsidized).
- **Third and Fourth Years:** \$12,500 (no more than \$5,500 of this amount may be subsidized).
- **Maximum total Stafford Loan debt when a student graduates:** \$57,500 (no more than \$23,000 of this amount may be in subsidized loans).

## Financial Aid Criteria

Financial aid is calculated with the assumption that students will progress through the sequence of courses in their chosen majors with their assigned cohort group. Students who deviate from this may become ineligible for part or all of their financial aid. Students considering a change in enrollment status are strongly encouraged to contact the Office of Financial Aid, the Bethel Business Office, and the College of Adult & Professional Studies Academic Services Office prior to taking any action.

Any federal student loan recipient who graduates, withdraws, transfers to another school, or drops below half-time attendance must complete exit loan counseling. The student will be informed of his or her rights and responsibilities as a borrower, including repayment options for student loans.

## Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all financial aid recipients progress at a reasonable rate (“make satisfactory progress”) toward achieving a certificate or degree. This requirement applies to all semesters regardless of whether or not the student received financial aid. Progress is measured by the student’s cumulative GPA, credits earned in relation to those attempted, and the maximum time frame allowed to complete the academic program.

1. **Cumulative GPA:** Must maintain a cumulative GPA of at least 2.00.
2. **Cumulative Credits Earned:** Each student must complete the minimum percentage of cumulative attempted credits as defined below:

<u>Cumulative Completion Percentage</u>	<u>Required Attempted Credits</u>
Fewer than 60	60%
60–89	65%
90 and above	67%

3. **Maximum Time Frame:** Students must complete their degree in a maximum of 183 attempted hours (bachelor’s degree) or 92 attempted hours (associate’s degree). Students are no longer eligible to receive financial aid after they have reached this maximum. For example: If a student has already attempted 175 semester credits, the student will only be aided for up to eight semester credits in the next term.

Earned credits, for purposes of this policy, are those in which the student earns a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, or S. (See: Grades of S and U for maximum allowable credits graded under the S option.)

### Notes:

- **Incomplete Classes:** Courses assigned an incomplete grade are included in the cumulative credits attempted. These cannot be used as credits earned until a satisfactory grade is assigned.
- **Withdrawals:** Courses from which the student withdraws after the 100 percent refund period are included in the cumulative credits attempted.
- **Repeated Classes:** Repeated courses enable the student to achieve a higher cumulative GPA. Credits attempted in repeated classes are included in the cumulative credits attempted. Credits earned in repeated classes are not included in the cumulative credits earned.

- **Transfer Students:** All transfer credits accepted by Bethel, including credits earned through elective credit options, will be used in determining when the maximum time frame requirement has been reached. Students may, however, appeal to have only the credits accepted toward their Bethel degree included in the maximum time frame calculation. Transfer credits are also used when calculating the required completion percentage.
- **Second Baccalaureate Degree Students:** Students who already have a first baccalaureate degree are eligible for loans (not grants) if they are pursuing teacher license or a second degree. Students pursuing a second baccalaureate degree have an additional 183 attempted semester credit hours before exceeding the maximum time frame.

## Financial Aid Probation and Termination

Students who do not meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of their spring semester will automatically be placed on financial aid probation for the following academic year. Financial aid may still be received during the probationary period. At the end of the probation period the student must again be making satisfactory academic progress as outlined above or financial aid will be terminated.

Students will be removed from financial aid probation if they are again making satisfactory academic progress.

## Financial Aid Appeals

Students who fail to meet satisfactory academic progress standards and lose financial aid eligibility can appeal this decision. The appeal must be made in writing and should be accompanied by appropriate supporting documentation. Appeals should be submitted to the Office of Financial Aid. Acceptable reasons for appeal might include injury or illness of the student, illness or death of an immediate relative of the student, or other extenuating circumstances beyond the student's control.

## Reestablishing Financial Aid Eligibility

Students whose financial aid is terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Such students may request a review of their academic record after any semester in which they are enrolled without the receipt of financial aid to determine whether they have met the satisfactory academic progress standards. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment.

Students should consult with a financial aid counselor in the Office of Financial Aid if they have any questions about this policy, the appeal process, or reinstatement of financial aid eligibility.

## **Return of Title IV Funds Policy**

If a student withdraws or is dismissed from Bethel after a semester has begun, the school or the student may be required to return some of the federal aid funds awarded to the student. This “Return of Title IV [meaning ‘federal’] Funds” policy is required by federal regulations.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal Stafford Loan, or Federal PLUS Loan, and withdrew from all classes on or before completing 60 percent of the semester.

A student planning to withdraw must notify the academic services manager and complete the required petition to withdraw before the enrollment deposit is refunded. Because the institutional refund policy follows a different formula for reducing tuition, a student may still owe money to the school after all calculations are complete. A student considering withdrawal is encouraged to contact the Office of Financial Aid to determine the effect withdrawing would have on financial aid.

## College of Adult & Professional Studies

Continuing Bethel's tradition of academic excellence, the College of Adult & Professional Studies offers adults the opportunity to earn an undergraduate degree in a format designed for people already in a career. Courses will be offered when minimum enrollment standards have been met.

Because Bethel values the rich, diverse experience adult learners bring to the classroom, students actively participate in the learning process. Performance is evaluated primarily on written assignments, class discussions, projects, and small-group participation. Courses emphasize the application of learning to the professional interests of each student. A Christian worldview is integrated with course work throughout the program.

The College of Adult & Professional Studies offers the first 48 credits of required general education courses through the General Studies program. Students can earn an Associate of Arts (A.A.) degree, which requires 60 credits, by completing the 48 credits in the General Studies program and an additional 12 credits of elective courses. Majors offered include: business management, Christian ministries, communication studies, healthcare leadership, human resource management, nursing, and organizational leadership. Minors are offered in business management, Christian studies, communication studies, healthcare leadership, human resource management, and organizational leadership. Certificates in Healthcare Leadership and Human Resource Management are also offered. Detailed information about each degree, minor, and certificate program—including admission and graduation requirements and course descriptions—is provided in this publication.

The core sequence of each major is structured as a series of courses taken one at a time with classes meeting one evening or Saturday morning each week. A supportive learning community is achieved through the cohort model—a small group of usually not more than 24 learners progressing through the program together.

## General Requirements for the Associate of Arts Degree

### Associate of Arts (A.A.)

1. A cumulative GPA of at least 2.00.
2. A minimum of 60 semester credit hours. Of these, at least 28 credits must be taken in programs that meet Bethel residency requirements.
3. Completion of required lower-division general education curriculum for College of Adult & Professional Studies students and electives, distributed as indicated (see: Academic Information: Associate of Arts Degree).



# Academic Information

4. *Application for Commencement* must be submitted to the College of Adult & Professional Studies.
5. Upon completion of requirements 1–4, participation in commencement ceremony.

Students graduate under the requirements of the most current catalog at the time they enter Bethel for the last time. Any substitutions are determined by the College of Adult & Professional Studies.

## General Requirements for a Baccalaureate Degree

### Bachelor of Arts (B.A.), Bachelor of Science (B.S.)

1. A cumulative GPA of 2.00 and a 2.25 GPA in one's major. The major GPA includes all courses required in the major and all electives taken for the major.
2. A minimum of 122 semester credit hours. Of these, the following must be taken in programs that meet Bethel residency requirements:
  - At least 28 credits
  - At least half of the credits used to meet the requirements of the major
  - A contemporary Christian issues course
  - A minimum of three semester credit hours in general education Bible and theology courses
3. Completion of required general education curriculum for College of Adult & Professional Studies students, distributed as indicated (see: Academic Information: Associate of Arts Degree).
4. Completion of the requirements of a major (see: Academic Programs and Disciplines).
5. A minimum of 37 credits at the upper-division (300 and 400) level.
6. Demonstration of basic competencies in writing, speaking, and computing. Bethel faculty require the applications of these three competencies to regular courses in each major. Student knowledge of basic applications in their fields will be required.
7. Completion of departmental and institutional assessment activities.
8. Upon completion of requirements 1–7, participation in commencement ceremonies.

Students graduate under the requirements of the most current catalog at the time they enter Bethel for the last time. Any substitutions are determined by the College of Adult & Professional Studies.

# Academic Information

## Curriculum

The curriculum in the College of Adult & Professional Studies is designed to provide opportunities for adult learners to develop the skills and insights to live successfully and to serve effectively in the world. The resulting graduation requirements are not a random sampling of academic fields. Instead, they are focused around themes that form a coherent view of the world, with each course designed to help learners develop specific skills applicable to many situations in that world. The general education curriculum, when combined with one of the majors, results in an academic program that is setting the pace for Christian higher education well into the future.

Programs will incorporate six common themes including:

- Relationships between Christian faith and program areas of study.
- Skills, strategies, and plans for self-directed learning.
- Critical thinking skills and dispositions.
- Ethical principles in areas of study and daily life.
- Collaboration, leadership, and communication skills.
- Human, social, and environmental relationships in a global and diverse world.

## General Education Overview

The General Studies program in the College of Adult & Professional Studies encompasses the courses that all learners are required to take. General education courses have four major themes designed to respond to the world of the future:

Communication	Natural Sciences/Mathematics
Humanities	Social Science

In each required course under these themes, learners work on one or more of the personal capacities, such as mathematics, writing, and speaking. These university-wide requirements, plus courses in one's major field, and elective courses that learners select, constitute the total Bethel academic program, a minimum of 122 semester credit hours for graduation. To summarize:

General education and electives	73–85 semester credit hours
Major core sequence	<u>+ 37–49 semester credit hours</u>
Required to graduate	122 semester credit hours

Learners may, of course, take more than the minimum of 122 credits required to graduate. Additional elective credits are created when a general education course also satisfies a requirement for a particular major. This does not reduce the total credits required for graduation.

# Academic Information

Minors: There is no general requirement for a minor (second field) at Bethel. Learners may choose to use their elective credits to complete a minor.

## General Education Course Categories

Courses that meet requirements for general education categories are designated by the category letter in the course number suffix. For example, MATH180M fulfills general education category 'M' (Mathematics).

<u>Letter</u>	<u>Category</u>
E	Global Cultures and the American Mosaic
M	Mathematics
P	Contemporary Christian Issues
Q	Leisure and Lifetime Sports
R	Reading and Researching the American Experience
T	Technology in Our World
V	Discovering Our Surrounding World
W	Work and Family Dynamics

## Purpose of General Education Courses and Course Categories

### Communication

#### **COMM160 • Basic Communication Skills**

Examination of the fundamentals of the communication process with an interactive emphasis on interpersonal, groups/teams, and public speaking; integrating these three specific components and concentrating on how meaning is created, communicated, and transformed within the social/social diversity and human contexts. COMM160 is required at transfer level 4 and down.

#### **GENS130 • Successful Writing**

Development of skills necessary for expressing oneself competently through writing. Emphasis is on the writing process, critical thinking, sensitivity to audience, core documentation skills and responsibilities, and revision (with peer and instructor feedback). GENS130 is required at transfer level 3 and down.

#### **GENS220 • Academic Research Writing**

Development of academic research writing skills: critical evaluation of logical and rhetorical persuasion, and documentation of research sources—attributions, in-text citations and a source list—according to a recognized academic format (APA, MLA, or the like). Also, a review of core writing skills such as planning, drafting, revising, and editing. GENS220 is required at transfer level 6 and down.

# Academic Information

## Humanities

### **BIBL230 • The Bible in Real Life**

Exploration of connections between key portions of the Bible and challenges faced by learners in their own lives. Learners will trace the journey of God's people from Abraham and Sarah through the New Testament church, tracing God's self-disclosure through biblical cultures and their genres of writing. BIBL230 is required at transfer level 2 and down.

### **CHMN140 • Spiritual Quest**

Exploration of a Christian model of spirituality. Hermeneutical and exegetical skills will guide learners as they examine this concept in biblical and extra-biblical contexts. Though asked to explore spirituality from a Christian perspective, learners will be free to decide how they wish to define it. CHMN140 is required at transfer level 4 and down.

### **GENS150 • Reading and Responding to the Arts**

Cultivation of critical reading and writing skills through an examination of artistic "texts" from a variety of genres: literature, drama, cinema, music, or the visual arts. Learners will develop their discernment of rich dimensions of the texts—technique, genre, social-historical context—and reflect on their spiritual signification. GENS150 is required at level 6 and down.

### **Select one course from:**

#### **THEO415 • Understanding Worldviews**

Study of the basic elements of a Christian philosophy of life including comparison with other life philosophies and application to life in contemporary organizations and professions.

#### **THEO441 • Christian Theology**

Examination of Christian doctrine from a systematic perspective. Subjects include, but are not limited to, the Triune God, the person and work of Jesus Christ (incarnation and atonement), and salvation. The unity and diversity of Christian belief will constitute the backdrop for subjects covered.

### **Category P • Contemporary Christian Issues**

Courses in this category will explore selected topics that challenge learners to make personal and collective choices within the broad demands of life. Courses emphasize either deeper levels of self-understanding or a sharpened sense of some of the complex issues present in our contemporary society. The primary goals are to cultivate holistic and biblically based views of oneself and the world and to facilitate ethical decision making in facing these issues. A "P" course is required of all learners and is offered in the major core sequence in each major.

# Academic Information

## Natural Science and Mathematics

### **HEPE260Q • Physical Wellness for Life**

Focus is on helping learners live healthier, more active lives by understanding and practicing healthy exercise and nutritional habits. Examination of the use/non-use of tobacco, alcohol, and other drugs in healthy, Christian living, as well as strategies to practice regular physical activity and healthy eating. HEPE260Q is required at transfer level 6 and down.

### **Category M • Mathematics**

Courses in this category explore mathematical ideas with which a liberally educated person should be familiar in order to function well in a technological society. In the business management major, this requirement is met by a course in the major core sequence, MATH301M: Managerial Mathematics. In the nursing major, a statistics course is recommended. An 'M' course is required at transfer level 6 and down.

### **Category T • Technology in Our World**

Courses in this category address the linkages of science and technology with other aspects of our lives in contemporary society. Each course covers the scientific and technological basis of a particular area and then focuses on the relationships between that area and other human values, choices, lifestyles, aesthetics, or worldviews. A 'T' course is required at transfer level 4 and down.

### **Category V • Discovering Our Surrounding World**

Courses in this category are designed to introduce the process of modern science and science as a way of knowing via an in-depth examination of a specific science content area, including biology, physics, chemistry, geology, general science, astronomy, or closely related fields. A 'V' course is required at transfer level 6 and down.

## Social Science

### **GENS110 • Succeeding in College**

Introduction to core strategies and resources for effective studying, writing, and researching; the principles of a Christian liberal arts education at Bethel; relationships between college, family, and career; and Blackboard. GENS110 is required at transfer level 1.

### **ORGL120 • Personal Mission and Leadership Development**

Development of an understanding of personal mission and a study of the application of that mission to leadership roles. Emphasis is on identifying personal talents and gifts, and developing leadership skills for interdependent realities. ORGL120 is required at transfer level 1.

# Academic Information

## **GENS240 • Christianity and Civilizations**

Survey of the mutual influence of the Christian church and the civilizations that arose from the Roman Empire. Learners will consult historical documents, literary and philosophical texts, video and audio clips, and artistic images. They will reflect on how the past shapes and informs the present. GENS240 is required at transfer level 6 and down.

## **Category E • Global Cultures and the American Mosaic**

Courses in this category aim to develop an understanding of ethnic cultural diversity as manifested in areas such as religion, politics, the arts, language, literary forms, etc. This descriptive study illustrates the reality of cultural diversity and the ways in which cultures interact, and helps learners come to a deeper understanding of what it means to live in a culturally diverse world. In the Christian ministries and nursing majors, this requirement is met by a course in the major core sequence. An 'E' course is required at transfer level 5 and down.

## **Category R • Reading and Researching the American Experience**

Courses in this category will use readings and activities to explore a cultural theme (e.g., history of work, of pop music, of immigration, of worship, of race relations, of the American myth in literature and film, etc.) within the American experience across the span of American history. This exploration will investigate the diverse traditions out of which today's America has emerged and the role played by the Christian faith in shaping the American experience. By personally researching an aspect of the American experience, learners will develop their skills in information literacy and documentary research to a level commensurate with work that will be expected of them in upper division college classes. A Bethel librarian will share the task of teaching the class. An 'R' course is required at transfer level 3 and down.

## **Category W • Work and Family Dynamics**

Courses in this category will be led by an instructor with a background in history or one of the social or behavioral sciences (psychology, sociology, anthropology, economics, gerontology, or the like) who will bring the power of his or her discipline to bear on an issue that is likely to be of primary concern to many of the learners in the program (e.g., sociology of work, gerontology and aging family members, economics of the job market, etc.). A 'W' course is required at transfer level 3 and down.

## Transfer Levels

When a student is first accepted and enrolls as a degree-seeking student in the College of Adult & Professional Studies, general education requirements are determined by transfer level and may not be modified thereafter unless at least two years have elapsed during which no courses have been taken at Bethel.

# Academic Information

90 credits .....	Level 6
60 credits .....	Level 5
45 credits .....	Level 4
30 credits .....	Level 3
15 credits .....	Level 2
1 credit.....	Level 1

Students holding A.A. degrees are not categorized according to these levels.

## General Education Requirements for College of Adult & Professional Studies Students

For transfer levels 3, 4, 5, and 6, general education prerequisites are waived.

1. The following courses taken at Bethel, or comparable courses transferred from another institution:
  - Academic Research Writing (GENS220)
  - Christianity and Civilizations (GENS240)
  - Contemporary Christian Issues (P category)
  - Understanding Worldviews (THEO415) or Christian Theology (THEO441)
  - Discovering Our Surrounding World (V category)
  - Mathematics (M category)
  - Physical Wellness for Life (HEPE260Q)
  - Reading and Responding to the Arts (GENS150)
2. All students are required to complete the following courses at Bethel:
  - A Contemporary Christian Issues (P category) course
  - A minimum of three semester credits in general education Bible and theology courses
3. Additional requirements are by transfer levels:
  - Level 6**
    - No additional requirements
  - Level 5**
    - A Global Cultures and the American Mosaic (E category) course or two college-level courses in one modern world language

# Academic Information

## Level 4

- A Global Cultures and the American Mosaic (E category) course or two college-level courses in one modern world language
- Basic Communication Skills (COMM160)
- Spiritual Quest (CHMN140)
- A Technology in Our World (T category) course

## Level 3

- A Global Cultures and the American Mosaic (E category) course or two college-level courses in one modern world language
- Successful Writing (GENS130)
- Basic Communication Skills (COMM160)
- Spiritual Quest (CHMN140)
- A Reading and Researching the American Experience (R category) course
- A Technology in Our World (T category) course
- A Work and Family Dynamics (W category) course

## Level 2

- All general education requirements except *GENS110: Succeeding in College* and *ORGL120: Personal Mission and Leadership Development*

## Level 1 (1–14 semester credit hours completed.)

- All general education requirements
4. An Associate of Arts (A.A.) degree earned at an accredited institution prior to enrollment in the College of Adult & Professional Studies fulfills many general education requirements. Students whose A.A. degrees are accepted in transfer need to complete only the following courses to fulfill their general education requirements:
- A Contemporary Christian Issues (P category) course
  - Academic Research Writing (GENS220)
  - Understanding Worldviews (THEO415) or Christian Theology (THEO441)

## Electives

Elective courses are open to College of Adult & Professional Studies students, but may be offered on a different schedule.

NOTE: The College of Adult & Professional Studies elective courses are not open to degree-seeking students currently enrolled in the College of Arts & Sciences.



# Academic Information

Elective courses may be taken:

- To fulfill prerequisite or general education requirements.
- When students are working toward admission to a degree-completion cohort.
- To meet minimum credit requirements for graduation.
- To fulfill prerequisites for students working toward admission to a graduate program.
- For personal interest or to foster personal growth.

## Elective Credit Options

In the admission process, applicants receive an individual educational plan (IEP) to complete prerequisites and/or general education requirements, if needed.

NOTE: Applicants do not need to pursue elective credit options if they meet all the prerequisite and general education courses required for admission and graduation, and transfer in the following number of semester credits:

<u>Major</u>	<u>Semester Credits</u>
Business Management .....	80
Christian Ministries.....	80
Communication Studies.....	73
Healthcare Leadership.....	82
Human Resource Management.....	79
Nursing.....	85
Organizational Leadership .....	82

### Option 1

#### Credit from Regionally Accredited Institutions

Students may transfer credit to Bethel by submitting official transcripts from regionally accredited institutions for evaluation. Elective courses offered through the College of Adult & Professional Studies at Bethel University are listed in this catalog in the respective academic disciplines.

### Option 2

#### Selected Military Training

College of Adult & Professional Studies students may receive college credit earned through military training if the American Council on Education (ACE) has recommended credit. An AARTS, CCAF, or SMART transcript is required. (A copy of DD form 214 or DD form 295 is sufficient in certain cases.)

# Academic Information

## Option 3

### Standardized Subject Examinations

Following thorough study, College of Adult & Professional Studies students may earn college credit by taking DANTES or CLEP standardized examinations, which are equivalent to college courses.

- **DANTES:** For the convenience of students, Bethel offers DANTES examinations several times each month. Approximately 35 DANTES examinations are available on a variety of academic subjects. With a passing score, three semester credits are earned.
- **CLEP:** Examinations are administered at various testing sites in the Twin Cities. Approximately 35 CLEP examinations are available on a variety of academic subjects. With a passing score, college credit is earned. Note: CLEP scores become invalid after 20 years.

## Option 4

### Selected Professional Training/Examinations

- **Professional Training:** Extended training seminars at a workplace may qualify for college credit if the American Council on Education (ACE) has recommended credit. For example, courses from the U.S. Postal Service may meet requirements. The nursing faculty will individually evaluate professional certificates (e.g., Basic Life Support, Advanced Cardiac Life Support) for College of Adult & Professional Studies nursing students.
- **Professional Examinations:** Professional examinations may qualify for college credit if the American Council on Education (ACE) has recommended credit. For example, LOMA, PSI, or the National Court Reporters Association examinations may meet requirements.

## Option 5

### Documented Prior Learning

Some college-level learning obtained through work or life experience may be demonstrated by the documented prior learning (DPL) essay process. Based on an evaluation of an essay, Bethel University faculty will determine if credit will be awarded. This process requires the following steps:

1. Complete *GENS111: Orientation to Prior Learning*, which is required before learners may submit documented prior learning essays for evaluation for credit.
2. Submit an academic essay that combines college-level knowledge of theory with practical experience. The essay must include information from several published sources. Add copies of relevant documents, such as certificates from related training.

For College of Adult & Professional Studies nursing learners, possible areas of documented prior learning include:

- **Manual Writing:** Submit a procedure manual with original material. Manuals must be accompanied by an essay demonstrating the learner's knowledge about the topic and about the process of writing a procedure manual.

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- **Scholarly Publications:** Submit publications. An essay about how to write articles for specific audiences also may be required.

## Elective Credit Options Guidelines

1. Credit earned through elective credit options follows the guidelines listed below:

**Options 1 and 2:** Official transcripts and DD form 214 or DD form 295 (an AARTS, CCAF, or SMART transcript is preferred) will be reviewed by academic services to determine the number of credits Bethel will accept.

**Option 3:** Total credit from this option may not exceed 30 semester credits.

**Options 4 and 5 (Prior Learning Assessment):** Total combined credits from Options 4 and 5 may not exceed 30 semester credits. Prior learning assessment (PLA) credit will not be awarded beyond that which can be applied to the degree.

These totals also apply to credit earned from competency-based education (CBE) at other regionally accredited institutions. Credit earned through Options 4 and 5 is identified on the transcript as *Prior Learning Assessment Credit*.

2. Credit is awarded only when the content does not overlap or repeat courses already on a student's transcript. To avoid overlap or repetition, approval from academic services or a prior learning assessment advisor will be required.
3. All official transcripts for transfer credit and all submissions for prior learning assessment credit must be submitted to the College of Adult & Professional Studies no later than six months after the student's final class session. Permission to exceed this time frame is required from the academic services manager for transfer credit or from the prior learning assessment advisor for prior learning assessment credit.
4. Bethel awards credit for Options 2 and 4 based on recommendations in the *American Council on Education Guide to Educational Credit by Examination*; *American Council of Education National Guide to Educational Credit for Training Programs*; *The Directory of the National Program on Noncollegiate Sponsored Instruction*; and the *American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Forces*.

## Credit for Prior Learning

Bethel University is one of more than 900 American colleges and universities listed in the *Directory of the National Program on Noncollegiate Sponsored Instruction*, a publication of the American Council on Education.

More than 500 accredited institutions or institutionally affiliated individuals are members of the Council for Adult and Experiential Learning (CAEL), of which Bethel is a member. Bethel follows the national standards established for prior learning by CAEL.

# Academic Information

## Transfer Student Requirements

Previous undergraduate work will be evaluated on an individual basis (see: General Education Requirements for College of Adult & Professional Studies Students).

## Associate of Arts Degree

The associate of arts degree contains a balanced program of liberal arts education without orientation to a particular major. Requirements for the degree (60 semester credit hours in total) include 48 semester credits of general education courses and 12 semester credits of elective courses. These requirements are listed below and can usually be met in two years of full-time study.

### General Education Courses and Course Categories 48 credits

For each category, select a single course from a grouping of courses. Courses in a category will have the category letter at the end of the course number.

<u>Courses</u>	<u>Semester Credit Hours</u>
BIBL230 The Bible in Real Life	3
CHMN140 Spiritual Quest	3
COMM160 Basic Communication Skills	3
GENS110 Succeeding in College	3
GENS130 Successful Writing	3
GENS150 Reading and Responding to the Arts	3
GENS220 Academic Research Writing	3
GENS240 Christianity and Civilizations	3
HEPE260Q Physical Wellness for Life	3
ORGL120 Personal Mission and Leadership Development	3

Select one course from each of the following categories:

Discovering Our Surrounding World (V category)	3
Global Cultures and the American Mosaic (E category)	3
Mathematics (M category)	3
Reading and Researching the American Experience (R category)	3
Technology in Our World (T category)	3
Work and Family Dynamics (W category)	3

### Electives 12 credits

## Calendar and Student Load

Bethel University operates on a semester calendar. Students in the degree-completion phase are provided a course schedule that shows the calendar of class sessions for the full program.

Student load for each semester is:

1. Full time = twelve credits or more per semester
2. Part time = fewer than twelve credits
  - a. Half time = six –eleven credits
  - b. Less than half time = fewer than six credits

Applying for an extension or a grade of *Incomplete* in a course does not extend a student's enrollment beyond the final date of class. Dropping below full time or below half-time status may affect the student's eligibility for certain financial aid programs. If students are working full time, it is not usually recommended that any other courses be taken concurrently with College of Adult & Professional Studies courses.

## Class Attendance

Students are accountable for all required work in each of their courses. They must assume full responsibility in a way satisfactory to the instructor for class and clinical attendance and for work missed because of absence. Since class sessions function not merely for individual learning but also for group interaction, absence can become a serious problem for both the individual and the group.

Due to the concentrated, accelerated nature of the programs and emphasis on participatory learning, all students are expected to be in attendance at every class session and clinical as scheduled. Students must contact the instructor in the event of absence due to illness or other emergency. Students are responsible for the content and activities of the class session, even if they were not in attendance. Under extreme circumstances, up to 20 percent of class time may be excused when arranged with the instructor. Make-up work may be assigned by the instructor in the event of an absence. Individual instructors will determine to what degree absence and tardiness affect the class grade. If more than 20 percent of class time is missed, the student and the instructor must meet to discuss whether continuing in the course is viable. In most circumstances the course must be retaken if more than 20 percent of class time is missed.

### Attendance Requirements for Students Auditing a Course

Auditing is defined as “observation in the classroom setting.” Auditors are required to meet the attendance and other requirements set by the instructor. Auditors who do not meet the attendance and other requirements will be graded W. Participation

# Academic Information

for auditors beyond attendance in class activities is at the instructor's discretion. Students may change their registration status in a course between credit and audit no later than the midpoint of the course.

## Prerequisites

**Program** prerequisites are listed with each major's admission requirements.

**Course** prerequisites are listed with each course description.

## Changes in Registration

1. Any student needing to add, drop, or change course registration may do so through self-service Banner. Login to **blink.bethel.edu** > Student Services tab > Registration Tools channel > Add or Drop Classes. Drop classes through the Action menu above the course listing. Add classes through the Add Classes Worksheet (use Class Search to find course registration numbers). Contact academic services for further assistance.
2. The student is responsible for all charges incurred (see: Tuition and Fees) and for any loss of financial aid or change of loan deferment status.
3. A new course may not be added without Business Office permission to register.
4. Regulations for dropping a course are explained in this catalog (see: Grading System – Grade of W).
5. No change of registration is complete until a petition form has been properly completed and filed with academic services.

## Grading System

Course work is evaluated on the following scale:

<u>Grade</u>	<u>Definition</u>	<u>Grade Points</u>	<u>Grade</u>	<u>Definition</u>	<u>Grade Points</u>
A	Exceptional	4.0	CR	Credit	NA
A-		3.7	I	Incomplete	NA
B+		3.3	IP	In Process	NA
B	Good	3.0	NR	Not Reported	NA
B-		2.7	S	Satisfactory	NA
C+		2.3	U	Unsatisfactory	NA
C	Satisfactory	2.0	W	Withdrawal	NA
C-		1.7	X	Audit	NA
D+		1.3			
D	Minimally Acceptable	1.0			
F		Failing	0.0		

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An instructor has the option of affixing a minus to the grade of *A*, a plus or a minus to the grades *B* and *C*, and a plus to the grade of *D*. A plus increases the number of grade points awarded by 0.3, and a minus decreases the number of grade points awarded by 0.3. All grades are considered final and are not subject to change except for errors in calculation, or as a result of a formal grade appeal process. Contact academic services for procedure. The *I* is changed when work is completed (see: Grade of *I*).

The GPA is determined by dividing the number of grade points by the number of credits the student has attempted. Courses with the following grades are not included in the GPA calculation: *W*, *I*, *S*, *U*, *X*, *NR*, *IP*, and *CR*. Any course may be repeated, in which case only the last attempt is used in computing the GPA.

The GPA is calculated only on the basis of credits attempted at Bethel. In order to receive a baccalaureate degree, a student shall have earned at least a 2.00 overall GPA and a 2.25 GPA in the major.

## Grade of *X*

The grade *X* is given when a student audits the course. Students wishing to audit a course must secure the consent of the academic services manager and the course instructor at the beginning of the term for such enrollment status. Not all courses are available to audit. Auditing at Bethel is defined as observation in the classroom setting. Auditors are required to meet the attendance requirements set by the instructor. Students who do not meet the attendance requirements will be graded *W*. Participation beyond attendance in class activities is at the instructor's option. A student may change to or from audit status with the instructor's approval only during the first half of the course.

## Grade of *W*

The grade *W* is given only to a student who officially drops a course after the first session and before the midpoint of the course. Course drops are official on the date the Petition form is received by the academic services manager. Students may withdraw from a course (or change from credit to audit) until one-half of the course has been completed. Any student dropping a course after that time will receive the grade they have earned to that point. If no grade is indicated by the instructor, a grade of *F* will be assumed. Extenuating circumstances which may warrant exception to the withdrawal policy will be considered on a case-by-case basis. Note that scheduled online sessions count as "class sessions" when determining refunds and grade-type changes. Any refund due to withdrawal will be governed by the refund policy (see: Finances).

## Grades of *S* and *U*

The *S/U* grading option is used in designated courses as indicated in the course description. Other courses are graded on an *A–F* basis. A student may count no more than 12 credits of *S/U* graded courses toward graduation requirements. The *S* grade indicates at least *D*-level achievement.

# Academic Information

## Grade of *I*

The grade *I* is given when a student is unable to complete the course requirements in the regular time due to extenuating circumstances beyond the student's control. The incomplete must be negotiated with and approved by the instructor before a grade of *I* will be allowed. A *Contract for Grade of Incomplete* form is available at [blink.bethel.edu/](http://blink.bethel.edu/). Log in and select the Forms channel > CAPS Programs > CAPS Students > Contract for Grade of Incomplete – Online. Remaining work must be of the kind that can be done largely through the independent effort of a student. Unless the grade of *I* is removed by the deadline stated in the contract, the student will be graded for the course according to the terms of the contract.

The maximum deadline the instructor may assign for the removal of the *I* grade is six weeks. Students with multiple grades of *I* may be required to withdraw from their original cohorts and finish their program with another cohort after all grades of *I* have been resolved.

## Grades of *IP* and *NR*

The grades *IP* and *NR* are generated for administrative use only.

## Grade of *CR*

The grade *CR* is used for course work and excluded from GPA calculations.

## Transcripts

Transcripts showing all academic work done to date at Bethel are available at the Office of the Registrar. Official and unofficial transcripts may be obtained from the Office of the Registrar at the cost of \$2 per transcript. The registrar requires a written request to release each transcript, in accordance with The Family Educational Rights and Privacy Act of 1974. No information (e.g., grades, credits, honors) will be released over the telephone.

*Bethel Transcript Request* form is available at [blink.bethel.edu/](http://blink.bethel.edu/). Log in and select the Forms channel > CAPS Programs > CAPS Students > Bethel Transcript Request. A letter including the student's name, address, Bethel student ID number, number of transcripts requested, to whom they should be sent, and the student's signature is also acceptable. Indicate if the transcript should be delayed until a specific course grade or degree is posted on the transcript. Address all transcript requests to the Office of the Registrar, 3900 Bethel Drive, St. Paul, Minnesota 55112. Allow two working days for processing. A transcript cannot be released if there is an unpaid balance on the student's account. Contact the Business Office with account questions.

To protect privacy, the Office of the Registrar does not encourage sending transcripts by fax. In an emergency, a transcript can be faxed for a fee of \$10 payable in advance. In most cases, it is also necessary to mail the transcript to the institu-



# Academic Information

tion or agency requiring an official copy of the student's transcript. If a transcript request is faxed to Bethel, the transcript will be sent out by mail unless otherwise indicated.

## Degree Honors

Honors at graduation for bachelor's degrees are awarded on the basis of the policy that is in effect at the time of graduation.

## Academic Progress, Probation, and Dismissal

### 1. Academic Warning

Students are given an academic warning any time their cumulative GPA is below 2.00 overall and/or below 2.25 in their major.

### 2. Academic Probation

Students are placed on academic probation when they are not in good academic standing as defined below or their GPA in their major is below 2.25.

<u>Cumulative Semester Credit Hours</u>	<u>Minimum Cumulative GPA for Good Standing</u>
0–29	1.65
30–59	1.85
60–74	1.95
75 or more	2.00

### 3. Academic Dismissal

The following students will be subject to academic dismissal:

- Students who have not achieved the minimum GPA for good standing and a minimum GPA of 2.25 in their major after two semesters of academic probation
- Provisionally admitted students who do not meet the requirements of their provisional acceptance
- Students who do not meet the stipulations set at the time of being placed on academic probation

Patterns of poor performance not listed above may also lead to academic dismissal. Academic warning and academic probation do not always precede academic dismissal.

# Academic Information

## 4. Appeals

Student appeals of academic decisions of the registrar must be filed according to the College of Adult & Professional Studies Academic Appeals Process policy. *Academic Appeal* form is available at [blink.bethel.edu/](http://blink.bethel.edu/). Log in and select the Forms channel > CAPS Programs > CAPS Students > Academic Appeal – Online.

### Grade Forgiveness Policy

Current students who have returned to Bethel after an absence of at least six years may petition to have their earlier work removed from the current cumulative GPA calculations. All prior academic work at Bethel will then be treated as transfer credit in the calculation of all GPAs for academic status, and will appear only as credit on all official transcripts. Students who receive grade forgiveness are not eligible for degree honors.

## Academic Honesty

Since Bethel University is a Christian academic community, its fundamental purpose is the pursuit of knowledge and the development of growing Christian persons. Essential to the success of this educational mission is a commitment to principles of ethical academic integrity. Every member of the university community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty. Violation of honesty standards can result in denial of credit (*U* or *F*) in a course, as well as dismissal from the university. Penalties are given at the discretion of the faculty member, and offenders may be referred to the dean of the College of Adult & Professional Studies/Graduate School. Students charged with a violation have the right to appeal any disciplinary action. Contact the academic services manager for details on the appeal process.

### Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

- **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. Examples: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.
- **Plagiarism:** Using the ideas, data, or language of another without specific and proper acknowledgment. Examples: misrepresenting another's work (paper, lab report, article, or computer work) as one's own original creation and submitting it for an assignment, using someone else's ideas without attribution, failing to cite a reference or to use quotation marks where appropriate, etc.

# Academic Information

- **Fabrication:** Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment, fudging data, citing nonexistent or irrelevant articles, etc.
- **Multiple Submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes, etc.
- **Misrepresentation of Academic Records:** Misrepresenting or tampering with, or attempting to tamper with, any portion of a student's transcripts or academic record, either before or after coming to Bethel University. Examples: forging a registration form or a change of grade slip, tampering with computer records, etc.
- **Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignment, etc.
- **Unfair Advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials; etc.
- **Computer Crimes:** Damaging or modifying computer programs without permission. Examples: software piracy, hacking, constructing viruses, knowingly introducing viruses into a system, copying programs and data belonging to others, etc.

## Academic Appeals

Appeals related to academic dismissal are made to the College of Adult & Professional Studies Academic Appeals Committee. Consult the academic services manager for procedures.

All other academic appeals (course grades, graduation, status in programs, academic dishonesty, decisions of the registrar in applying academic policies, complaints about course content or procedures, etc.) are handled in the following manner:

1. Within three weeks following the decision or incident in question, the student will seek to resolve the matter first with the instructor, or with the party directly responsible for the decision, and then with the program director, department chairperson, or faculty committee (hereafter referred to as program director).
2. If, after talking with the instructor and the program director, the student still thinks he or she is being treated unfairly, or not in accordance with announced academic policies, the student may appeal in writing to the dean of the College of Adult & Professional Studies/Graduate School. This written appeal must be received within three weeks after the decision or incident in question.

# Academic Information

## Concurrent Registration

Students who are regularly registered in the College of Adult & Professional Studies may take College of Adult & Professional Studies elective courses, certain courses from other College of Adult & Professional Studies majors, courses from other Bethel University programs, or courses at other regionally accredited institutions for credit if they have prior consent of the academic services manager.

The College of Adult & Professional Studies courses are not open to degree-seeking students currently enrolled in the College of Arts & Sciences at Bethel University.

## Classification of Students

The official classification of students is made on the basis of a student completing credits according to the following schedule:

Freshman: fewer than 30 credits

Junior: at least 60 credits

Sophomore: at least 30 credits

Senior: at least 90 credits

At the freshman and sophomore levels, students may enroll only in lower-division courses (100- and 200-level). Students must have at least junior standing to enroll in 300- and 400-level courses.

## Extracurricular Activities

Students in the College of Adult & Professional Studies are not eligible to participate in the College of Arts & Sciences-sponsored extracurricular organizations and programs, including competition sports, music ensembles, study abroad programs, etc.

## Readmission Procedure

Former students who wish to re-enroll at Bethel must submit a *Petition to Add Course Registration* and obtain permission to register from the Business Office. In addition, students who have been away for one full semester or more must file an *Application for Readmission*. Contact the College of Adult & Professional Studies Admissions Office for forms and procedures.

## Directed Study

Depending on the major, a student may be required to complete a directed study experience or may have the option of completing an elective directed study experience in their major under the guidance of a faculty member and receive academic credit. The directed study may consist of independent reading and/or research, or travel with related study. Students shall design such an experience in cooperation with academic services and the faculty member who is to supervise it. A directed study will receive course number 470 in the appropriate discipline.

# Academic Information

## Elective Directed Study Policy

1. Students may engage in an elective directed study under the following regulations:
  - a. The proposed study must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within an existing course. The amount and distribution of work should be similar to that of a regularly offered course of comparable credit.
  - b. Students must have demonstrated in program course work that they have the capability and background to study independently. Students must have an overall GPA of 3.00 or higher as certification of this ability.
  - c. Students may take only one directed study per term and no more than a total of two directed studies toward graduation. A faculty supervisor may direct no more than two directed studies per term.
  - d. Upon fulfilling the agreement, students receive credit on their transcript for the course as titled. A copy of the agreement will be placed in a student's permanent file. Directed study is graded on an A/F basis, not S/U.
2. Complete the following procedures to obtain approval of a directed study proposal:
  - a. The *Directed Study Agreement* form is available at [blink.bethel.edu/](http://blink.bethel.edu/). Log in and select the Forms channel > CAPS Programs > CAPS Students > Directed Study – PDF
  - b. The student meets with the faculty member who will supervise the study. They jointly prepare the agreement form, listing the objectives of the study, its relationship to the student's overall program, the specific content and procedures of the study, the definition of student and faculty roles, and the product or response to be made by the student on which his or her learning will be evaluated, and the number and frequency of regular contacts between the student and supervisor. Students doing research off campus will contact their supervisor by phone at regular intervals, at the student's expense.
  - c. The *Directed Study Agreement* is then submitted to the program director for approval, if different from the supervisor of the study, and to academic services.
  - d. The student submits the completed and signed agreement to the Office of the Registrar during the registration dates for the term in which it is to take place.
  - e. The approval of the registrar validates the agreement.
  - f. Should the student wish to appeal a rejection by the registrar, the proposed agreement will be reviewed by the College of Adult & Professional Studies Academic Appeals Committee.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law enacted to establish procedures for disclosing information contained in student records and to protect the privacy of these records. The Act applies to currently enrolled students beginning at the point of deposit (“fee paid”) and former students, but does not apply to individuals who have applied for admission, but never attended Bethel University. Applicants for admission who are denied enrollment or who are accepted but do not deposit do not have a right to review their records. Information obtained on a former student subsequent to graduation or termination of enrollment is not covered under the Act (e.g. data accumulated on alumni). All rights under the Act cease when a person dies—the university will decide on an individual basis what records of deceased students can be released and to whom they will be released.

Bethel University will notify students annually of their rights under the Act by publishing such information in the university catalog. A complete policy is included in the Student Handbook: College of Adult & Professional Studies/Graduate School at Bethel University or from the Office of the Registrar.

Currently enrolled and former students have a right to inspect their educational records upon written request. Students must request permission in writing to inspect their records and must present that request to the appropriate office as noted in item three of this policy. The records will be made available to the student for inspection not more than 45 days following the request. A university employee will be present while the student inspects his or her records.

# Academic Programs and Disciplines

## Course Numbers, Levels, and Credits

The primary purpose of Bethel's course number system is to identify the intended clientele of each course, its level of content and material, and any necessary course background. Courses are primarily designed for students at the levels indicated below. Students must have at least junior standing to enroll in 300- or 400-level courses.

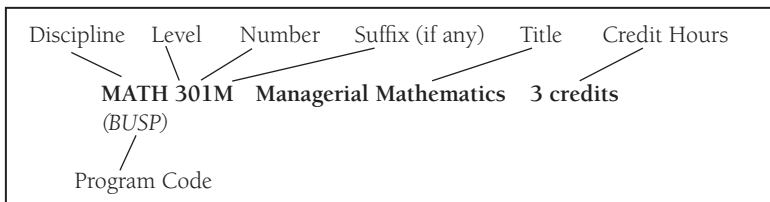
100s: Freshman

300s: Junior

200s: Sophomore

400s: Senior

Courses in a major core sequence are numbered in the 300 and 400 series, thus qualifying them to count toward the upper-division credits required for graduation.



## Academic Discipline Codes and Descriptions

The discipline code indicates the academic discipline being studied.

**BIBL** Biblical Studies

**HIST** History

**BUSN** Business

**HRMA** Human Resource Management

**CHMN** Christian Ministries

**MATH** Mathematics

**COMM** Communication

**NURS** Nursing

**ECON** Economics

**ORGL** Organizational Leadership

**ENGL** English Literature

**PHIL** Philosophy

**GENS** General Studies

**PSYC** Psychology

**HCLP** Healthcare Leadership

**SOCL** Sociology

**HEPE** Health and Physical Education

**THEA** Theatre Arts

**THEO** Theology

# Academic Programs and Disciplines

## Suffix Codes and Descriptions

The suffix code, if any, indicates what general education requirement a course fulfills.

E	Global Cultures and the American Mosaic
M	Mathematics
P	Contemporary Christian Issues
Q	Leisure and Lifetime Sports
R	Reading and Researching the American Experience
T	Technology in Our World
V	Discovering Our Surrounding World
W	Work and Family Dynamics

## Program Code and Description

GESA	General Studies
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## Major Codes and Descriptions

BUSP	Business Management
CHMP	Christian Ministries
COSP	Communication Studies
HCLP	Healthcare Leadership
HRMP	Human Resource Management
NURP	Nursing
ORLP	Organizational Leadership

## Minor Codes and Descriptions

BUSM	Business Management
CHSM	Christian Studies
COSM	Communication Studies
HCLM	Healthcare Leadership
HRMM	Human Resource Management
ORLM	Organizational Leadership

## Certificate Codes and Descriptions

CHCL	Certificate in Healthcare Leadership
CHRM	Certificate in Human Resource Management

*Note: Bethel University reserves the right to withdraw, modify, or add to the list of courses or the course descriptions printed in this catalog.*



# Academic Programs and Disciplines

## General Studies

The General Studies curriculum offers a balanced program of liberal arts education without orientation to a particular major. Learners will complete the 48 credits of lower-division general education courses required of all learners intending to take an Associate of Arts (A.A.) degree or Bachelor of Arts (B.A.) degree through the College of Adult & Professional Studies. Learners will also be given the opportunity to complete the number of credits required for the A.A. degree (60 credits) by taking elective courses or by earning credits for prior learning experiences.

The program design and schedule are as follows:

- Courses will meet one time per week for either five or six weeks.
- Consecutive completion of the 48-credit, 16-course sequence of general education requirements may be completed in approximately 24 months.

## General Studies Courses (GESA)

The General Studies curriculum comprises 48 semester credits.

<u>Courses</u>	<u>Semester Credit Hours</u>
BIBL230 The Bible in Real Life	3
CHMN140 Spiritual Quest	3
COMM160 Basic Communication Skills	3
GENS110 Succeeding in College	3
GENS130 Successful Writing	3
GENS150 Reading and Responding to the Arts	3
GENS220 Academic Research Writing	3
GENS240 Christianity and Civilizations	3
HEPE260Q Physical Wellness for Life	3
ORGL120 Personal Mission and Leadership Development	3

Select one course from each of the following categories:

Discovering Our Surrounding World (V category)	3
Global Cultures and the American Mosaic (E category)	3
Mathematics (M category)	3
Reading and Researching the American Experience (R category)	3

# Academic Programs and Disciplines

	Technology in Our World (T category)	3
	Work and Family Dynamics (W category)	<u>+ 3</u>
<b>TOTAL</b>	<b>General Studies Program</b>	<b>48</b>

## Business Management

### B.A. in Business Management Major in Business Management (BUSP)

The business management major is a technology-enhanced course of study relevant to a wide range of business careers. The major reflects current trends in the key disciplines of business management. At the completion of the business management program, students will be able to:

- Apply ethical principles to current business practice.
- Apply critical thinking to synthesize a wide body of knowledge and experience to business issues.
- Demonstrate the ability to work corroboratively with diverse groups.
- Exhibit skills, strategies, or plans for self-directed learning.
- Apply systems thinking to integrate knowledge and experience from multiple disciplines to solve business-related needs.
- Demonstrate the knowledge and application of business tools such as business plans, marketing plans, financial analysis, operations principles, and economic modeling.
- Apply Christian principles to business situations.
- Demonstrate oral and written communication skills appropriate for the field of business management.
- Analyze the complex relationship between business and the global economy.
- Demonstrate the ability to integrate the areas of business, social responsibility, and global responsibility.
- Demonstrate leadership skills.

Learners are expected to demonstrate character, ethics, and relational skills consistent with the role and responsibility of a business professional. Behaviors which interfere with or impede the learning of others are not tolerated. Any learner failing to meet these expectations may be asked to discuss options and consequences with the program director.

# Academic Programs and Disciplines

## Courses

The required curriculum for the business management major comprises a 42 semester credit sequence of courses intended to be taken consecutively throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
BUSN301	Foundations of Business Management*	3
BUSN304	Business Communication	3
BUSN308	Strategic Management and Planning	3
BUSN323	Introduction to Marketing Management	3
BUSN351	Information Technology and Applications	2
BUSN400	Accounting for Managers	2
BUSN401	Operations Management	3
BUSN460	Human Resources Management	3
BUSN490	Financial Decision Making*	3
BUSN499	Synthesizing Seminar*	1
ECON404	Managerial Economics and Organizational Architecture*	3
GENS413P	The Modern World: Trends and Forces Impacting Organizations*	3
MATH301M	Managerial Mathematics	3
PHIL321	Ethical Decisions	1
PHIL421	Applying Ethics to Organizations	3
THEO415	Understanding Worldviews*	+ 3
TOTAL	Core Courses	42
Degree program includes:		
	Business Management Major Core Courses	42
	General Education and Elective Courses	+ 80
<b>TOTAL</b>	<b>B.A. in Business Management</b>	<b>122</b>

\*Course must be taken for credit at Bethel.

# Academic Programs and Disciplines

## Minor in Business Management (BUSM)

The required curriculum for a minor in business management comprises a 19–20 semester credit sequence of courses.

<u>Courses</u>	<u>Semester Credit Hours</u>
BUSN301 Foundations of Business Management*	3
BUSN308 Strategic Management and Planning	3
BUSN323 Introduction to Marketing Management	3
BUSN400 Accounting for Managers	2
BUSN460 Human Resources Management	3
Select one from:	2–3
BUSN351 Information Technology and Applications (2)	
BUSN401 Operations Management (3)	
Select one from:	<u>+ 3</u>
ECON404 Managerial Economics and Organizational Architecture* (3)	
MATH301M Managerial Mathematics (3)	
<b>TOTAL</b>	<b>Minor in Business Management</b>
	<b>19–20</b>

\*Course must be taken for credit at Bethel.

## Christian Ministries

### B.A. in Christian Ministries

#### Major in Christian Ministries (CHMP)

The Christian ministries major explores the biblical, theological, theoretical, and practical dimensions of ministry. The major educates students for effective ministry or prepares them for graduate programs or seminary study through courses in:

- Significance of the Old and New Testaments
- Christian theology and apologetics
- The gospel in cross-cultural perspective
- Personal spiritual formation
- Skills in ministry
- Trends and forces influencing ministry

# Academic Programs and Disciplines

Students will be involved in a faculty-supervised ministry practicum during two semesters of the Christian ministries program. This practicum experience will relate directly to the courses CHMN391 and CHMN491.

## Courses

The required curriculum for the Christian ministries major comprises a 42 semester credit sequence of courses to be taken consecutively throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
BIBL300	Understanding the Bible*	4
BIBL341E	The Gospel in Cross-Cultural Perspective*	4
BIBL441	Significance of the Old Testament*	3
BIBL442	Significance of the New Testament*	3
CHMN350	Personal Spiritual Formation	4
CHMN391	Ministry Practicum 1*	2
CHMN451	Communication in Ministry*	3
CHMN452	Leadership in Ministry*	3
CHMN491	Ministry Practicum 2*	3
GENS413P	The Modern World: Trends and Forces Impacting Organizations*	3
THEO320	Theology of Ministry*	4
THEO441	Christian Theology*	3
THEO442	Apologetics*	+ 3
<b>TOTAL</b>	<b>Core Courses</b>	<b>42</b>

Degree program includes:

	Christian Ministries Major Core Courses	42
	General Education and Elective Courses	+ 80
<b>TOTAL</b>	<b>B.A. in Christian Ministries</b>	<b>122</b>

\*Course must be taken for credit at Bethel.

# Academic Programs and Disciplines

## Minor in Christian Studies (CHSM)

The required curriculum for the minor in Christian studies comprises a 23 semester credit sequence of required courses.

<u>Courses</u>		<u>Semester Credit Hours</u>
BIBL230	The Bible in Real Life	3
BIBL300	Understanding the Bible*	4
BIBL441	Significance of the Old Testament*	3
BIBL442	Significance of the New Testament*	3
CHMN350	Personal Spiritual Formation	4
THEO441	Christian Theology*	3
THEO442	Apologetics*	+ 3
<b>TOTAL</b>	<b>Minor in Christian Studies</b>	<b>23</b>

\*Course must be taken for credit at Bethel.

## Communication

### B.A. in Communication Studies Major in Communication Studies (COSP)

The communication studies major addresses the reality that competent communication is at the heart of all successful personal, social, and business relationships. The program's focus is on the combination of a Christian liberal arts education and the development and refinement of accessible, practical skills within the global marketplace.

Learners will be able to:

- Verify basic knowledge of the theoretical principles applicable to the communication discipline.
- Demonstrate the oral, written, and listening skills necessary to function as competent communicators in all categories of interaction processes.
- Demonstrate higher-level thinking processes and illustrate such processes by evaluating evidence, analyzing communication texts (public, media, technological texts), and applying information to life decisions.
- Respond to ethical dilemmas in light of the Christian worldview.

# Academic Programs and Disciplines

- Confirm that the equitable treatment of all people regardless of gender, race, or class is based on Christian principles and related to empathic, responsible communication.
- Enter graduate study and/or their chosen areas of work.

## Courses

The required curriculum for the communication studies major comprises a 49 semester credit sequence of courses to be taken consecutively throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>	<u>Semester Credit Hours</u>
COMM330 Introduction to Communication Studies	4
COMM331 Interpersonal Processes	3
COMM332 Communication in Organizations	3
COMM430P Introduction to World Media*	3
COMM431 Global Approaches to Group Process	3
COMM432 Research Methods	4
COMM433 Ethics of Communication	3
COMM491 Field Assignment*	5
THEO415 Understanding Worldviews*	<u>+ 3</u>
TOTAL Core Courses	31

\*Course must be taken for credit at Bethel.

## Elective Communication Courses

Select at least six upper division communication elective courses (18 credits). At least five of the following courses will be online.

COMM340E Cross-Cultural Communication	3
COMM341 Oral Communication of Narratives	3
COMM342 Gender Communication	3
COMM343 Topics in Political Communication	3
COMM344 Global Speechmaking	3
COMM345 Media Law	3
COMM346 Production of Digital Content	3
COMM347 Presentation Methods and Popular Culture	3
COMM349 Marketing Communication	3
COMM440 Advertising and Public Relations	3

# Academic Programs and Disciplines

COMM441P	Advanced Family Communication	3
COMM443	Religious Communication and American Cinema	3
COMM444	Computer Mediated Communication	3
COMM445	Communication in World Entertainment	+ 3
TOTAL	Elective Courses	18

Degree program includes:

	Communication Core Courses	31
	Elective Communication Courses	18
	General Education and Elective Courses	+ 73
TOTAL	<b>B.A. in Communication Studies</b>	<b>122</b>

## Minor in Communication Studies (COSM)

The required curriculum for a minor in communication studies comprises a 19 semester credit sequence of courses that includes COMM330, COMM433, and one option.

<u>Courses</u>	<u>Semester Credit Hours</u>	
COMM330	Introduction to Communication Studies	4
COMM433	Ethics of Communication	3
Select one option:		12

### Option 1

Select one course from each of the Options 2–5

### Option 2

COMM345	Media Law	3
COMM349	Marketing Communication	3
COMM440	Advertising and Public Relations	3
COMM444	Computer Mediated Communication	3

### Option 3

COMM331	Interpersonal Processes	3
COMM340E	Cross-Cultural Communication	3
COMM342	Gender Communication	3
COMM441P	Advanced Family Communication	3



# Academic Programs and Disciplines

## Option 4

COMM341	Oral Communication of Narratives	3
COMM343	Topics in Political Communication	3
COMM344	Global Speechmaking	3
COMM431	Global Approaches to Group Process	3

## Option 5

COMM347	Presentation Methods and Popular Culture	3
COMM430P	Introduction to World Media*	3
COMM443	Religious Communication and American Cinema	3
COMM445	Communication in World Entertainment	<u>+ 3</u>

**TOTAL**      **Minor in Communication Studies**      **19**

*\*Course must be taken for credit at Bethel.*

## Healthcare Leadership

### B.A. in Healthcare Leadership Major in Healthcare Leadership (HCLP)

The Healthcare Leadership program is designed to enhance a collaborative appreciation for and understanding of an industry that continues to rapidly grow and change. In order to exert momentum yet retain consistency and continuity within the healthcare realm, many questions are considered in order to establish best practice outcomes: Who provides care? How and when should care be delivered? How is care financed? The questions are many, and the demand for skilled and knowledgeable healthcare leaders increases daily.

The Healthcare Leadership program is specifically designed for the non-traditional working professional who desires to integrate leadership understanding skills and competencies with the most current trends and challenges of the growing healthcare industry.

Upon completion of the Healthcare Leadership program, learners will be able to:

- Identify the broad spectrum of the healthcare world.
- Demonstrate competency in knowledge, strategies and skills for effective healthcare leadership within diverse organizations and environments.
- Understand the healthcare industry as it relates to social, economic, political, and legal issues.

# Academic Programs and Disciplines

- Analyze the ethical issues embedded in the everyday delivery of healthcare and apply ethical principles and values to healthcare situations.
- Develop confidence in the ability to effectively lead and follow.
- Demonstrate essential technical writing skills.
- Examine and integrate the principles of teamwork, group dynamics, and interdepartmental relationships.
- Understand the concepts and practices of healthcare informatics.
- Critique the appropriate use of financial accounting and budgeting principles.

## Courses

The required curriculum for the Healthcare Leadership major comprises a 40 semester credit sequence of courses to be taken consecutively throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
GENS413P	Modern World: Trends and Forces Impacting Organizations*	3
HCLP345	Writing and Research for Healthcare Professionals*	3
HCLP360	Interpersonal Communication Skills for Healthcare Professionals*	3
HCLP375	Healthcare Information Technology*	3
HCLP425	Culturally Diverse Healthcare Leadership*	3
HCLP465	Healthcare Financial Accounting and Budgeting*	3
HCLP480	Healthcare Organizational Law and Ethics*	4
HCLP490	Healthcare Leadership and Change*	2
ORGL300	Adult Development and Learning *	2
ORGL320	Theories of Organizations and Leadership*	4
ORGL400	Principles of Leading and Managing*	3
ORGL462	Integrated Principles of Leadership*	4
THEO415	Understanding Worldviews*	+ 3
<b>TOTAL</b>	<b>Core Courses</b>	<b>40</b>
Degree program includes:		
	Healthcare Leadership Major Core Courses	40
	General Education and Elective Courses	+ 82
<b>TOTAL</b>	<b>B.A. in Healthcare Leadership</b>	<b>122</b>

\*Course must be taken for credit at Bethel.

# Academic Programs and Disciplines

## Minor in Healthcare Leadership (HCLM)

The required curriculum for a minor in Healthcare Leadership comprises a 20 semester credit sequence of courses, including 16 semester credits of core courses and a minimum of five semester credits of electives.

<u>Core Courses</u>		<u>Semester Credit Hours</u>
HCLP345	Writing and Research for Healthcare Professionals*	3
HCLP360	Interpersonal Communication Skills for Healthcare Professionals*	3
HCLP375	Healthcare Information Technology*	3
HCLP465	Healthcare Financial Accounting and Budgeting*	3
HCLP480	Healthcare Organizational Law and Ethics*	4
ORGL320	Theories of Organizations and Leadership*	+ 4
<b>TOTAL</b>	<b>Minor in Healthcare Leadership</b>	<b>20</b>

\*Course must be taken for credit at Bethel.

## Certificate in Healthcare Leadership (CHCL)

The required curriculum for the Certificate in Healthcare Leadership comprises a 17 semester credit sequence of courses. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Courses</u>		<u>Semester Credit Hours</u>
HCLP360	Interpersonal Communication Skills for Healthcare Professionals*	3
HCLP375	Healthcare Information Technology*	3
HCLP465	Healthcare Financial Accounting and Budgeting*	3
HCLP480	Healthcare Organizational Law and Ethics*	4
ORGL320	Theories of Organizations and Leadership*	+ 4
<b>TOTAL</b>	<b>Certificate in Healthcare Leadership</b>	<b>17</b>

\*Course must be taken for credit at Bethel.

## Human Resource Management

### **B.A. in Human Resource Management Major in Human Resource Management (HRMP)**

The human resource management major will prepare future human resource leaders with the tools necessary to work in corporate human resource (HR) departments, the growing area of HR outsourcing, and the nonprofit environment. At the completion of the human resource management program, learners will be able to:

- Recruit and develop an effective and diverse workforce.
- Assist in the development and implementation of strategic management initiatives.
- Demonstrate the skill and knowledge necessary to perform in the traditional areas of human resource management.
- Partner with other functions in the organization to recognize and implement change.
- Participate collaboratively within the organization to identify and implement human resource/business solutions.
- Demonstrate independent and critical thinking skills.
- Apply Christian principles to business situations.
- Apply ethical principles to current human resource practice.
- Demonstrate competence in oral and written communication for the field of business and human resource management.
- Demonstrate the ability to use technology in implementing and managing human resource initiatives.
- Exhibit skills, strategies, or plans for self-directed learning.
- Analyze the complex relationship between globalization and human resource management.

Upon completion of the major and with the specified work experience, learners may consider sitting for the Professional in Human Resources Certification (PHR) examination provided through the Society for Human Resource Management (SHRM).

# Academic Programs and Disciplines

## Courses

The required curriculum for the human resource management major comprises a 43 semester credit sequence of courses to be taken consecutively throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
BUSN301	Foundations of Business Management*	3
BUSN304	Business Communication	3
BUSN308	Strategic Management and Planning	3
GENS413P	The Modern World: Trends and Forces Impacting Organizations*	3
HRMA301	My Purpose and My Work*	1
HRMA305	Compensation	3
HRMA307	Benefits	3
HRMA309	Information Technology: Human Resource Information Systems	3
HRMA401	Employment Law*	3
HRMA403	Talent Management for the New World of Work*	4
HRMA405	Organizational Development	3
HRMA407	Employee Relations /Labor Relations	2
HRMA491	The Human Resource Consultant and Strategic Partner*	3
PHIL425	Applied Ethical Decisions in Life and Business	3
THEO415	Understanding Worldviews*	+ 3
TOTAL	Core Courses	43
Degree program includes:		
	Human Resource Management Major Core Courses	43
	General Education and Elective Courses	+ 79
<b>TOTAL</b>	<b>B.A. in Human Resource Management</b>	<b>122</b>

\*Course must be taken for credit at Bethel.

# Academic Programs and Disciplines

## Minor in Human Resource Management (HRMM)

The required curriculum for a minor in human resource management comprises a 21 semester credit sequence of courses, including 16 semester credits of core courses and a minimum of five semester credits of electives.

<u>Core Courses</u>	<u>Semester Credit Hours</u>
HRMA305 Compensation	3
HRMA307 Benefits	3
HRMA401 Employment Law	3
HRMA403 Talent Management for the New World of Work*	4
HRMA405 Organizational Development	+ 3
TOTAL Core Courses	16
<u>Elective Courses</u>	5
Select a minimum of five elective credits from courses outside of your major.	
BUSN301 Foundations of Business Management*	3
BUSN308 Strategic Management and Planning	3
COMM332 Communication in Organizations	3
HRMA309 Information Technology: Human Resource Information Systems	3
HRMA407 Employee Relations /Labor Relations	2
ORGL320 Theories of Organizations and Leadership*	4
ORGL400 Principles of Leading and Managing*	+ 3
TOTAL Elective Courses	5
<b>TOTAL Minor in Human Resource Management</b>	<b>21</b>

\*Course must be taken for credit at Bethel.

## Certificate in Human Resource Management (CHRM)

The required curriculum for the Certificate in Human Resource Management comprises an 18 semester credit sequence of courses. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Courses</u>	<u>Semester Credit Hours</u>
HRMA305 Compensation	3
HRMA307 Benefits	3

# Academic Programs and Disciplines

HRMA401	Employment Law	3
HRMA403	Talent Management for the New World of Work*	4
HRMA405	Organizational Development	3
HRMA407	Employee Relations /Labor Relations	<u>+ 2</u>
<b>TOTAL</b>	<b>Certificate in Human Resource Management</b>	<b>18</b>

\*Course must be taken for credit at Bethel.

## Nursing

### B.S. in Nursing Major in Nursing (NURP)

The nursing major is offered through the Bethel University Department of Nursing and is administered through the College of Adult & Professional Studies. The College of Adult & Professional Studies nursing major is for registered nurses who have obtained initial preparation in an associate degree or diploma program.

The curriculum is designed to meet the following goals:

- To prepare nurses with skills in critical thinking, with the ability to function in both structured and unstructured professional nursing positions, and with the background necessary for advanced education.
- To prepare learners for lifelong learning with a theoretical foundation based on Judeo-Christian principles and the liberal arts and sciences.
- To express within the nursing profession Christian values and leadership through excellence in professional practice, scholarly endeavors, and community service.

Clinical assignments support classroom learning and are made with attention to each learner's background in relation to course objectives. Clinical assignments are in addition to weekly classes.

The program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle Northwest, Suite 530, Washington, D.C. 20036-1120; phone: 202.463.6930.

### Progression and Graduation

To progress in the program and graduate, the student must meet Bethel University requirements for academic progress. In addition to graduation requirements common to all undergraduate programs at Bethel, students in nursing must:

# Academic Programs and Disciplines

1. Earn a grade of C or better in each nursing course and maintain a cumulative GPA of 2.25 or higher. This indicates satisfactory achievement of objectives and completion of course requirements.
2. Function in a safe and ethical manner.

Further details on departmental policies and procedures are described in the *College of Adult & Professional Studies Nursing Program Student Handbook*.

## Courses

The required curriculum for the nursing major comprises a 37 semester credit sequence of core courses to be taken sequentially throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
GENS413P	The Modern World: Trends and Forces Impacting Organizations*	3
NURS360	The Professional Nurse*	4
NURS403	Public Health Nursing*	4
NURS410	Nursing Informatics*	3
NURS420E	Cultural Diversity in Healthcare*	4
NURS430	Research and Evidence-Based Practice*	4
NURS480	Nursing Leadership I*	4
NURS482	Nursing Leadership II*	4
NURS490	Nursing Role Synthesis*	1
PHIL319	Ethics	3
THE0415	Understanding Worldviews*	+ 3
<b>TOTAL</b>	<b>Core Courses</b>	<b>37</b>
Degree program includes:		
	Nursing Major Core Courses	37
	General Education and Elective Courses	+ 85
<b>TOTAL</b>	<b>B.S. in Nursing</b>	<b>122</b>

\*Course must be taken for credit at Bethel.



## Organizational Leadership

### B.A. in Organizational Leadership Major in Organizational Leadership (ORLP)

The organizational leadership major is an integrated program designed to develop leaders to meet the needs of our changing world. It requires learners to absorb and integrate personal, organizational, and global realities into a holistic view of leadership. The program is designed to develop authentic leaders and followers for a changing world through a Christian worldview.

Learners will explore:

- **Personal:** Course work in the area of personal reality will expose learners to worldview beliefs, critical thinking skills, ethical principles for life, and personal calling. Learners will have the opportunity to explore their own personal understanding and readiness for leading.
- **Organizational:** Course work includes history of leadership and organizational operation; collaboration and teamwork; technology; communication; leadership theory and practice; ethics in the marketplace; and an integrated model of leadership to frame and resolve organizational and leadership concerns.
- **Global:** Course work exposes learners to realities beyond their own world. Exploration of topics including health, political debate and policy decisions, cross-cultural understanding, diversity, and population growth will expand learners' awareness of leadership beyond their horizons.

Upon completion of the organizational leadership program, learners will be able to:

- Eliminate the myths and stereotypes associated with leadership.
- Identify immediate application opportunities for course information, assessments, simulations, and case studies.
- Recognize the value of individuals and teams working together for a shared purpose.
- Examine the spheres of influence in which they live and work.
- Articulate the strengths and styles of self in relationship with others.
- Understand the collective nature of leadership in a global world.
- Develop confidence in the ability to effectively lead and follow.

# Academic Programs and Disciplines

## Courses

The required curriculum for the organizational leadership major comprises a 40 semester credit sequence of core courses to be taken sequentially throughout the calendar year. For course sequence, request a program calendar from the College of Adult & Professional Studies.

<u>Core Courses in the Major</u>	<u>Semester Credit Hours</u>
GENS413P The Modern World: Trends and Forces Impacting Organizations*	3
ORGL300 Adult Development and Learning*	2
ORGL320 Theories of Organizations and Leadership*	4
ORGL340 Principles of Scholarly Writing and Research*	3
ORGL350 Leadership Communication	3
ORGL370 Technology and Leadership	3
ORGL400 Principles of Leading and Managing*	3
ORGL420 Moving Toward Global Leadership*	3
ORGL440 Organizational Research*	3
ORGL462 Integrated Principles for Practical Leadership*	4
ORGL465 Applied Leadership Ethics	2
ORGL490 Leadership and Change*	2
PHIL320 Introduction to Ethics	2
THEO415 Understanding Worldviews*	<u>+ 3</u>
<b>TOTAL Core Courses</b>	<b>40</b>

Degree program includes:

Organizational Leadership Major Core Courses	40
General Education and Elective Courses	<u>+ 82</u>
<b>TOTAL B.A. in Organizational Leadership</b>	<b>122</b>

\*Course must be taken for credit at Bethel.

# Academic Programs and Disciplines

## Minor in Organizational Leadership (ORLM)

The required curriculum for a minor in organizational leadership comprises a 20 semester credit sequence of courses.

<u>Courses</u>		<u>Semester Credit Hours</u>
ORGL101	Leadership in the 21 <sup>st</sup> Century	3
ORGL320	Theories of Organizations and Leadership*	4
ORGL370	Technology and Leadership	3
ORGL400	Principles of Leading and Managing*	3
ORGL420	Moving Toward Global Leadership*	3
ORGL462	Integrated Principles for Practical Leadership*	+ 4
<b>TOTAL</b>	<b>Minor in Organizational Leadership</b>	<b>20</b>

\*Course must be taken for credit at Bethel.

# Course Descriptions

## Biblical Studies

### **BIBL230 • The Bible in Real Life**

**3 credits**

*(CHSM, GESA)*

Exploration of connections between key portions of the Bible and challenges faced by learners in their own lives. Learners will trace the journey of God's people from Abraham and Sarah through the New Testament church, tracing God's self-disclosure through biblical cultures and their genres of writing.

### **BIBL300 • Understanding the Bible**

**4 credits**

*(CHMP, CHSM)*

Orientation to the Bible as history, literature, and theology. Attention to the nature of the Bible, including issues of inspiration, authority, and canonicity. General historical, literary, and theological overview. Search for integrating motifs and unifying themes within the broader context of the historical and literary diversity.

### **BIBL341E • The Gospel in Cross-Cultural Perspective**

**4 credits**

*(CHMP)*

How the gospel is influenced, expressed, and experienced through social and cultural systems. Emphasis is on Western and non-Western social structures in light of cultural components of the biblical witness. Skills for hearing and speaking the gospel with cultural sensitivity. Special issues: global theology, missiological concerns, incarnation theology, ethnographic analysis.

### **BIBL441 • Significance of the Old Testament**

**3 credits**

*(CHMP, CHSM)*

Introduction to the Old Testament, which emphasizes foundational themes including creation, life, justice, people of God, covenant, and the Old Testament polemic against the prevailing culture of its time. Development of methodological tools for investigating these themes will enable learners to properly contextualize these themes to their culture. Prerequisite: BIBL300.

### **BIBL442 • Significance of the New Testament**

**3 credits**

*(CHMP, CHSM)*

Introduction to the New Testament, emphasizing major themes including the kingdom of God, eternal life, and justification in Christ. Emphasis also on the hermeneutical issues related to understanding these themes in their original literary and historical settings, and applying them in ministry situations today. Prerequisite: BIBL300.

# Course Descriptions

## Business

### **BUSN102 • Introduction to E-Commerce** **3 credits**

Introduction to e-commerce including technical infrastructure, applications, and business models currently used in delivering services and products over the internet. Analysis of economic and managerial foundations as well as key strategies, risks, limitations, issues, and how they are managed in electronic commerce. Incorporates the importance of a Christian perspective and addresses the challenges assumed in an electronic business environment.

### **BUSN104 • Business and Society** **3 credits**

Learners will develop an understanding of the relationship between business, government, and nonprofits (NGOs). Exploration of issues of globalization, corporate social responsibility, and how faith impacts each of these sectors.

### **BUSN301 • Foundations of Business Management** **3 credits**

*(BUSM, BUSP, HRMM, HRMP)*

Exploration of the foundations of modern management theory and practice including how external and internal environmental factors impact the practice of business management. Topics such as global, political and legal, sociocultural, and demographic forces will be used to develop an understanding of the complexities in business management today.

### **BUSN304 • Business Communication** **3 credits**

*(BUSP, HRMP)*

Focus is on effective strategies for business communication, including formats used for various types of business writing. Emphasis is on writing to meet the needs of specific readers.

### **BUSN308 • Strategic Management and Planning** **3 credits**

*(BUSM, BUSP, HRMM, HRMP)*

Comprehensive look at the art and science of strategic management and planning as it applies to organizations. Focus is on broad organizational concerns utilizing case studies, critical thinking assignments, and the small group format.

### **BUSN323 • Introduction to Marketing Management** **3 credits**

*(BUSM, BUSP)*

Study of marketing concepts and decision-making processes related to marketing management in a marketing-oriented firm. Examination of key strategies of consumer and business-to-business marketing and mission-critical variables from within a relationship marketing focus. Development of a course project and its presentation to a business audience using state-of-the-art business presentation techniques. Prerequisite: BUSN308.

# Course Descriptions

## **BUSN351 • Information Technology and Applications** **2 credits**

*(BUSM, BUSP)*

Designed for non-technical undergraduate learners in finance, accounting, business management, information systems, and the liberal arts who will find knowledge of information systems and technology vital for professional success. The course has two distinct components. First, it provides an understanding of computer concepts, information technology, and the information age. Second, it is designed to provide an understanding of business applications. Applications covered are the 2007 versions of Microsoft Excel and PowerPoint, Blackboard Learning Systems and the internet. Learners may not receive credit for both BUS351 and ORL340.

## **BUSN400 • Accounting for Managers** **2 credits**

*(BUSM, BUSP)*

Introduction to the language of accounting to aid in understanding what the numbers mean and to provide a general overview of how to use accounting numbers for financial decision making. While not needing the knowledge of a CPA, all managers must have a basic understanding of how money is tracked and accounted for in an organization.

## **BUSN401 • Operations Management** **3 credits**

*(BUSM, BUSP)*

Focus is on efficiently and effectively managing the processes to produce and distribute products and services. Operations within both product and service companies will be addressed. Topics include managing purchases, inventory control, quality control, storage, logistics, and evaluations. The use of measurement and analysis of internal processes will be highlighted.

## **BUSN460 • Human Resources Management** **3 credits**

*(BUSM, BUSP)*

Consideration of various relational aspects of management, including motivational theories, group dynamics, and leadership styles, with emphasis on effectively managing change. Exploration of how the organizational structure affects the individual.

## **BUSN490 • Financial Decision Making** **3 credits**

*(BUSP)*

Focus is on the conceptual understanding and practical application of finance information. Participation in a simulation project in which learners in teams “run” a business using a computer program. Decision making about the business will include financial decisions as well as the integration of other disciplines learned in the program such as human resource management, marketing, and accounting. Prerequisites: BUSN301, BUSN308, BUSN323, BUSN400, BUSN401, BUSN460, ECON404. Corequisite: BUSN499.

# Course Descriptions

## **BUSN499 • Synthesizing Seminar**

**1 credit**

*(BUSP)*

Exploration of personal and professional transformation throughout the entire Business Management Program and development of a personal and career plan for the future integrating the concepts learned. Taught in conjunction with BUSN490. Prerequisites: GENS413P, PHIL321, PHIL421, THEO415. Corequisite: BUSN490.

## Christian Ministries

### **CHMN140 • Spiritual Quest**

**3 credits**

*(GESA)*

Exploration of a Christian model of spirituality. Hermeneutical and exegetical skills will guide learners as they examine this concept in biblical and extra-biblical contexts. Though asked to explore spirituality from a Christian perspective, learners will be free to decide how they wish to define it.

### **CHMN350 • Personal Spiritual Formation**

**4 credits**

*(CHMP, CHSM)*

Investigation of the development of a spiritual life and its disciplines, according to the New Testament and the history of the disciples of Jesus. Includes the integration of faith development, leadership formation, and personality. Special focus is on the spiritual life in the context of Christian community and ministry.

### **CHMN391 • Ministry Practicum 1**

**2 credits**

*(CHMP)*

The integrating experience of the Christian Ministries major, including placement in a ministry setting under the direct supervision of an experienced mentor. Emphasis is on application of ongoing course work and participation in relevant aspects of ministry. Learners will gain experience in the refinement and integration of a working philosophy of ministry. Opportunity for assessment of personal ministry skills and lifelong leadership development. Graded on an *S/U* basis.

### **CHMN451 • Communication in Ministry**

**3 credits**

*(CHMP)*

Introduction to the essential communication skills needed in ministry, including effective listening, storytelling, and public speaking skills. Special attention to communication that meets the listener's needs.

# Course Descriptions

## **CHMN452 • Leadership in Ministry**

**3 credits**

*(CHMP)*

Introduction to some of the essential leadership skills needed in ministry, including basic skills for self leadership, and for leading people, teams, and team leaders, with special attention to leadership as influence through good relationships.

## **CHMN491 • Ministry Practicum 2**

**3 credits**

*(CHMP)*

A continuation of CHMN391. Prerequisite: CHMN391.

## Communication

### **COMM102 • Interpersonal Communication Skills**

**3 credits**

Introduction to the field of interpersonal communication with an emphasis on interpersonal competence, relationship development, and skills development in the styles of communication, self-awareness, listening skills, and a process for sharing meaning in dyadic interactions. Taught from the perspective of a Christian worldview, methods of instruction include lecture, group discussion and analysis, and in-class skills practice. Course fulfills a prerequisite for the Master of Arts in Communication.

### **COMM103 • The Oral Communication of Narratives**

**3 credits**

Focus is on the sharing of stories through ensemble performances. Learners explore and practice methods and techniques for selecting, analyzing, adapting, and performing fiction and nonfiction. Learners will create, rehearse, and perform an original script compiled from varied narrative forms including the Bible.

### **COMM104 • Introduction to Family Communication**

**3 credits**

Introduction to family interaction with an emphasis on systems theory, family form, and role functions. Examination of family values from a Christian perspective. Methods of instruction will include lecture, simulation, group discussion, and analysis.

### **COMM105 • Giving Presentations**

**3 credits**

Study of the fundamental principles and practices of oral communication and rhetorical strategies. Learners will develop an understanding of speaking and listening abilities and will have the opportunity to develop their abilities to become more effective in various communication situations.



# Course Descriptions

**COMM160 • Basic Communication Skills** **3 credits**  
(*GESA*)

Examination of the fundamentals of the communication process with an interactive emphasis on interpersonal, groups/teams, and public speaking; integrating these three specific components and concentrating on how meaning is created, communicated, and transformed within the social/social diversity and human contexts.

**COMM214 • Media Communication** **3 credits**

Survey of the historical genres of mass media including print, broadcasting, cable, film, telephony, and the internet. Exploration of the historical functions and impacts of media on society. Provides experiences that develop and demonstrate media literacy, including the ability to think critically and ethically about the various media genres.

**COMM330 • Introduction to Communication Studies** **4 credits**  
(*COSM, COSP*)

Survey of the discipline of communication examining historical and theoretical foundations in varying contexts. A portion of this course is online.

**COMM331 • Interpersonal Processes** **3 credits**  
(*COSM, COSP*)

Study of the fundamental aspects of interpersonal communication, integrating the pragmatic dimensions of dyadic interaction with theoretical principles. Exploration of both personal and professional relational themes of self-disclosure, dyadic conflict and strategies, verbal and nonverbal messages, and empathic listening. Issues of gender are considered. A portion of this course is online.

**COMM332 • Communication in Organizations** **3 credits**  
(*COSP, HRMM*)

Practical exploration of communication practices and issues in nonprofit and for-profit organizations. Topics include organizational structure, gender, corporate culture, conflict, leadership, and diversity. Case studies will include multi-national organizations. A portion of this course is online.

**COMM340E • Cross-Cultural Communication** **3 credits**  
(*COSM, COSP*)

Examination of the influence of cultural values on human verbal and nonverbal interactions. Analysis of theories of cross-cultural communication and principles of effective cross-cultural process. A portion of this course is online.

**COMM341 • Oral Communication of Narratives** **3 credits**  
(*COSM, COSP*)

Focus is on the creative process involved in the performance of prose, poetry, and drama. Exploration of and practice in methods and techniques for selecting, analyzing, understanding, and adapting literature for oral performance.

# Course Descriptions

**COMM342 • Gender Communication** **3 credits**

*(COSM, COSP)*

Consideration of gender differences and similarities, both verbal and nonverbal. A portion of this course is online.

**COMM343 • Topics in Political Communication** **3 credits**

*(COSM, COSP)*

Analysis of political processes as public discourse and mass media. Examination of recent American and global political campaigns. Course is online.

**COMM344 • Global Speechmaking** **3 credits**

*(COSM, COSP)*

Global speechmaking in its historical-cultural context with emphasis on the reciprocal effects of speechmaking; specified countries chosen each semester. Topics may include religion, reform movements, and politics. A portion of this course is online.

**COMM345 • Media Law** **3 credits**

*(COSM, COSP)*

Examination of the legal framework that shapes print and electronic media in both commerce and religious institutions. Portrait of legal topics that impact profit and nonprofit professionals alike – includes copyright, defamation, First Amendment rights, obscenity, and trademarks. Introduction to basic legal research of landmark court decisions. A portion of this course is online.

**COMM346 • Production of Digital Content** **3 credits**

*(COSP)*

Examination of concepts and techniques for creating digital content, and experiencing personal applications for electronic media using a variety of multimedia hardware and software. A portion of this course is online.

**COMM347 • Presentation Methods and Popular Culture** **3 credits**

*(COSM, COSP)*

Focus is on disseminating communication messages influenced by popular culture. Opportunity to prepare and deliver speeches that enable learners to be change agents in their communities, supportive members in churches, and exemplary workers in the global marketplace. A portion of this course is online.

**COMM349 • Marketing Communication** **3 credits**

*(COSM, COSP)*

Principles and techniques of marketing communication, including communicating via advertisements, public service announcements, and website content. Emphasis is on using these techniques in profit and nonprofit settings. A portion of this course is online.

# Course Descriptions

**COMM430P • Introduction to World Media** **3 credits**  
(COSM, COSP)

Examination of media forces shaping global and personal perspectives throughout the world. Includes trends in technology, economics, politics, culture, and religion as related to worldwide media and their influences in shaping global and personal perspectives. The practical use of mass communication as applied to international affairs is highlighted. Course is online.

**COMM431 • Global Approaches to Group Process** **3 credits**  
(COSM, COSP)

Using a case study format, analysis of issues of leadership, followership, cohesiveness, dysfunction, high/low context, and team building from a global perspective. A portion of this course is online.

**COMM432 • Research Methods** **4 credits**  
(COSP)

Introduction to quantitative and qualitative methods used in communication research, explored through the use of quantitative methods (surveys, interactive analysis, and experimentation) and qualitative methods (focus groups, textual analysis, case studies, interviews, and ethnography). Data analyzed using statistical methods. Emphasis is on understanding research approaches and data interpretation. Course is online.

**COMM433 • Ethics of Communication** **3 credits**  
(COSM, COSP)

Using a case study approach, an examination of the ethical dimension of choice in communication contexts along with theory and practice in the interaction process from a Christian worldview. Learners examine ethical dilemmas in various communication settings: corporations, churches, academic institutions, athletic teams, and political arenas. Course is online.

**COMM440 • Advertising and Public Relations** **3 credits**  
(COSM, COSP)

Examination of advertising and public relations communication strategies and ethical selling techniques. Consideration of target audience, advertising communication objectives, and unique selling propositions. Development and analysis of ad and promotional layouts, copy, PR writing, news releases, budgets, and media coordination.

**COMM441P • Advanced Family Communication** **3 credits**  
(COSM, COSP)

Study of communication patterns that help or hinder relationships within the family system. Functioning in simulated family groups, learners research and develop personal roles. Consideration of various approaches to conflict, power, stress, intimacy, and family health in light of Christian attitudes and life patterns.

# Course Descriptions

**COMM443 • Religious Communication and American Cinema**      **3 credits**  
(*COSM, COSP*)

Examination of religion's relationship with Hollywood. Focus is on analysis of the communication of established religions (e.g., Judeo-Christian); expressions of religious duty; and religious ideals of good and evil, heaven and hell, and of immortality, as expressed by the guild of artists and their media critics who navigate these challenges in a post-modern society. Communication may include such films as *The Passion of the Christ*, *The Apostle*, *Dead Man Walking*, *City of Angels*, *Saved*, and additional appropriate global films. A portion of this course is online. Prerequisite: THEO415 or THEO441.

**COMM444 • Computer Mediated Communication**      **3 credits**  
(*COSM, COSP*)

Focus is on the practical and theoretical concepts of computer-mediated communications and the styles used in personal, social, and professional environments. Learners will evaluate Computer Mediated Communication theory, practices, and processes as applied to new electronic media in relation to interpersonal relationships, developing group communication, and supporting public communication both locally and globally. A portion of this course is online.

**COMM445 • Communication in World Entertainment**      **3 credits**  
(*COSM, COSP*)

Trans-global analysis of theatre, film, and television communication.

**COMM491 • Field Assignment**      **5 credits**  
(*COSP*)

Capstone course to integrate and assess communication principles and theories in practical settings. Projects may include the design of a public relations campaign, an ad campaign, marketing research, or survey process. Learners may work alone or in small groups within areas of either for-profit or not-for-profit businesses. Results presented in an expo setting. A portion of course is online. Prerequisites: COMM330, COMM331, COMM332, COMM430P, COMM431, COMM432, COMM433, THEO415, and three upper-division communication elective courses.

## Economics

**ECON109 • Introduction to Microeconomics**      **3 credits**

Introduction to basic microeconomics principles, which result in balancing of market supply and demand. Introduction to consumer choice, how production decisions are made, and types of markets. Major resource factors such as land, labor and capital, and other inputs affecting pricing will be considered, as will government policy influencing markets.

# Course Descriptions

## **ECON404 • Managerial Economics and Organizational Architecture**

**3 credits**

*(BUSM, BUSP)*

Focus is on understanding and applying basic yet powerful economic tools of analysis for managers to use in designing organizations that motivate employees to make choices consistent with a firm's goals.

## English

### **ENGL214 • Film as Modern Myth**

**3 credits**

Consideration of how filmmakers have appropriated mythic structures and archetypes to create meaningful narratives of human experience.

## General Studies

### **GENS110 • Succeeding in College**

**3 credits**

*(GESA)*

Introduction to core strategies and resources for effective studying, writing, and researching; principles of a Christian liberal arts education at Bethel; relationships between college, family, and career; and Blackboard.

### **GENS111 • Orientation to Prior Learning**

**1 credit**

Introduction to a conceptual analysis of prior learning and how to demonstrate in writing the theoretical and experiential knowledge gained from prior learning that occurred outside the classroom. Emphasis is on expository writing. Course is required before learners may submit prior learning essays for evaluation for credit. Graded on an *S/U* basis.

### **GENS130 • Successful Writing**

**3 credits**

*(GESA)*

Development of skills necessary for expressing oneself competently through writing. Emphasis is on the writing process, critical thinking, sensitivity to audience, core documentation skills and responsibilities, and revision (with peer and instructor feedback).

### **GENS135 • Workplace Writing**

**3 credits**

Writing responsibilities in the workplace require skills that differ from those appropriate for writing in the academic community. Learners will explore the communication dynamics of the workplace and develop strategies and methods for writing memos, emails, letters, and resumes. Prerequisite: GENS130.

# Course Descriptions

## **GENS150 • Reading and Responding to the Arts** **3 credits**

*(GESA)*

Cultivation of critical reading and writing skills through an examination of artistic “texts” from a variety of genres: literature, drama, cinema, music, or the visual arts. Learners will develop their discernment of rich dimensions of the texts—technique, genre, social-historical context—and reflect on their spiritual significance.

## **GENS175W • Studies in Work and Family Dynamics** **3 credits**

Application of the theories and quantitative research methods of a social science to understand and test hypotheses about dynamics that shape the social contexts of family, community, and workplace in which learners live their lives.

## **GENS210R • Reading and Researching the American Experience** **3 credits**

Development of academic research skills from a historical perspective in which learners compare contrasting theories and viewpoints, pose and answer research questions, and test hypotheses about the American experience drawing on primary, secondary, and scholarly sources.

## **GENS220 • Academic Research Writing** **3 credits**

*(GESA)*

Focus is on critically reviewing and formally reporting research materials drawn from peer reviewed, academic journals. Course work assumes that learners bring a body of research information with them on entering the course. Learners cannot receive credit for both GENS220 and GENS225. Prerequisite: GENS210R.

## **GENS225 • Academic Research and Research Writing** **4 credits**

Development of core academic skills in research and research writing: critical evaluation of logical and rhetorical persuasion, answering research questions and testing hypotheses by consulting scholarly sources, and formal documentation of research sources—attributions, in-text citations, and a source list—according to a recognized academic format (APA or MLA). Learners who have not taken GENS210R must enroll in this course. Learners cannot receive credit for both GENS220 and GENS225.

## **GENS240 • Christianity and Civilizations** **3 credits**

*(GESA)*

Survey of the mutual influence of the Christian church and the civilizations that arose from the Roman Empire. Learners will consult historical documents, literary and philosophical texts, video and audio clips, and artistic images. They will reflect on how the past shapes and informs the present.

# Course Descriptions

## **GENS255E • Studies in the American Mosaic** **3 credits**

Exploration of and reflection on diversity and/or gender within American culture in a specific social context such as the arts, workplace, religion, education, residential life, government (criminal justice, social services, military), or the like.

## **GENS275V • Studies in Our Surrounding World** **3 credits**

Application of core concepts and methodologies from a scientific discipline to explore an aspect of the learner's world by formulating a hypothesis, gathering and interpreting data to test the hypothesis, and reflecting critically on the scientific method and its role in contemporary society.

## **GENS285T • Studies in Technology and Society** **3 credits**

Critical exploration of and reflection on the historical origins of a technology within scientific disciplines, and its application to and impact on our social, economic, and environmental world.

## **GENS413P • The Modern World: Trends and Forces Impacting Organizations** **3 credits**

*(BUSP, CHMP, HCLP, HRMP, NURP, ORLP,)*

Survey of technological, economic, political, cultural, and religious trends as well as forces shaping our global and personal futures. Exploration of alternative Christian worldviews and modes of thinking and learning that might be useful in responding to these challenges.

## Health and Physical Education

### **HEPE260Q • Physical Wellness for Life** **3 credits**

*(GESA)*

Focus is on helping learners live healthier, more active lives by understanding and practicing healthy exercise, nutritional habits, and stress management. Examination of the use/non-use of tobacco, alcohol, and other drugs in healthy Christian living, as well as strategies to practice regular physical activity and healthy eating.

## Healthcare Leadership

### **HCLP345 • Writing and Research for Healthcare Professionals** **3 credits**

*(HCLP, HCLM)*

Principles and processes of research in healthcare include literature, research design, data collection techniques, statistical analysis, and professional writing in generating new knowledge through preparation of proposal, reports, and publications. This course will cover the essential strategy and skills required for

# Course Descriptions

written communication in the healthcare industry. The major focus is on medical documentation and reports that reflect writing styles unique to the medical profession. Learners discover methods that simplify and facilitate their grammar and writing skills.

## **HCLP360 • Interpersonal Communication Skills for Healthcare Professionals** **3 credits**

*(HCLP, HCLM, CHCL)*

Introduction to communication theory in the organizational setting with an examination of interpersonal interaction of dyads and groups. Also focuses on listening skills, decision making, and conflict resolution processes in profit and nonprofit organizations.

## **HCLP375 • Healthcare Information Technology** **3 credits**

*(HCLP, HCLM, CHCL)*

Introduction to the concepts and practices of healthcare informatics. Examines emerging informatics technologies and processes including consumer informatics, the internet, tele-medicine, electronic medical records, and information exchange. Exploration of methods in which healthcare informatics could transform healthcare delivery and impact the marketplace, organizations, and individuals.

## **HCLP425 • Culturally Diverse Healthcare Leadership** **3 credits**

*(HCLP)*

Examination of culture and its impact on the provision of healthcare services. Emphasis is placed on understanding how social and cultural beliefs and behaviors impact the practice of healthcare management. Synthesizes theories about domestic competence, cultural diversity and cross-cultural competence, individualism and collectivism, and the contingency theory of leadership with social justice issues in order to address healthcare.

## **HCLP465 • Healthcare Financial Accounting and Budgeting** **3 credits**

*(HCLP, HCLM, CHCL)*

Focus is on the use of accounting data to support informed decision making, fundamental principles of finance, accounting, operational budgeting, capital budgeting, and budgeting for the short- and long-term are presented. Concepts of full time equivalent, personnel costs, cost allocation, activity based cost accounting, fixed and variable costs, and fiscal accountability are examined. Techniques for break-even analysis are presented, and budget negotiation skills and basic decision models are introduced. The focus is on financial principles and decision making with tools to help managers understand the financial aspects of running their departments or organizations.



# Course Descriptions

## **HCLP480 • Healthcare Organizational Law and Ethics**

**4 credits**

*(HCLP, HCLM, CHCL)*

Introduction to the study of professional ethics. Distinctions between law and ethics are considered. Learners discuss various models of ethical decision making. Medical ethics are examined in relation to the practice of healthcare management. Emerging ethical issues are explored from a healthcare management perspective. The following issues are also addressed: employment law, licensing and credentialing of staff, medical malpractice, advance directives, corporate compliance, and current issues and trends in healthcare law

## **HCLP490 • Healthcare Leadership and Change**

**2 credits**

*(HCLP)*

Consideration of various components of change and transformation in relation to leading, managing, and following in healthcare organizations. Examination of the role of the healthcare leader in promoting an environment that allows for the well-being of the individual as well as the organization. Designed as a senior seminar in which learners integrate and synthesize their learning experiences in the program.

## History

### **HIST211 • The United States in the Modern World**

**3 credits**

Analysis of the major trends of the Modern Age emphasizing historical roots, contemporary implications, and various interpretative analyses. Primary focus of the course will be on the 20th century. Exploration of major themes from the 18th and 19th centuries.

### **HIST219 • Minnesota History**

**3 credits**

State history takes seriously the local place that shapes us as it has been shaped by historical forces and its physical geography. Examination of Minnesota's geography, economic development, ethnic and religious groups, regionalization, and political history from the early 19th century to the present.

## Human Resource Management

### **HRMA301 • My Purpose and My Work**

**1 credit**

*(HRMP)*

Development of a personal mission statement and career development plan, and application of that foundation to the learner's human resource initiatives in the workplace. Exploration of personal strengths, life purpose, and how it relates to work.

# Course Descriptions

## **HRMA305 • Compensation**

**3 credits**

*(CHRM, HRMM, HRMP)*

Focus on the use of compensation to attract, retain, and motivate employees. Basic concepts and applications of compensation. Assignments and course project will center around a case study for which learners will develop a basic compensation program. Prerequisite: HRMA403.

## **HRMA307 • Benefits**

**3 credits**

*(CHRM, HRMM, HRMP)*

Benefit programs are typically the single greatest cost directly managed by the HR function. Benefit programs also have significant impact on the recruitment, retention, and motivation of employees. A wide range of benefit program designs, including an analysis of relative costs, value, and relationship to business strategy are contained within this course. Prerequisite: HRMA305, HRMA401, HRMA403.

## **HRMA309 • Information Systems**

**3 credits**

*(HRMM, HRMP)*

Designed for non-technical undergraduate learners. The course has two distinct components. First, an understanding of computer concepts, information technology, and the information age. Second, an understanding of human resource information systems. A foundation for integrating IT into the rest of the HR curriculum. Prerequisites: HRMA305, HRMA307, HRMA401, HRMA403.

## **HRMA401 • Employment Law**

**3 credits**

*(CHRM, HRMM, HRMP)*

Exploration of the laws that govern workplace behaviors and decisions. Topics will include illegal discrimination, harassment, recruiting and hiring decisions, etc. Learners will use case studies and apply their learning to real-life experiences.

## **HRMA403 • Talent Management for the New World of Work**

**4 credits**

*(CHRM, HRMM, HRMP)*

Focus is on attracting, hiring, retaining, providing feedback to, and motivating employees. Learners will develop models and processes to add to their HR tool kit.

## **HRMA405 • Organizational Development**

**3 credits**

*(CHRM, HRMM, HRMP)*

Organization Development, commonly referred to as “OD,” explores the improvement of organizations through planned, systematic, long-range efforts focused on the organization’s culture and its human and social processes. Emphasis is on “development” of organizational members. Prerequisites: HRMA305, HRMA307, HRMA401, HRMA403; HRMA309 is required of human resource management majors only.

# Course Descriptions

**HRMA407 • Employee Relations/Labor Relations** **2 credits**  
(*CHRM, HRMM, HRMP*)

Study of the role of relationships in the workplace, including conflict resolution, employee discipline, and the employment relationship between supervisor and employee. Review of the historical roots and future of labor/management. Christian principles lay the foundation for discussion. Prerequisite: HRMA401.

**HRMA491 • The Human Resource Consultant and Strategic Partner** **3 credits**  
(*HRMP*)

Strategic contribution is regarded as the most critical HR competency. Introduction to consulting skills that HR professionals can use in influencing the achievement of organizational objectives. The HR Portfolio is completed, presented, and evaluated during this course. Prerequisites: HRMA301, HRMA305, HRMA307, HRMA309, HRMA401, HRMA403, HRMA405, HRMA407.

## Mathematics

**MATH180M • Mathematics in Real Life** **3 credits**

Intermediate-level study of mathematical procedures: algebra, equation solving, statistical reasoning, mathematics of finance, coordinates and graphs, and inequalities. These procedures will be applied as analytical, decision-making, and problem-solving models to real-life problems.

**MATH301M • Managerial Mathematics** **3 credits**  
(*BUSM, BUSP*)

Study of mathematically based procedures, including analytical procedures and decision-making models.

## Nursing

**NURS335 • Philosophy, Roles, and Issues in Professional Nursing** **3 credits**

Introduction to the scope of nursing practice; study of major concepts basic to the nursing program; examination of the nursing roles appropriate to the baccalaureate graduate; integration of critical thinking, communication in the workplace, and self-awareness into professional practice; discussion of current nursing issues; and examination of roles and theories related to nursing care, leadership, research, and professionalism. Prerequisite: Consent of College of Adult & Professional Studies nursing program director.

# Course Descriptions

**NURS340 • End of Life Nursing Care: Evidence Based Practice** **1 credit**

Exploration of evidence-based practices in end of life nursing care: pain management, symptom management, last hours of life, and cultural and spiritual considerations. Based on curriculum developed by the End of Life Nursing Education Consortium (ELNEC). Prerequisite: R.N. Course is online.

**NURS344 • End of Life Nursing Care: Promoting Quality Care** **1 credit**

Exploration of strategies for improving quality of care at the end of life: facilitation of grief, effective communication, ethical issues, and improving end of life care in health systems. Based on curriculum developed by the End of Life Nursing Education Consortium (ELNEC). Prerequisite: R.N. Course is online.

**NURS360 • The Professional Nurse** **4 credits**  
(NURP)

Introduction to the scope of professional nursing practice within the context of a Christian worldview. Exploration of professional nursing, professional nursing roles, and the changing context of healthcare. The future of professional nursing will be considered.

**NURS403 • Public Health Nursing** **4 credits**  
(NURP)

An exploration of population-focused nursing care with an emphasis on health disparities and underserved populations. Prerequisites: NURS360, NURS410.

**NURS410 • Nursing Informatics** **3 credits**  
(NURP)

An introduction to the history, core concepts, application, and future of nursing informatics for the profession of nursing. Prerequisite: NURS360.

**NURS420E • Cultural Diversity in Healthcare** **3 credits**  
(NURP)

A focus on the culture and its impact on the health/illness state and nursing care. Prerequisites: NURS360, NURS403, NURS410, NURS430.

**NURS430 • Research and Evidence-Based Practice** **4 credits**  
(NURP)

An overview of the research process with a focus on evidence-based nursing practice. Prerequisites: NURS360, NURS403, NURS410.

**NURS480 • Nursing Leadership I** **4 credits**  
(NURP)

An introduction to nursing leadership concepts in the delivery of healthcare. An emphasis on development of leadership attributes associated with professional nursing roles in the context of a Christian worldview. Prerequisites: NURS360, NURS403, NURS410, NURS420E, NURS430.

# Course Descriptions

## **NURS482 • Nursing Leadership II**

**4 credits**

*(NURP)*

Expansion of nursing's professional sphere of influence regarding care delivery through application of leadership/management concepts and theories. Prerequisites: NURS360, NURS403, NURS410, NURS420E, NURS430, NURS480.

## **NURS490 • Nursing Role Synthesis**

**1 credits**

*(NURP)*

Individual and collective reflection on the integration of nursing roles, theories, research, ethical perspectives, and a Christian worldview as it relates to the context of professional nursing. Prerequisites: NURS360, NURS403, NURS410, NURS420E, NURS430, NURS480, NURS482.

## Organizational Leadership

### **ORGL101 • Leadership in the 21<sup>st</sup> Century**

**3 credits**

*(ORLM)*

Overview of the scope of leadership necessary for effective outcomes. Course design is real-world specific to generate immediate understanding, awareness, and application for both marketplace and personal application. Learners will identify, interpret, and analyze their individual leadership attitudes, abilities, styles, and strengths.

### **ORGL120 • Personal Mission and Leadership Development**

**3 credits**

*(GESA)*

Development of an understanding of personal mission and a study of the application of that mission to leadership roles. Emphasis is on identifying personal talents and gifts, and developing leadership skills for interdependent realities.

### **ORGL201 • The Framework of Leadership**

**3 credits**

Focus is on the individual leadership process as it is embedded in the organizational context. Developmental experiences, changing perspectives, and important leadership links are incorporated into class simulations, exercises, and other real-life learning opportunities regarding the subject.

### **ORGL300 • Adult Development and Learning**

**2 credits**

*(HCLP, ORLP)*

Study of adult development theories in order for learners to better understand the areas of adult psychological, spiritual/faith, and cognitive development, and to provide a developmental context for the study of leadership. Additional emphasis is on self-understanding and learning styles. Graded on an *S/U* basis.

# Course Descriptions

## **ORGL320 • Theories of Organizations and Leadership** **4 credits**

*(CHCL, HCLP, HCLM, HRMM, ORLM, ORLP)*

Foundation for exploring theories related to two major topics: the role and function of leadership and the characteristics of an organization. Overview of how organizations are formed; the role of individuals in establishing and maintaining organizations; and the function of groups, teams, and departments. Exploration of the role of a leader in relation to organizational structure, culture, goals, and purposes. Identification of critical issues related to ethics, values, diversity, and social justice that affect leadership decisions.

## **ORGL340 • Principles of Scholarly Writing and Research** **3 credits**

*(ORLP)*

Instruction and practice in scholarly writing as preparation for the program's writing assignments. A practical approach to expository essay structure, and reading and writing research studies. Bibliographic instruction, writing portions of a literature review, and an introduction to principles of survey research are included.

## **ORGL350 • Leadership Communication** **3 credits**

*(ORLP)*

Effective leadership is grounded in good communication. The way a leader communicates reflects the ability to successfully influence and impact others with integrity. Exploration of the practices, skills, and tools necessary to focus on the leader as the communication champion.

## **ORGL370 • Technology and Leadership** **3 credits**

*(ORLM, ORLP)*

Exploration of ways that information technologies have transformed the traditional roles of markets, organizations, and individuals. Examination of how technology and people interact. Consideration of questions that can help leaders understand the massive social changes taking place in the wake of the information revolution, as well as personal responsibility in light of those forces. Equips leaders with new approaches and strategic thinking by examining the informational web that is the setting for today's organizations.

## **ORGL400 • Principles of Leading and Managing** **3 credits**

*(HCLP, HRMM, ORLM, ORLP)*

Examination of principles of authority, power, politics, decision making, and influence. Consideration of questions such as "What is leadership?" and "What makes a good leader?" Exploration of differences between leadership and management and the role of follower. Examination of the impact of leader/manager behavior on the organization.

# Course Descriptions

## **ORGL420 • Moving Toward Global Leadership** **3 credits**

*(ORLM, ORLP)*

Study of the leadership implications surrounding cultural diversity within organizations in the context of social justice and the biblical concept of shalom. Strategies for cross-cultural self-awareness and application of ideas to learners' organizations. Prerequisite: GENS413P.

## **ORGL440 • Organizational Research** **3 credits**

*(ORLP)*

Provides an understanding of the foundations required for conducting a formal social research project within the context of an organizational setting. Encourages critical thinking through exposure to quality research of various types. Data collection and sampling techniques, issues of effective measurement, and ethical questions are given significant attention. Instruction and experience in understanding the various facets of the basic social science research model. Prerequisite: ORGL340.

## **ORGL462 • Integrated Principles for Practical Leadership** **4 credits**

*(HCLP, ORLM, ORLP)*

Focus is on an integrated paradigm that brings together the broad field of leadership. Examination of real versus perceived issues, in real time, with discussion considering the impact of ethics and trust. Study of the implications of management's "best practices" and how these practices impact morale, employee contribution, and organizational effectiveness. Prerequisite: ORGL400.

## **ORGL465 • Applied Leadership Ethics** **2 credits**

*(ORLP)*

Focus is on the impact of ethics on the resolution of personal and organizational issues through the application of authentic leadership (ORGL462). Consideration is given to how ethical growth occurs from a biblical perspective as well as the relationship of ethics to emotional intelligence. Prerequisites: ORGL400, ORGL462, PHIL320.

## **ORGL490 • Leadership and Change** **2 credits**

*(ORLP)*

Consideration of the various components of change and transformation in relation to leading, managing, and following. Examination of the role of the leader in promoting an environment that allows for the wellbeing of the individual as well as the organization. Designed as a senior seminar in which learners integrate and synthesize their learning experiences in the program. Prerequisite: ORGL462.

# Course Descriptions

## Philosophy

### **PHIL319 • Ethics**

**3 credits**

*(NURP)*

Critical analysis of the nature of ethics, principal ethical theories, and contemporary ethical issues relating to the individual and society. Readings focus on questions such as the grounds for moral judgments; the relation of religion to ethics; the place of duties, consequences, and virtue in the moral life; and concepts of justice and their application to public policy. The role of gender in ethics is considered. Applications to issues in bioethics will be the major focus of the course.

### **PHIL320 • Introduction to Ethics**

**2 credits**

*(ORLP)*

Introduction to ethics, with the intent of preparing learners to apply ethical principles to moral dilemmas faced within the workplace. Special emphasis will be given to the relationship between ethics and leadership.

### **PHIL321 • Ethical Decisions**

**1 credit**

*(BUSP)*

Introduction to problem solving, an analysis of ethical decision making and types of ethical justification, and a study of the principles of love and justice, including their Judeo-Christian roots.

### **PHIL421 • Applying Ethics to Organizations**

**3 credits**

*(BUSP)*

Ethical problem solving and the ethical dimensions of organizational leadership. Application of ethical principles to issues of moral perplexity, primarily within corporate and nonprofit organizations, that are surfaced by ethical pluralism, cultural diversity, resource allocation, equal opportunity requirements, workplace dignity and fairness, varying economic and market conditions, and conflicts between organizational imperatives and Christian values. Other critical topics include: balancing responsibilities to shareholders and stakeholders, environmental issues, privacy issues, technology issues, and questions regarding the social responsibility of business. Prerequisite: PHIL321.

### **PHIL425 • Applied Ethical Decisions in Life and Business**

**3 credits**

*(HRMP)*

Provision of a basis for ethical problem solving and the application of ethical principles to issues of moral perplexity. These issues are surfaced by ethical pluralism, cultural diversity, resource allocation, equal opportunity requirements, workplace dignity and fairness, varying economic and market conditions, and conflicts between organizational imperatives and Christian values.



# Course Descriptions

## Psychology

### **PSYC204 • Development Over the Lifespan**

**3 credits**

*(NURP)*

Study of human thought and action within a developmental framework, from birth to death. Focus is on research, theory, and practical application seen as the interplay among the physical, cognitive, psycho-social, and spiritual perspectives.

### **PSYC302 • Abnormal Psychology**

**3 credits**

Introduction to the field of abnormal psychology covering areas such as classification, symptoms, causes, and treatment of various mental disorders. Analysis of major perspectives of psychopathology and a survey of some of the major issues in the field of mental health. Prerequisites: none. An Introduction to Psychology course is highly recommended.

### **PSYC311 • Personality Theories**

**3 credits**

Study of various theoretical approaches to personality. Emphasis is given to the assumptions and research associated with each approach. Major contributors to each view are discussed. Prerequisites: none. An Introduction to Psychology course is highly recommended.

### **PSYC335M • Introduction to Statistics**

**3 credits**

Basic descriptive, correlational, and inferential statistics will be covered. As time permits, more advanced topics of ANOVA, multiple regression, ANCOVA, meta-analysis, and factor analysis will be introduced. Learners will perform analyses using a computerized statistical package and primary emphasis will be placed on understanding the concepts and interpreting results correctly.

## Sociology

### **SOCL374 • Religion in Society**

**3 credits**

Application of sociological theories and methods to the study of religion. Examination of religion as a social-psychological process, a belief system, and as a social institution in society. Analysis of the impact of religion on society in general, and in turn, the impact of society on religion. Prerequisites: GENS220, GENS240, a Global Cultures and the American Mosaic (E category) course.

### **SOCL386 • Social Inequality**

**3 credits**

Focus is on social inequality in human societies, with particular reference to the United States. Exploration of the origins, evolution, legitimation, and consequences of social inequality. Main emphasis is on inequalities that are rooted in the socio-economic order. Examination of the relationship between social class, race, and gender as different but related forms of social inequality. Prerequisite: a Global Cultures and the American Mosaic (E category) course.

# Course Descriptions

## Theatre Arts

### **THEA101 • Introduction to Theatre** **3 credits**

Introduction to the theatre arts through the study of central historical dramatic literature, the attendance and analysis of live theatre performance, and applied creative project work in a specific arena of theatre.

### **THEA102 • Performance Techniques for Non-Actors** **3 credits**

Creative exploration of performance techniques selected from the following: creative dramatics, acting from a scene, reader's theatre, improvisation, storytelling, movement and mime, and oral interpretation. Designed to enhance the individual's creativity, physical and vocal control, self-assurance, and poise. Learners will have opportunities to observe, analyze, and evaluate performance.

## Theology

### **THEO320 • Theology of Ministry** **4 credits**

*(CHMP)*

Introduction to the theology and practice of Christian ministry. Focus is on a conceptual, theological, and biblical understanding of ministry from individual, community, lay, and ordained perspectives. Opportunity to develop a usable, working philosophy of ministry. Presents a model for critical thinking about the practice of ministry in the contemporary setting.

### **THEO415 • Understanding Worldviews** **3 credits**

*(BUSP, COSP, HCLP, HRMP, NURP, ORLP,)*

Study of the basic elements of a Christian philosophy of life including comparison with other life philosophies and application to life in contemporary organizations and professions.

### **THEO441 • Christian Theology** **3 credits**

*(CHMP, CHSM)*

Examination of Christian doctrine from a systematic perspective. Subjects include, but are not limited to, the Triune God, the person and work of Jesus Christ (incarnation and atonement), and salvation. The unity and diversity of Christian belief will constitute the backdrop for subjects covered.

### **THEO442 • Apologetics** **3 credits**

*(CHMP, CHSM)*

Investigation of the rational foundation of the Christian faith. Critical examination of historical and philosophical arguments for the faith as well as analysis of its relation to modern and non-Christian philosophies, movements, and worldviews will form the substance of the course. Prerequisite: THEO441.

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Robert Bjork, Plymouth, Minnesota  
EVP, McNellis & Bjork, Ltd.

Thomas C. Evans, Johnston, Iowa  
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- Ron A. Tschetter, White Bear Township, Minnesota  
Former Director, U.S. Peace Corps
- Julie M. White, Grimes, Iowa  
EVP Director of Human Resources, Wells Fargo & Company

## Administration: University

### Office of the President

- James (Jay) H. Barnes III, Ed.D.  
President
- Richard J. Sherry, Ph.D.  
Executive Assistant to the President
- Leon A. Rodrigues, Ed.D.  
Special Assistant to the President and Chief Diversity Officer

### Office of the Provost

- David K. Clark, Ph.D.  
Executive Vice President and Provost

### Academic Affairs

- Carl E. Polding, Ph.D.  
Vice President and Dean of the College of Adult & Professional  
Studies/Graduate School

### Office of the Registrar

- Katrina L. Chapman, M.A.  
University Registrar
- Kimberly Tutt, B.A.  
Associate Registrar
- Amanda Stavem, B.A.  
Registration Coordinator

# Personnel

## Library

- Robert C. Suderman, M.L.  
Director of University Libraries
- Carole M. Cragg, M.A.L.S.  
Associate Director of Bethel University Libraries
- Lyndi Finifrock, M.L.I.  
Reference Librarian
- Jill Gerriets, M.L.I.S.  
Digital Learning and Systems Librarian
- Rhonda Gilbraith, M.L.I.S.  
Reference Librarian/Electronic Resources
- Karen Johnson, M.L.S.  
Reference Librarian
- Verena Larson, M.A.  
Reference Librarian
- Amy Reinhold, M.L.S.  
Technical Services Librarian
- T. Frank Schiffer, A.E.  
Manager of Audiovisual Department
- Earleen J. Warner, M.A.  
Reference Librarian

## University Advancement

- TBA  
Executive Vice President for University Advancement

## Constituent Relations

- Ralph Gustafson, M.Div.  
Vice President for Constituent Relations

## Development

- Bruce W. Anderson, M.A.  
Vice President for Development

## Foundation

- Angella J. Hjelle, J.D.  
Executive Director and Corporate Counsel,  
Bethel University Foundation
- Charles J. Stroud, MBA, C.P.A. (Inactive)  
Controller, Bethel University Foundation

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## Communications and Marketing

- Sherie J. Lindvall, B.A.  
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- Holly Donato, M.A.  
Director of Publications
- Mark Erickson, B.A.  
Director of Web Communications
- Kelsey Lundberg, B.A.  
Web Communications Specialist
- Amanda Wanke, M.A.  
Director of Media and Internal Communications
- Suzanne Yonker, B.S.  
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## Finance and Administration

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Chief Financial Officer
- William Goodman, B.A.  
Director of Human Resources/Compliance Officer
- Bruce W. Wheeler, B.A.  
Controller

## Campus Services

- Bruce A. Kunkel, B.A.  
Vice President for Campus Services and Campus Planning
- Michael Cole, B.S.  
Chief of Security and Safety
- Randy Hall  
Director of Auxiliary Services
- Robert Schuchardt, B.S.  
Food Service General Manager (Sodexo)
- Thomas Trainor, M.S.  
Director of Facilities Management

# Personnel

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William H. Doyle, Ph.D.

Vice President for Information Technology

William Buchanan, B.S.

Director of Telecommunications

Bob Kistler, Ph.D.

Lead Faculty Instructional Technology Consultant

Matthew Putz, M.Div.

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Vice President for Admissions, Financial Aid, and Retention

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Director of Admissions, College of Adult & Professional Studies/  
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