

College of Adult & Professional Studies

2011–2012 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 on Blink (blink.bethel.edu).

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 Disability Services at 651.638.6833 or 800.255.8706, ext. 6833. Information is online at bethel.edu/disability.

General Information

Accreditation and Membership

Bethel University is accredited by The Higher Learning Commission and a member of the North Central Association (www.hlcommission.org, 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: 202.877.6791). The nursing program is approved by the Minnesota 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, Vision, and Values

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.

We are Christ-followers – orthodox, conversionist, and evangelical; rooted in the authority of Scripture.

We are character-builders – concerned with personal and spiritual formation and therefore committed to the development of whole and holy persons.

We are truth-seekers – recognizing that all truth has its source in God as revealed in creation and Scripture, and personified in Christ.

General Information

We are learners – committed to academic excellence within a community characterized by teaching, scholarship, and service.

We are reconcilers – honoring the worth and dignity of people from all races and purposely seeking to create a community that reflects the diversity of the body of Christ.

We are salt and light – relating to the world and society in culturally relevant ways while being informed by our pietistic denominational heritage and characterized by an irenic spirit.

We are world-changers – driven to prepare graduates who will shape and change the world through exemplary leadership in the church and throughout society.

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, Minnesota, 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.

Bethel University offers its academic 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 eight career-relevant bachelor's degree-completion programs including business management, Christian ministries, communication studies, healthcare leadership, human resource management, human services, nursing (RN to B. S.), and organizational leadership. The General

General Information

Studies program allows students with few or no credits to take the courses they need to enter a degree program or to earn an associate of arts degree. All programs are taught on an accelerated schedule, with courses meeting evenings or weekends on the St. Paul campus, at other convenient Twin Cities locations, or online.

Graduate School

The Graduate School at Bethel University offers 11 advanced degree programs, as well as educational licenses, certificate programs, and academic writing seminars. Designed to help adults enhance or redirect their careers, the programs include master's programs in business administration (MBA), communication, counseling psychology, education K–12, gerontology, 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 evenings and/or weekends on the St. Paul campus, as well as other convenient locations in the Twin Cities or online.

College of Arts & Sciences

The College of Arts & Sciences at Bethel University offers 68 majors within 73 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.

Bethel University is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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.

Academic Calendar

The 2011–2012 academic year includes fall semester 2011, spring semester 2012, and summer session 2012. Students are provided a course schedule. Special dates and holidays for the 2011–2012 academic year are listed below.

Fall Semester 2011

September 4, 2011–January 28, 2012

Fall Semester Begins	September 4
Labor Day (no classes).....	September 5
Registration Opens for Spring Semester.....	October 1
Commencement Deadline	October 31
Thanksgiving Break (no classes)	November 20–26
Commencement	December 16
Christmas Break (no classes)	December 18–January 2
Martin Luther King Jr. Day (no classes)	January 16
Fall Semester Ends	January 28

Spring Semester 2012

January 29, 2012–June 9, 2012

Spring Semester Begins.....	January 29
Registration Opens for Summer Session	February 1
Commencement Application Deadline	March 31
Registration Opens for Fall Semester	April 1
Easter Break (no classes).....	April 1–7
Commencement	May 26
Memorial Day (no classes).....	May 28
Spring Semester Ends.....	June 9

Academic Calendar

Summer Session 2012

June 10, 2012–September 1, 2012

Summer Session Begins	June 10
Independence Day (no classes).....	July 4
Summer Session Ends	September 1

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. Or call the College of Adult & Professional Studies office at 651.635.8000 or 800.255.8706, ext. 8000 for an application. 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 official transcripts from **all** schools 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 a *Computer Documentation* form. Applicants are required to document access to a computer with the required hardware and software for use throughout the program (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 www.naces.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 living in the U.S.).
- Submit a copy of passport (applicants living in the U.S.).
- Submit a copy of current visa (applicants living 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 academic plan in consultation with your admissions advisor to determine how outstanding course requirements or needed credits, if any, will be fulfilled. 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 2.0 or higher on a 4.0 scale on all previous academic work. Nursing applicants must have a cumulative GPA of 2.5 on a 4.0 scale on all previous academic work.

Admission Requirements: Degree-Completion Majors

- Meet the requirements for admission to a Degree-Completion Major or Certificate Program.
- Develop an academic plan in consultation with your admissions advisor to determine how outstanding course requirements or needed credits, if any, will be fulfilled. 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.

Christian Ministries (B.A.)

The Christian ministries major will consider applicants who:

- Meet the requirements for admission to a degree-completion major.
- Have completed *GENS225: Academic Research and 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

Human Services (B.A.)

The human services major will consider applicants who:

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

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 2.5 or higher on a 4.0 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 includes work experience that indicates a minimum of one year of nursing experience. May be waived for direct AS transfer students; contact your admission advisor for more details.
 - Have completed *GENS225: Academic Research and 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 nursing instructor or professor.
 - Demonstrate character and professional dedication consistent with the role and responsibility of the professional nurse.

Admission

- Submit a copy of current unencumbered Minnesota registered nurse license.
- 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.

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

Applicants will be notified of their admission category status by mail following approval of the Nursing Department.

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 its date. 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 regarding 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 2.0 overall and 2.25 in one's major must be maintained to continue in the program.

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 2011–2012

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

Tuition per credit, general studies (<i>100- and 200-level courses only</i>).....	\$400
Tuition per credit, nursing.....	\$435
Tuition per credit, all other programs.....	\$415
Audit fee per credit	\$100
Background Check fee	\$20
Continuance fee, nursing.....	\$435
Continuance fee, other bachelor's-level	\$415
Course Materials fee	\$10–\$20
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 fee	\$80
Transcript fee (minimum).....	\$6

Student Account Information

Tuition Payment

Tuition is charged on a per-credit basis and varies based on the program of study. Tuition is billed on the student account once the student has been registered for course(s). Full payment is due at the beginning of each course. Students are responsible for payment reaching the St. Paul Bethel Business Office when due, regardless of the source of payment. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid. Loan applications should be made well in advance for funds to be disbursed at the beginning of the term. Current charges, as well as future charges, are listed on the monthly billing statement. A finance charge of one percent per month is assessed on any charges more than 30 days old. Enrollment for succeeding terms is dependent on full payment of the previous term's expenses.

Online Monthly Statements

Around the 17th of each month, students will receive an email at their Bethel email address alerting them that the Bethel University online monthly statement (paperless) is available to view, with access instructions. To view online monthly statements: Blink (Student Services tab > My Statement channel > click Statement and Payment History > View Statement)

Students can view their accounts and/or pay online on Blink (Student Services tab > My Bethel Account channel > select term > click Online Payment at the bottom of the page and follow instructions.)

Payment Options

Online by E-Check: Authorize a one-time payment or automatic withdrawal from your checking or savings account.

Online by Credit Card: MasterCard, American Express, or Discover cards are accepted, with a non-refundable convenience fee of 2.75% or \$3 minimum.

In Person: Pay by cash, check, or money order at the Business Office Banking Windows, 9 a.m.–2 p.m. or in the Business Office, 8 a.m.–4:30 p.m., M–F (credit cards accepted online only).

By Mail: Mail your check to: Bethel University, Business Office, 3900 Bethel Drive, St. Paul, MN 55112. Please include the student ID number in the memo portion of the check.

Authorized Users

If students want to give electronic access to a spouse or another person to view their account and/or make online payments, they will need to authorize him/her as an authorized user. Once the student has followed the steps below, the authorized user will receive an email with further instructions. If the authorized user does not receive the email, it may have been delivered to their junk mailbox.

Blink (Student Services tab > My Bethel Account channel > select term > click Online Payment at the bottom of the page > click Authorized Users on the toolbar and follow the instructions.)

Excess Loan Funds

Federal financial aid regulations require that Bethel University issue a check to the student for the excess Title IV funds on the student account. Title IV funds that exceed the current and future dated semester costs (registered semester courses and related fees) will be automatically mailed to the student within 14 days of the Business Office receiving the funds.

Employer Tuition Reimbursement

Employer tuition reimbursement is NOT considered a payment option. The student is responsible for payment reaching the St. Paul Bethel University Business Office when due. It is the responsibility of the student to receive reimbursement from his/her employer for charges that have already been paid. Upon the student's request, the Business Office will send tuition reimbursement invoices to the student during the week that the course ends. The student presents the invoices to his/her employer for reimbursement. Contact the Bethel Business Office to request tuition reimbursement invoices at 651.638.6208.

Veteran Administration (VA) Educational Benefits

In order to determine if you qualify for VA benefits, call toll free 1.888.442.4551. If you qualify for VA benefits, and intend to use them, you must contact the certifying official at Bethel University, at 651.638.6426 or 800.255.8706, ext. 6426. You must report any change in your 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 6-8 weeks. If you withdraw from a course that was paid by the VA, tuition will be refunded in accordance with accepted government regulations.

Refund Schedule and Withdrawal Policy: Tuition Refunds

After registration, changes made to a student's schedule must be completed through web registration on Blink or in writing to the student's academic advisor at the College of Adult & Professional Studies and Graduate School. Please note that changes may affect financial aid status. Provided the change is made before the day the course begins, a full refund is granted. Students who withdraw from a course, once it begins, will be granted a refund according to a sliding scale.

Registration Hold

Registration for classes in succeeding terms is dependent on full payment of the previous term's expenses. Students whose accounts are in arrears will have a registration hold on their accounts and will not be permitted to register for the subsequent term.

Transcript Hold

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

Financial Clearance for Graduation

Students will not be issued an official transcript or receive their diploma until all financial obligations have been met.

Past Due Accounts

A student who is not enrolled at Bethel University and has an account balance more than 60 days past due may be transferred to Educational Computer Systems, Inc. (ECSI). ECSI is a collection service that offers payment plans for students not enrolled at Bethel University. No student who has an account balance with ECSI will be considered for re-admittance.

Student Health Insurance

Students who are registered for one credit or more may purchase the health insurance plan made available through Bethel University. For more information, contact Ryan Gunderson, associate director of learner success and development, in the CAPS/GS Office, at 651.635.8030 (or 800.255.8706, ext. 8030).

Questions? Student account and payment information is available at bethel.edu/business-office/caps, or contact the Business Office at 651.638.6208 (or 800.255.8706, ext. 6208).

Financial Aid

Application Procedure

1. Apply for admission to Bethel University College of Adult & Professional Studies.
2. Complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov (use Bethel's federal school code: 002338).
3. Complete the Bethel University Application for Federal Aid, available at caps.bethel.edu/financial-aid/apply.
4. Become familiar with the gift-aid options on the following pages. Bring to our attention any opportunities for which you believe you might be eligible. (Most grants are automatically considered for you when you submit your FAFSA and Bethel Financial Aid Application.)

Financial Aid Programs

Visit caps.bethel.edu/financial-aid/types or contact the Office of Financial Aid for information regarding the availability of scholarships, grants and 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 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 loan exit 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 Policy

Process Overview and Responsibilities

The Code of Federal Regulations, title 34, sections 668.34 requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress in his or her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act. Minnesota Statute 136A.101 Subd. 10 applies this federal Satisfactory Academic Progress (SAP) regulation to Minnesota financial aid programs. Bethel University applies this federal SAP regulation to institutionally controlled financial aid programs.

All financial aid recipients must progress at a reasonable rate (make satisfactory progress) toward achieving a certificate or degree. This requirement applies to all terms regardless of whether or not the student received financial aid.

Evaluating Financial Aid SAP

Financial aid SAP evaluation begins six (6) days after the end of each term (fall, winter, spring and summer) using three benchmarks: Qualitative Measure, Pace, and Maximum Time Frame.

Qualitative Measure. Undergraduate students must maintain a cumulative Grade Point Average (GPA) of at least 2.0. Graduate School students must maintain a cumulative GPA of at least 3.0. All undergraduate coursework is considered when calculating the cumulative GPA for undergraduate degrees. At the graduate level, cumulative GPA is calculated separately for Graduate School doctoral programs and Graduate School non-doctoral programs.

Finances

Pace of Completion. Students must progress through their educational program at a pace that ensures they will complete the program within the maximum time frame. The Pace is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Students must successfully complete a minimum of 67% of their cumulative attempted credits (including any transfer credits, advanced placement, or CLEP credit).

Maximum Time Frame. Students are expected to complete their program within the normal time for completion (122 credits for a baccalaureate degree). However, there may be special circumstances like a program change or an illness that would prevent the students from completing their program of study within the normal time frame.

To accommodate these special circumstances, students may continue receiving aid until they either (a) complete graduation requirements for their program of study, or (b) attempt 150% of the number of credits (including transfer credits, advanced placement, or CLEP credits) required for their program of study, or (c) reach the point where they cannot earn the number of credits necessary to complete their program of study within 150% of required credits for the degree, whichever comes first.

Students become ineligible for financial aid at the time that it is determined that they are unable to complete their degree within the maximum time frame. Transfer students who will transfer more than 50% of the credits needed for their program of study should request that only the credits that apply to their program of study are accepted by Bethel to ensure that they do not exceed the maximum time frame prior to completing their program of study, and therefore become ineligible for financial aid.

Program of Study	Maximum Time Frame
Undergraduate Certificate	45 semester credits
Associate Degree	$60 \times 1.5 = 90$ semester credits
Baccalaureate Degree	$122 \times 1.5 = 183$ semester credits
Graduate Certificate	Varies ($150\% \times$ _____ credits in certificate)
Master of Art	Varies ($150\% \times$ _____ credits in degree)
Master of Business Administration	$42 \times 1.5 = 63$ semester credits
Ed.D.	$61 \times 1.5 = 92$ semester credits

Treatment of Special Academic Course Situations

- **Term.** The financial aid office evaluates SAP at the end of each regular semester. All terms of enrollment are counted for SAP, including terms in which a student did not receive financial aid.
- **Remedial Courses.** Bethel does not offer any remedial courses.
- **Pass/Fail Courses.** Some of Bethel's courses receive a grade of Satisfactory (*S*) or Unsatisfactory (*U*). These courses are not included in the calculation of GPA; they are counted as attempted credits. Courses with an *S* grade are considered earned credits. Courses with a *U* grade are not earned credits.
- **English as a Second Language Courses.** Bethel does not offer any ESL courses.
- **Repeated Courses.** Courses that a student is repeating are included when determining the student's enrollment status for Title IV purposes as long as the course is not a result of (a) more than one repetition of a previously passed course, or (b) any repetition of a previously passed course due to the student failing other coursework.

Repeated courses are always included in the cumulative credits attempted and maximum time frame calculation. They are included in the GPA and cumulative credits earned calculations provided the grade for the repeated courses, and the original course, are both included in the GPA calculation.

- **Audited and Enrichment Courses.** Courses that are audited, or not eligible for academic credit, are excluded from SAP calculations since they are ineligible for federal, state, or institutional financial aid programs.
- **Earned Credits.** For purposes of this policy, credits in which the student earns a grade of *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D*, or *S* are considered earned credits, and are counted as both attempted and earned in the Pace calculation.
- **Transfer Credits.** College level courses taken outside of Bethel before students received their high school diploma or G.E.D. (e.g., CLEP, PSEO, AP) are treated as transfer credits. (Postsecondary Education Options credits attempted at Bethel are treated the same as other courses taken at Bethel after receiving a high school diploma.) Transfer credits are included as both attempted and completed credits when measuring Pace, and are included in the maximum time frame calculation. All transfer credits accepted by Bethel will be used in determining when the maximum time frame requirement has been reached. The student may, however, appeal to have only the credits accepted toward his or her Bethel program of study included in the maximum time frame calculation.
- **Change of Majors.** If you change majors, the credits you earn under all majors will be included in the calculation of attempted, earned, and maximum time frame credits, as well as your GPA calculation.

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- **Dropping a Course.** Courses that the student drops after the 100 percent refund period are included in the cumulative credits attempted and in the maximum time frame. (If a student fails all courses attempted during the term, the financial aid staff will check to see if the student was enrolled for the entire period or unofficially withdrew from school.)
- **Incompletes.** Courses assigned an incomplete grade are included in the cumulative credits attempted and in the maximum time frame. These credits cannot be counted as earned credits until a satisfactory grade is assigned.
- **Second Degree.** Students may attempt up to 150% of the credits required for a subsequent program of study (183 credits for a baccalaureate degree, plus an additional 183 credits for a second baccalaureate degree). Students who already have a first baccalaureate degree are eligible for loans (not grants) if they are pursuing teacher licensure or a second degree (e.g., a student has a B.A. and is now seeking a B.S.).
- **Multiple Majors and/or Dual Degree Students.** Students who choose to earn more than one major, or more than one degree, at the same time are subject to the maximum time limits of one degree (e.g., 183 credits for a baccalaureate degree).
- **Concurrent enrollment in Bethel's schools.** Students who are concurrently enrolled in more than one of Bethel's schools may receive more than one Financial Aid SAP review each term. Students must be demonstrating SAP in every school they are attending. Failure to demonstrate SAP in any school will impact financial aid eligibility in all schools. For example, if as a result of not demonstrating financial aid SAP in the Graduate School a student's financial aid eligibility is terminated, the student's financial aid eligibility is also terminated at Bethel Seminary, the College of Arts & Sciences, and the College of Adult & Professional Studies.
- **Programs exempt from Financial Aid SAP review.** Some private educational loans and employer educational benefits are available to students who are not demonstrating SAP. Students should check with their employer, or private educational loan provider, to see if they must be demonstrating SAP as a condition of receiving these funds.

Students enrolled solely in academic programs that are excluded from eligibility for federal, state and Bethel-funded financial aid are not subject to the Financial Aid SAP policy. For example, since no federal, state, or unfunded institutional funds are offered to Bethel Seminary students in the Doctor of Ministry (D.Min.) program, D.Min. students are exempt from the financial aid SAP review. (D.Min. students who are offered funded institutional scholarships must demonstrate Financial Aid SAP.)

Failure to Meet Minimum SAP Standards

Students who are not meeting the minimum SAP standards will be placed on Financial Aid Warning status. Following a Warning term, students who are still not meeting the minimum SAP standards become ineligible for financial aid, and will have their financial aid eligibility terminated.

Financial Aid Warning. (Formerly referred to as Financial Aid Probation.) Financial aid warning is a status assigned to a student who fails to make financial aid SAP at an institution that evaluates academic progress at the end of each term. The financial aid warning status lasts for one term. If after the financial aid warning term the student is not demonstrating financial aid SAP, the student becomes ineligible for financial aid (financial aid terminated).

Financial Aid Terminated. Financial Aid Terminated is a status assigned to students who have lost their financial aid eligibility due to failure to demonstrate financial aid SAP. Students whose financial aid eligibility has been terminated may appeal the termination.

Appeal of Financial Aid Termination

Students who fail to meet Financial Aid SAP 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 must be submitted to the Office of Financial Aid within seven calendar days of the date on the notification letter or email. Appeals will be evaluated by a cross-departmental committee. Appeals must explain why the student failed to make SAP, and what has changed to resolve the issue(s) that prevented the student from demonstrating SAP. Acceptable reasons for appeal may 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. Students who cannot demonstrate Financial Aid SAP within one term will be required to submit an Academic Plan as a part of their appeal.

Financial Aid Probation (formerly referred to as financial aid probation on appeal). Financial aid probation is a status assigned to a student who has successfully appealed the termination of financial aid due to failure to demonstrate financial aid SAP. Students on Financial Aid Probation may receive financial aid for one term.

Financial Aid Academic Plan Probation. If it is impossible for the student to meet the minimum SAP standards after one term, then the institution and the student may agree upon an Academic Plan to monitor the student's academic progress for more than one term. The institution will use the Academic Plan as the benchmark for SAP for the length of time specified in the Academic Plan. Students who fail to fulfill the requirements of the Academic Plan become ineligible for financial aid.

- College of Adult & Professional Studies students should contact the financial aid office for information on available resources to help in developing Academic Plans.
- Graduate School students should contact the financial aid office for information on available resources to help in developing Academic Plans.

Student Notification

Students who are not meeting the minimum Financial Aid SAP standards will be notified by the financial aid office of their Warning or Termination status. Students who submit an appeal will be notified by the financial aid office of their Financial Aid Probation, Financial Aid Academic Plan Probation, or Financial Aid Termination status. Students whose financial aid status had been at a Warning, Probation, Academic Plan Probation, or Terminated status, but are meeting minimum SAP standards when reviewed, will be notified of the change in their status.

Students who graduated during the term that is being reviewed for SAP and who are not registered for the subsequent term will not be notified of changes in SAP status.

Regaining Eligibility

Students whose financial aid was terminated due to lack of SAP may choose to enroll without benefit of financial aid. 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.

Interpretation and Enforcement

The Director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy.

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 calculation if the student received federal financial assistance in the form of a Federal Pell Grant, Direct Loan, or Direct 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 coursework 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 are offered in: business management, Christian ministries, communication studies, healthcare leadership, human resource management, human services, nursing, and organizational leadership. Minors are offered in business management, Christian studies, communication studies, healthcare leadership, human resource management, human services, 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 no 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 2.0.
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).

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 is expected.

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 2.0 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 is expected. *Application for Commencement* must be submitted to the College of Adult & Professional Studies.

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 Certificate

Certificate

1. A cumulative GPA of 2.25 in certificate courses. The certificate GPA includes all courses required in the certificate and all electives taken for the certificate.
2. At least 50 percent of the credits used to meet the requirements of the certificate must be taken in programs that meet Bethel residency requirements. In each certificate, certain courses may be required to be taken in residence.
3. Completion of the requirements of a certificate (listed by discipline in this catalog).
4. Completion of departmental and institutional assessment activities.

Students complete certification 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 and academic services.

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:

- 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;
- Relationships among Christian faith and program areas of study; and
- 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, courses in one's major field, and elective courses that learners select constitute the total Bethel academic program and result in 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.

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>
A	Reading and Responding to the Arts
E	Global Cultures and the American Mosaic
M	Mathematics
P	Contemporary Christian Issues
R	Reading and Researching the American Experience
T	Technology in Our World
V	Discovering Our Surrounding World
W	Work and Family Dynamics
Y	Health and Wellness

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.

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.

Academic Information

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 A • Reading and Responding to the Arts

Cultivation of critical reading and writing skills through an examination of artistic “texts” from 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. An “A” course is required at transfer level 6 and down.

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.

Natural Science and Mathematics

HEPE260Y • Physical Wellness for Life

Addresses a variety of physical aspects of the human person and how they relate to one’s overall well-being and lifelong personal stewardship. Contemporary issues related to physical well-being, such as drugs, alcohol, nutrition, sleep, and exercise, are discussed, as well as the relationship between personal health-related lifestyle choices and responsibilities to others. Learners are encouraged to develop and practice personal strategies for physical well-being through exercise and other means. HEPE260Y 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.

Academic Information

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 among college, family, and career; and Moodle learning management systems. 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.

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.

Academic Information

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, pop music, immigration, worship, race relations, 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 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.

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 (HEPE260Y)
 - Reading and Responding to the Arts (A category)
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

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

Academic Information

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 enrolled in the College of Arts & Sciences.

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 academic evaluation to help them determine whether they have satisfied the general education portions of their degree programs and how many additional credits they will need to earn for their degrees. The number of total credits needed for graduation is 60 for the A.A. degree and 122 for all bachelor's degree programs.

Applicants need to pursue elective credit options unless 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	79
Christian Ministries.....	80
Communication Studies.....	73
Healthcare Leadership.....	82
Human Resource Management.....	79
Human Services	74
Nursing.....	85
Organizational Leadership	82

Applicants pursuing elective credit options may do so using any combination of the following options.

Option 1

Credit from Bethel University or Other Regionally Accredited Institutions

Elective courses offered through the College of Adult & Professional Studies at Bethel University are listed in this catalog in the respective academic disciplines. Learners may opt to add a minor to their bachelor's degree program. A minor is a series of courses, between 18 and 24 credits, in an academic discipline outside of the learner's major. The six minors offered in CAPS are described under "Academic Programs and Disciplines" in this catalog.

Credit earned in other Bethel University schools is transferrable to CAPS. Learners may also transfer credit to CAPS by submitting official transcripts from other regionally accredited institutions for evaluation.

Option 2

Credit from Nationally Accredited Institutions

Learners may also transfer credit to CAPS by submitting official transcripts from nationally accredited institutions for evaluation.

Academic Information

Option 3

Educational Experiences in the Armed Forces

Learners 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.

Option 4

Standardized Subject Examinations

Learners may earn college credits by successfully passing a standardized exam in content areas for which they have not already earned college credit. CAPS learners can earn up to thirty (30) credits through any combination of the AP, CLEP, DANTES, Excelsior, and IB exams, which are equivalent to college courses. Official transcripts or official score reports from the examination programs are required for credit awards.

- **DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests:** For the convenience of students, Bethel offers online DANTES examinations several times each month. More than 30 DANTES examinations are available on a variety of academic subjects. With a passing score, three semester credits are earned.
- **CLEP (College-Level Examination Program):** Examinations are administered at various testing sites in the Twin Cities. More than 30 CLEP examinations are available on a variety of academic subjects. With a passing score, college credit is earned. CLEP scores are valid for 20 years.
- **AP (Advanced Placement), Excelsior, and IB (Higher Level International Baccalaureate):** Learners who have passed these exams may earn college credit based on their exam scores.

Option 5

Selected Professional Training/Examinations

Many career fields offer non-collegiate-sponsored training courses, examinations, or certifications. Learners may earn college credit at CAPS for completing non-collegiate-sponsored training that has been recommended for credit by the American Council on Education (ACE). Learners may have their trainings evaluated for potential credit by submitting appropriate documentation to the coordinator for prior learning.

Option 6

Documented Prior Learning

Some college-level learning obtained through work or life experience may be demonstrated by the documented prior learning (DPL) portfolio process. Based on an evaluation of a portfolio, Bethel University faculty will determine if credit will be awarded. Learners may contact the coordinator for prior learning for the most current information and policies related to the DPL portfolio process.

Elective Credit Options Guidelines

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

Options 1, 2, and 3: Official transcripts will be reviewed by academic services to determine the number of credits Bethel will accept.

Option 2: Total credit from this option may not exceed 30 semester credits.

Option 3: A copy of DD form 214 or DD form 295 may be submitted for evaluation only if none of the specified transcripts exist.

Option 4: Total credit from this option may not exceed 30 semester credits.

Options 5 and 6 (Prior Learning Assessment): Total combined credits from Options 5 and 6 may not exceed 30 semester credits. This total includes credit earned from competency-based education (CBE) at other regionally accredited institutions. Credit earned through Options 5 and 6 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 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 one semester after the learner's final semester of enrollment. Permission to exceed this time frame is required from the academic services manager for transfer credit or from the coordinator for prior learning for prior learning assessment credit.
4. Bethel awards credit for Options 3, 4, and 5 based on recommendations in the *Directory of the American Council on Education's College Credit Recommendation Service (CREDIT)* in *The Guide to Educational Credit by Examination*; *The Guide to the Evaluation of Educational Experiences in the Armed Forces*; and *The National Guide to College Credit for Workforce Training*.

Credit for Prior Learning

Bethel University is one of more than 900 American colleges and universities listed in the *Directory of the American Council on Education's College Credit Recommendation Service (CREDIT)*, 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.

Transfer Student Requirements

The College of Adult & Professional Studies accepts transfer credit based on the source of credit, level of credit, and grade earned.

Credit is acceptable from regionally accredited institutions of higher education, nationally accredited institutions of higher education, and comparably accredited international institutions of higher education. Credit from other institutions will be accepted only when there is an officially approved transfer articulation agreement with the institution.

Coursework must be designated by the originating institution as freshman-level or higher.

Courses receiving a satisfactory passing grade will be accepted in transfer. With limitations, grades of *CR* (Credit), *P* (Pass), and *S* (Satisfactory) are acceptable. When grades are transcribed as percentages only, grades must be 70 percent or higher. Students must have a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale on all academic work. Nursing applicants must have a GPA of 2.5 or higher.

Courses accepted in transfer must be relevant or equivalent courses required for the learner's program of study. CAPS broadly evaluates the relevancy or equivalency of transfer courses in light of its deep integration of the liberal arts and high quality professional education.

For more information regarding transfer credit policies, contact the academic services manager, at 651.635.8033 (800.255.8706, ext. 8033).

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

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GENS110	Succeeding in College	3
GENS130	Successful Writing	3
GENS220	Academic Research Writing	3
GENS240	Christianity and Civilizations	3
HEPE260Y	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
Reading and Responding to the Arts (A 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. For students in the degree-completion phase, the calendar of class sessions for the full program is found on Blink (blink.bethel.edu).

Student load for each semester is:

1. Full time = 12 credits or more per semester
2. Part time = fewer than 12 credits
 - a. Half time = six – 11 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

The model of learning practiced in the College of Adult & Professional Studies relies on active, self-directed learners who enhance each other's learning interactively. Learners are accountable not only for completing individual work, but also for participating in all interactive learning activities designed by course faculty:

- Online interaction as directed by faculty
- Energetic participation in classroom sessions
- Participation in clinicals, field tours, etc.

The CAPS attendance and participation policy emphasizes faculty and learner responsibility for interactive adult learning:

- In course syllabi, faculty will designate the value of participation in interactive learning activities in the classroom, in the field, and online.
- Learners are responsible to participate in and complete all interactive learning activities and to master their content.
- Course syllabi will indicate whether make-up work is or is not appropriate for attendance in the class room or participation in designated learning activities.
- Absence or non-participation due to illness or other emergency may be excused at the discretion of the faculty.
- Learners should expect that non-participation in interactive activities associated with more than 20% of the schedule of the course will reduce a course grade or risk course failure.

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 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 on Blink (Student Academics 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 the completed change is displayed on Blink or a petition form has been properly completed and filed with academic services.

Grading System

Coursework 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	N	No Grading	NA
B-		2.7	NR	Not Reported	NA
C+	Satisfactory	2.3	S	Satisfactory	NA
C		2.0	U	Unsatisfactory	NA
C-		1.7	W	Withdrawal	NA
D+		1.3	X	Audit	NA
D	Minimally Acceptable	1.0			
F	Failing	0.0			

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 or the deadline has been reached (see: Grade of *D*).

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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: *CR*, *I*, *IP*, *N*, *NR*, *S*, *U*, *W*, and *X*. 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 2.0 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 request is received by the academic advisor. Learners may withdraw from a course (or change from credit to audit) until one-half of the course has been completed. Any learner 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 that 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.

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. Remaining work must be of the kind that can be

Academic Information

done largely through the independent effort of a student. Unless the grade of *I* is removed by the deadline designated by the instructor, the student will be graded for the course using the default grade designated by the instructor.

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.

Incompletes in practicums may be handled differently. The following courses have a one year maximum extension:

CHMN391 Ministry Practicum 1

CHMN491 Ministry Practicum 2

Grades of *IP*, *N*, and *NR*

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

Grade of *CR*

The grade *CR* is used for coursework that is excluded from GPA calculations.

Transcripts

Transcripts are available showing all academic work done to date at Bethel University. Both electronic and paper versions of transcripts are available. Electronic transcripts start at \$6 and are processed within 2–3 business days. Paper transcript costs vary and are processed within 5 business days (plus mail time). Questions regarding transcripts should be addressed to the Office of the University Registrar.

To order a transcript:

If you have a Bethel Community Account (students and alumni) you can order your official transcripts online. Order with your Bethel Community Account at bethelnet.bethel.edu/ureg/cas/transcripts.

If you don't have a Bethel Community Account, please visit iwantmytranscript.com to order your official transcript.

Please note: transcripts will only be sent if all outstanding financial obligations have been met.

Degree Honors

Honors at graduation for bachelor's degrees will be awarded to learners who achieve a cumulative CAPS GPA of 3.9 or higher.

Commencement Ceremony Honors

Honors in the commencement program and ceremony for bachelor's degrees will be recognized for learners who have achieved a cumulative CAPS GPA of 3.9 or higher as of March 31 for the spring ceremony and as of October 31 for the fall ceremony.

Academic Progress, Probation, and Dismissal

1. Academic Warning

Students are given an academic warning any time their cumulative GPA is below 2.0 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	2.0

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 also may lead to academic dismissal. Academic warning and academic probation do not always precede academic dismissal.

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 on Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Academic Appeal).

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.
- **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.

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- **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 progress, probation, and 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.

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 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 performance groups, 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 and their program director. In addition, students who have been away for one full semester or more must file an *Application for Readmission*. Contact College of Adult & Professional Studies Academic Services for forms and procedures.

Individualized Study

Academic Internship

An academic internship is preferably an off-campus learning/practicing experience in which the student applies a body of knowledge and skill in a structured, non-classroom setting. It can take place in many settings: governments, social organizations and agencies, churches, or business enterprises. It can make use of almost every knowledge and skill area in Bethel's curricula. Credit is available through some departments to qualified students in their majors. Inquiries should be made to the program director.

Policy

1. An acceptable internship is one that expects the student to:
 - a. Make a deliberate application of one's academic knowledge and skills.
 - b. Continue to learn as stimulated by the problems and issues encountered.
 - c. Grow in one's personal maturity and confidence in one's abilities.
 - d. Develop empathy with and understanding of persons, groups, and settings typically not encountered on campus.
2. The proposed internship 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 the existing course structure.
3. It is conducted under joint supervision of a Bethel faculty member and an onsite supervisor. Both parties agree on the specific objectives and assignments before beginning and jointly evaluate the student's work during the experience and at the end. There should be a plan for ongoing processing of the experience (log, weekly meetings, etc.). It is expected that the Bethel faculty supervisor will meet at least bi-weekly with the student.
4. The internship position may be part time or full time and may be salaried or non-salaried. Routine jobs or work that repeats experience does not qualify for an academic credit internship. The work must provide an opportunity to meet academic/educational objectives.
5. The learner must meet the following criteria:
 - a. Declare a major or minor in the department of the internship being proposed.
 - b. Hold junior, senior, or graduate standing. (Individual departments may permit qualified sophomores to undertake exploratory internships under special circumstances.)
 - c. Have a minimum of ten credit hours completed in the department.

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- d. Have a minimum cumulative GPA of 3.0 and a 3.0 GPA in the major. (Individual departments may require a higher GPA.)
- e. Meet additional criteria as established by each department.
6. An internship must be two to four credits with the following minimum time required onsite:
 - Two-credit internship.....90 hours
 - Three-credit internship.....135 hours
 - Four-credit internship.....180 hours
7. A maximum of nine credits in internships may be taken. Each separate internship must have goals and objectives different than the prior ones taken for credit.
8. Internships are graded *S/U* (see: Grading System).
9. This policy identifies minimum college-wide requirements. Departments may choose to supplement this with additional requirements.
10. Students must submit a completed and signed Contract for Academic Internship for approval to the registrar no later than the final day of the preceding semester. The form is on Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Internship).

Course by Arrangement

A learner may sometimes arrange to take a regular course listed in this catalog at a time other than when the course is offered. The design of the course must allow the learner to achieve its outcomes and objectives by studying outside the regular class setting independently. Course by Arrangement (CBA) may only be requested when there is no other option open to the learner.

Policy

1. Students may engage in a CBA under the following regulations:
 - a. The course must be a specific requirement in the student's major or minor, or a prerequisite to a specific requirement (not an elective course).
 - b. Learners must have demonstrated in program coursework that they have the capability and background to study independently. Students must have an overall GPA of 2.5 or higher at the time the request is submitted and at the time the CBA is begun as certification of this ability.
 - c. Learners must have at least sophomore-level class standing (at least 30 earned credits) at the time the CBA is begun.
 - d. Learners may take only one CBA per term and no more than a total of eight credits of CBA toward graduation. A faculty supervisor may direct no more than two study projects (directed studies and courses by arrangement) per term and must have taught the course in its regular format.

Academic Information

- e. Upon fulfilling the CBA, students receive credit on their transcript for the course. A copy of the CBA request will be placed in a student's permanent file. CBA is graded on an A–F or S/U basis according to the normal grading system of the course in its regular format.
2. Complete the following procedures to obtain approval of a CBA request:
 - a. The *Course by Arrangement* form is available on Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Course by Arrangement).
 - b. The student meets with the faculty member who will supervise the study. They review the course syllabus and determine 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 CBA request is then submitted to the program director for approval, if different from the supervisor of the study, and to academic services.
 - d. The learner 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.

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.

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 coursework that they have the capability and background to study independently. Students must have an overall GPA of 3.0 or higher as certification of this ability.

Academic Information

- 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 on Blink (Home tab > 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

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 College of Adult & Professional Studies/Graduate School Student Handbook 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.

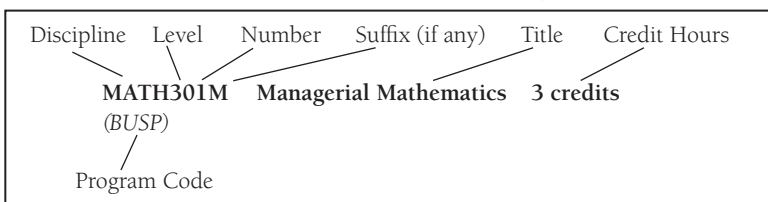
100s: Freshman

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

HRMA Human Resource Management

BUSN Business

HUSE Human Services

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

HIST History

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
R	Reading and Researching the American Experience
T	Technology in Our World
V	Discovering Our Surrounding World
W	Work and Family Dynamics
Y	Health and Wellness

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
HUSP	Human Services
NURP	Nursing
ORLP	Organizational Leadership

Minor Codes and Descriptions

BUSM	Business Management
CHMM	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
GENS220 Academic Research Writing	3
GENS240 Christianity and Civilizations	3
HEPE260Y 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
Reading and Responding to the Arts (A category)	3

Academic Programs and Disciplines

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

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 collaboratively 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 that impede the learning of others are not tolerated. Any learner failing to meet these expectations may be asked to discuss other options or consequences with the program director.

Academic Programs and Disciplines

Courses

The required curriculum for the business management major comprises a 43 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
BUSN360	Information Technology and Applications	3
BUSN401	Operations Management	3
BUSN420	Accounting for Managers	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
PHIL425	Applied Ethical Decisions in Life and Business	3
THEO415	Understanding Worldviews*	+ 3
TOTAL	Core Courses	43
Degree program includes:		
	Business Management Major Core Courses	43
	General Education and Elective Courses	+ 79
TOTAL	B.A. in Business Management	122

*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 21 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
BUSN420 Accounting for Managers	3
BUSN460 Human Resources Management	3
Select one from:	3
BUSN360 Information Technology and Applications	
BUSN401 Operations Management	
Select one from:	<u>+ 3</u>
ECON404 Managerial Economics and Organizational Architecture* (3)	
MATH301M Managerial Mathematics (3)	
TOTAL	21
Minor in Business Management	

*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
TOTAL	Core Courses	42
Degree program includes:		
	Christian Ministries Major Core Courses	42
	General Education and Elective Courses	+ 80
TOTAL	B.A. in Christian Ministries	122

*Course must be taken for credit at Bethel.

Academic Programs and Disciplines

Minor in Christian Studies (CHMM)

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
TOTAL	Minor in Christian Studies	23

*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 by evaluating evidence, analyzing communication texts (public, media, technological texts), and applying information to life decisions.
- Respond to ethical dilemmas in light of a 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.A. in Communication Studies	122

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>
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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 major 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 major 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 major, 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 39 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	Communication Skills for Healthcare Professionals*	3
HCLP375	Healthcare Information Technology*	3
HCLP425	Culturally Competent Healthcare Leadership*	3
HCLP465	Healthcare Financial Accounting and Budgeting*	3
HCLP485	Healthcare Organizational Law and Ethics*	3
HCLP490	Healthcare Leadership and Change*	2
ORGL310	Leadership and Adult Development*	3
ORGL330	Theories of Organizations and Leadership*	3
ORGL400	Principles of Leading and Managing*	3
ORGL462	Integrated Principles for Practical Leadership*	4
THEO415	Understanding Worldviews*	+ 3
TOTAL	Core Courses	39
Degree program includes:		
	Healthcare Leadership Major Core Courses	39
	General Education and Elective Courses	+ 83
TOTAL	B.A. in Healthcare Leadership	122

Academic Programs and Disciplines

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

Minor in Healthcare Leadership (HCLM)

The required curriculum for a minor in Healthcare Leadership comprises an 18 semester credit sequence of courses.

<u>Core Courses</u>	<u>Semester Credit Hours</u>
HCLP345 Writing and Research for Healthcare Professionals*	3
HCLP360 Communication Skills for Healthcare Professionals*	3
HCLP375 Healthcare Information Technology*	3
HCLP465 Healthcare Financial Accounting and Budgeting*	3
HCLP485 Healthcare Organizational Law and Ethics*	3
ORGL330 Theories of Organizations and Leadership*	<u>+ 3</u>
TOTAL Minor in Healthcare Leadership	18

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

Certificate in Healthcare Leadership (CHCL)

The required curriculum for the Certificate in Healthcare Leadership comprises a 15 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 Communication Skills for Healthcare Professionals*	3
HCLP375 Healthcare Information Technology*	3
HCLP465 Healthcare Financial Accounting and Budgeting*	3
HCLP485 Healthcare Organizational Law and Ethics*	3
ORGL330 Theories of Organizations and Leadership*	<u>+ 3</u>
TOTAL Certificate in Healthcare Leadership	15

**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*	<u>+ 3</u>
TOTAL	Core Courses	43
Degree program includes:		
	Human Resource Management Major	
	Core Courses	43
	General Education and Elective Courses	<u>+ 79</u>
TOTAL	B.A. in Human Resource Management	122

*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
ORGL330 Theories of Organizations and Leadership*	3
ORGL400 Principles of Leading and Managing*	+ 3
TOTAL Elective Courses	5
TOTAL Minor in Human Resource Management	21

*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>
TOTAL	Certificate in Human Resource Management	18

*Course must be taken for credit at Bethel.

Human Services

B.A. in Human Services

Major in Human Services (HUSP)

The human services major is an interdisciplinary program that prepares learners to understand and serve individuals and families in an increasingly diverse world. Courses explore individual and family development, intercultural awareness and practice, systems theory, communication, sexuality, and social policy. Learners will think critically about varied dimensions of individual and relational functioning including couple relationships, marriage, family life cycle, parent-child interaction, and professional helping relationships. Attention is given to Christian perspectives and practical application to work with individuals and families.

A degree in Human Services prepares learners for entry-level employment in family social services, community mental health, public or private agencies, and congregational settings serving children, adolescents, adults, couples, and/or families. The program also prepares learners for graduate study in:

- marriage and family therapy
- counseling psychology
- mental health counseling
- pastoral care and counseling
- related disciplines

Courses

The required curriculum for the human services major comprises a 48 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.

Academic Programs and Disciplines

<u>Core Courses in the Major</u>		<u>Semester Credit Hours</u>
GENS413P	The Modern World: Trends and Forces Impacting Organizations	3
HUSE300	Family Perspectives	3
HUSE305	Individual and Family Development Over the Life Cycle	3
HUSE311	Personality Theories	3
HUSE350	Individual and Family Psychopathology	3
HUSE386	Social Inequality	3
HUSE400	Research Methods	3
HUSE405	Family Social Policy	3
HUSE410	Dynamics of Interpersonal Relationships	3
HUSE420	Advanced Family Topics: Gender and Sexuality	3
HUSE430	Families in Cross-Cultural Perspective	3
HUSE440	Counseling Microskills	3
HUSE480	Professional Practice Issues and Ethics	3
HUSE490	Integrative Internship Seminar	3
PSYC335M	Introduction to Statistics	3
THEO415	Understanding Worldviews	+ 3
TOTAL	Core Courses	48
Degree program includes:		
	Human Services Core Courses	48
	General Education and Elective Courses	+ 74
TOTAL	B.A. in Human Services	122

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.

Academic Programs and Disciplines

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: 202.877.6791.

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:

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
NURS404 Public Health Nursing*	4

Academic Programs and Disciplines

NURS410	Nursing Informatics*	3
NURS421E	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
PHIL325	Ethics	3
THE0415	Understanding Worldviews*	+ 3
TOTAL	Core Courses	37
Degree program includes:		
	Nursing Major Core Courses	37
	General Education and Elective Courses	+ 85
TOTAL	B.S. in Nursing	122

*Course must be taken for credit at Bethel.

Organizational Leadership

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

The goal of the Organizational Leadership program is to develop authentic leaders and followers for a changing world through a Christian worldview. The major is an interdisciplinary program designed to develop leaders to move beyond efficiency to effectiveness. Today's leader must:

- Provide direction with clarity and confidence.
- Establish alignment and relationships within teams and stakeholders, rather than function as a solo leader.
- Continually develop personal leadership competencies and capacities.
- Anticipate and incorporate personal change and value relationships with others.

Through academic study and personal reflection, learners will analyze and integrate personal, organizational, and global realities into a holistic view of leadership and learn to lead collaboratively to accomplish desired outcomes and goals.

Upon completion of the organizational leadership program, learners will:

Academic Programs and Disciplines

- Develop personal competencies and capacities as leaders and followers to better work in partnership with others to achieve shared goals.
- Discover personal leadership strengths and styles and learn to identify the leadership in others.
- Intentionally choose when to lead and when to follow.
- Break the stereotypes and myths associated with leadership and followership.
- Assess and engage the spheres of influence in which they live and work.
- Ascertain immediate application in leadership opportunities for course information, assessments, simulations, and case studies.
- Expand and explore the personal, organizational, and global aspects that create intersection between the academic endeavor and real-world application.
- Identify their leadership voice.

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
ORGL310	Leadership and Adult Development*	3
ORGL330	Theories of Organizations and Leadership*	3
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>
TOTAL	Core Courses	40

Academic Programs and Disciplines

Degree program includes:

	Organizational Leadership Major Core Courses	40
	General Education and Elective Courses	+ 82
TOTAL	B.A. in Organizational Leadership	122

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

Minor in Organizational Leadership (ORLM)

The required curriculum for a minor in organizational leadership comprises a 19 semester credit sequence of courses.

<u>Courses</u>	<u>Semester Credit Hours</u>
ORGL330 Theories of Organizations and Leadership*	3
ORGL370 Technology and Leadership	3
ORGL400 Principles of Leading and Managing*	3
ORGL462 Integrated Principles for Practical Leadership*	4
Select one from:	3
HCLP425 Culturally Competent Healthcare Leadership*	
ORGL420 Moving Toward Global Leadership*	
Select one from:	+ 3
ORGL101 Leadership in the 21 st Century	
ORGL201 The Framework of Leadership	
TOTAL	Minor in Organizational Leadership
	19

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

Course Descriptions

Biblical Studies

BIBL230 • The Bible in Real Life **3 credits**

(CHMM, 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, CHMM)

Orientation to the Bible as history, literature and theology. Exploration of issues such as biblical inspiration, trustworthiness, and canonicity focusing on the trustworthy nature of the Bible. Introduction to the grammatical-historical method of interpretation along with the various Bible research sources available. Study is designed to draw the reader into a deeper personal reading of the inspired communication and give application for the meaning of Scripture in life today.

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, CHMM)

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, CHMM)

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. *(Not available to Business Management or Human Resource Management major or minor learners after starting a bachelor's level cohort.)*

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

BUSN360 • Information Technology and Applications **3 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 2010 versions of Microsoft Excel and PowerPoint, the Moodle Learning Management System, and the internet. Learners may not receive credit for both BUSN360 and ORGL370.

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.

BUSN420 • Accounting for Managers **3 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.

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, BUSN401, BUSN420, 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, PHIL425, 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, CHMM)

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 coursework 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.

CHMN452 • Leadership in Ministry

3 credits

(CHMP)

Introduction to essential leadership skills needed in ministry. Basic skills for self leadership and for leading people, teams, and team leaders. Special attention to conceptualizing leadership as influence through good relationships.

Course Descriptions

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.

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.

Course Descriptions

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.

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.

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.

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.

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.

COMM342 • Gender Communication

3 credits

(COSM, COSP)

Consideration of gender differences and similarities, both verbal and nonverbal.

Course Descriptions

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.

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.

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 (including copyright, defamation, First Amendment rights, obscenity, and trademarks). Introduction to basic legal research of landmark court decisions.

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.

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.

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 for-profit and nonprofit settings.

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 Descriptions

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.

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.

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.

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.

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

Course Descriptions

these challenges in a postmodern 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. 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.

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. 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.

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.

Course Descriptions

English

ENGL214A • 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

GENS100 • Portfolio Assessment and Experiential Learning

1 credit

Exploration of how adults learn by using written reflection on life experiences to explore theoretical concepts in adult learning. GENS100 is required prior to submission of a Documented Prior Learning (DPL) portfolio for assessment. Graded on an *S/U* basis.

GENS109 • College Writing

3 credits

(GESA)

Designed to prepare the adult learner for the reading, writing, electronic, and time expectations for achievement of academic success at the college level. This course can be taken as an alternative to GENS130: Successful Writing. Graded on an *S/U* basis.

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 Moodle.

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).

Course Descriptions

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.

GENS150A • Reading and Responding to the Arts

3 credits

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 (GESA)

3 credits

Focus is on critically reviewing and formally reporting research materials drawn from peer-reviewed academic journals. Coursework 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 (GESA)

3 credits

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), and 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

HEPE260Y • 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 • 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 for-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 Competent Healthcare Leadership **3 credits** *(HCLP)*

Investigation of the lack of diversity in healthcare leadership and its potential for the creation of both team conflict and barriers to patient care. Focus on the need for healthcare industry leaders to be culturally competent to lead a diverse work group. Study of relevant literature with classroom interaction to reveal socio-cultural barriers and key components for intervention, and establish a practical framework for discussion and understanding of racial/ethnic/gender/generational disparities in managing a healthcare team. Learners may not receive credit for both HCLP425 and ORGL420.

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

HCLP485 • Healthcare Organizational Law and Ethics **3 credits**
(HCLP, HCLM, CHCL)

A study of ethical and legal issues identified and associated specifically with the practice of medicine. Designed to initiate dialogue and discussion with current healthcare issues, specifically HIPAA, patient's confidentiality and privacy, advanced directives, physician-assisted suicide, abortion, and professional negligence.

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

HRMA235 • Foundations of Human Resources **3 credits**

Provides knowledge and skills in the human resource field while helping the learner assess the desire to make human resource management a career choice. (Not available to Business Management or Human Resource Management majors, minors, or certificate learners after starting a bachelor's level cohort).

Course Descriptions

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.

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, 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, 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

Course Descriptions

on the organization's culture and its human and social processes. Emphasis is on development of organizational members. Prerequisites: HRMA305, HRMA307, HRMA403; HRMA309 is required of human resource management majors only.

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.

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, HRMA403, HRMA405, HRMA407.

Human Services

HUSE300 • Family Perspectives **3 credits**

An analysis of sociological and theological perspectives on family relationships, with special attention given to understanding families as systems. Learners will be encouraged to identify and challenge their assumptions about families and to examine their own family-of-origin experiences in light of course concepts.

HUSE305 • Individual and Family Development Over the Life Cycle **3 credits**

An examination of how individuals, couples, and families change over time. Cognitive, spiritual, physical, and relational trends and challenges in infancy, childhood, adolescence, and adulthood are studied, with special attention to the influence of culture and religion on developmental processes. Learners are encouraged to analyze their own developmental experiences.

HUSE311 • 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.

Course Descriptions

HUSE350 • Individual and Family Psychopathology **3 credits**

Focus on understanding individual, relational, and contextual factors that contribute to diagnostic categories and psychopathology. Addresses objective and helpful ways to describe and assess abnormal behavior and will identify treatment options psychologists may use to help a person move into a more “normal” position in life.

HUSE386 • 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 on inequalities that are rooted in the socioeconomic order. Examination of the relationship between social class, race, and gender as different but related forms of social inequality.

HUSE400 • Research Methods **3 credits**

Introduction to quantitative and qualitative research designs. Designed as a project-based course, with particular attention to program evaluation and action research, learners will construct an applied research proposal. Prerequisite: PSYC335M. Concurrent registration with (HUSE405) preferred.

HUSE405 • Family Social Policy **3 credits**

An examination of the linkages of family with societal systems and the consequences of policy for family life. An exploration of community resources and strategies for serving families. Concurrent registration with (HUSE400) preferred.

HUSE410 • Dynamics of Interpersonal Relationships **3 credits**

An analysis of interpersonal dynamics, including love and intimacy; communication; shame; power and control; stress and coping; grief; compassion; and spirituality. Attention will be given to a broad variety of relational states, including friendship, singleness, romantic partnerships, parent/child relationships, social networks, and faith communities.

HUSE420 • Advanced Family Topics: Gender and Sexuality **3 credits**

An examination of the ways couples, families, and other systems interact around issues of sexuality. Love, intimacy, healthy sexuality, gender roles, sexual abuse, infidelity, and implications of gender and sexuality for personal wholeness and effective service to others will be addressed, along with moral, ethical, and spiritual aspects of sexuality.

HUSE430 • Families in Cross-Cultural Perspective **3 credits**

Contemporary, historical, and cross-cultural, predominantly non-Western perspective on a variety of family systems and the people living in them. Explores values and assumptions underlying these systems, roles, inter-generational relationships, identity formation and developmental tasks.

Course Descriptions

HUSE440 • Counseling Microskills

3 credits

An examination of effective counseling skills that combines theoretical understanding and hands-on practice of essential microskills. In this experiential class, learners are expected to engage in development of “self of the therapist” through reflective practice and observation of self and others.

HUSE480 • Professional Practice Issues and Ethics

3 credits

An examination of legal and ethical situations arising in the practice of helping professions. Issues of professional practice and development are also discussed, and learners are expected to identify goals and strategies for continuing professional, personal, and spiritual growth. Concurrent registration with (HUSE490) preferred.

HUSE490 • Integrative Internship Seminar

3 credits

Learning/practice experience in which the HUSE learner applies previously acquired human service knowledge and skills in a structured professional setting, including but not limited to government agencies, social service agencies, schools, mental health agencies, businesses, research labs, and churches. Learners will accrue a minimum of 100 hours of volunteer experience. Concurrent registration with (HUSE480) preferred.

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.

Course Descriptions

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.

NURS345 • Evidence-Based End-of-Life Nursing Care 2 credits

Exploration of evidence-based practices in end-of-life nursing care based on curriculum developed by the End of Life Nursing Education Consortium (ELNEC). Topics include pain management, symptom management, last hours of life, cultural and spiritual considerations, communication strategies, and ethical decision making. Prerequisite: RN.

NURS346 • Health Assessment for RNs 3 credit

Focus is on enhancing the health and physical assessment skills of the registered nurse to make informed clinical judgments regarding the health status of individuals. Development of the ability to conduct an age-appropriate history, physical examination, and risk assessment for clients across the lifespan that reflects a holistic understanding of developmental, socio-cultural, spiritual, and environmental influences. Emphasis is on identification of normal and common abnormal findings across the lifespan. Prerequisite: CAPS Nursing major or RN.

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.

NURS404 • Public Health Nursing 4 credits (NURP)

An exploration of population-focused nursing care with an emphasis on health disparities and underserved populations. Fees: Malpractice Insurance fee: \$80; Background Check fee: \$20. 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.

Course Descriptions

NURS421E • Cultural Diversity in Healthcare **4 credits**

(NURP)

A focus on the culture and its impact on the health/illness state and nursing care. Prerequisites: NURS360, NURS404, 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, NURS404, 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, NURS404, NURS410, NURS421E, NURS430.

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, NURS404, NURS410, NURS421E, NURS430, NURS480.

NURS490 • Nursing Role Synthesis **1 credit**

(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, NURS404, NURS410, NURS421E, NURS430, NURS480, NURS482.

Organizational Leadership

ORGL101 • Leadership in the 21st 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.

Course Descriptions

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**

(ORLM)

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.

ORGL310 • Leadership and Adult Development **3 credits**

(HCLP, ORLP)

Introduction to the psychological, moral, and spiritual development theories that influence the process of personal growth and development in adulthood. The need for the modern leader to make meaning of personal, professional, and organizational dimensions in the context of strengths application, as well as psychological, moral, and spiritual growth in order to maintain congruent personal and professional lives.

ORGL330 • Theories of Organizations and Leadership **3 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.

Course Descriptions

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. Learners may not receive credit for both BUSN360 and ORGL370.

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.

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. Learners enrolled in the Organizational Leadership major need to complete ORGL340 prior to ORGL420. Learners may not receive credit for both ORGL420 and HCLP425.

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.

Course Descriptions

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 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. Prerequisite: ORGL462.

Philosophy

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.

PHIL325 • 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.

PHIL421 • Applying Ethics to Organizations

3 credits

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.

Course Descriptions

PHIL425 • Applied Ethical Decisions in Life and Business

3 credits

(BUSP, 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.

Psychology

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.

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.

Course Descriptions

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, CHMM)

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, CHMM)

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.

Personnel

Trustees

Officers of the Board (2011–2012)

Daniel A. Lindh.....	Chair
Harold J. Wiens.....	Vice Chair
James B. Green.....	Secretary
Joel K. Johnson.....	Assistant Secretary
Robert Bjork.....	Treasurer

Ex Officio Members

James (Jay) H. Barnes III President, Bethel University, St. Paul, MN
Gerald R. Sheveland President, Converge Worldwide (Baptist General Conference), Orlando, FL

Board Members

Term Expires 2012:

Thomas G. Addington, Fayetteville, AK The Wellspring Group
William C. Ankerberg, Whittier, CA Senior Pastor, Whittier Area Community Church
Collin Barr, Edina, MN President, Minnesota Region, Ryan Companies
Daniel H. Carlson, Arden Hills, MN Executive Minister, Minnesota Iowa Baptist Conference
John D. Griffith, Maple Grove, MN EVP, Property Development, Target Corporation
Bobbi Hersch, Champlin, MN Former Partner, KPMG Healthcare Advisory Services Practice
Merri Lee Hipp, Colorado Springs, CO International Mentor, Mission: Moving Mountains/Navigators
Wayland E. Jensen, Sawyer, MI Chairman/Retired CEO, Jensen Window Corporation
Steve T. Kirby, Sioux Falls, SD Founding Partner/President, Bluestem Capital Company
Donald E. Ryks, Shorewood, MN Retired Corporate Executive, General Mills

Personnel

George H. Soltero, Tucson, AZ
Assistant Federal Public Defender, District of Arizona

Harold J. Wiens, Hugo, MN
Retired Corporate Executive, 3M Company

John Worries Jr., Chicago, IL
President, Amsted Rail

Term expires 2013:

Paul Mitton, Littleton, CO
District Executive Minister, Converge Rocky Mountain

Term expires 2014:

Alan Bergstedt, Carlsbad, CA
President, Visionary Ventures

Robert Bjork, Plymouth, MN
Managing Partner, Birch Cove Group, Limited

Thomas C. Evans, Johnston, IA
President and CEO, Iowa Healthcare Collaborative

Don H. Johnson, Huntsville, TX
President, TST Consulting

Joel K. Johnson, Chanhassen, MN
Senior Pastor, Westwood Community Church

Krista L. Kaups, Fresno, CA
Health Sciences Clinical Professor of Surgery, UCFS Fresno

Daniel A. Lindh, Arden Hills, MN
President and CEO, Presbyterian Homes and Services

Vikki J. Myers, Elk Grove Village, IL
Co-Founder, Kingdom Impact Theatre Ministries

Harold B. Smith, Carol Stream, IL
CEO, Christianity Today International

Tim N. Traudt, Edina, MN
Executive VP, Regional Managing Director, Wells Fargo Wealth Management

Ron A. Tschetter, White Bear Township, MN
Former Director, U.S. Peace Corps

Julie M. White, Grimes, IA
Former EVP Director of Human Resources, Wells Fargo & Company

Personnel

Term Expires 2016:

- Timothy Childs, Hopkins, MN
Owner/President, TLC Precision Wafer Tech, Inc.
- Deanna Conrad, Arden Hills, MN
Doctoral Student, London School of Theology
Adjunct Faculty, Bethel University
- Dan Dye, Eden Prairie, MN
President, Cargill's Horizon Milling
- James B. Green, Chanhassen, MN
President and CEO, Kemps/Marigold Foods, Inc.
- John K. Jenkins Sr., Bowie, MD
Senior Pastor, First Baptist Church of Glenarden
- Stephen E. Johnson, Plymouth, MN
Founder/President, 2X Global
- T. Cher Moua, Maplewood, MN
Director, Union Gospel Mission Asian Ministries
- Barbara Nicholson, North Oaks, MN
Board Member, Friends of Gillette
- John C. Roise, North Mankato, MN
President, Lindsay Window and Door

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

- Richard D. Crombie, MBA
Vice President and Dean, College of Adult & Professional Studies
and Graduate School

Personnel

Lori Jass, Ed.D.
Dean of Academic Affairs

Library

David R. Stewart, M.L.I.S.
Director of Libraries

Carole M. Cragg, M.A.L.S.
Associate Director of Bethel University Library

Karen Dubay, M.A.
Reference/Instruction Librarian

Lyndi Finifrock, M.L.I.S.
Reference Librarian

Kent Gerber, M.S.
Digital Library Manager

Rhonda Gilbraith, M.L.I.S.
Reference Librarian/Collections Development

Karen Johnson, M.L.S.
Reference Librarian

William A. Keillor, M.L.I.S.
Reference / Instruction Librarian

Amy Reinhold, M.L.S.
Technical Services Librarian

Earleen J. Warner, M.A.
Reference Librarian

Registrar

Katrina L. Chapman, M.A.
Registrar

Diane Krusemark, M.C.S.
Associate Registrar

Student Life

Natalie Beazer, M.Ed.
Director of Disability Services

University Relations

Pat Mazorol, J.D.
Senior Vice President for University Relations

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

Personnel

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

Angella J. Hjelle, J.D.
Executive Director and Corporate Counsel,
Bethel University Foundation

Charles J. Stroud, MBA, C.P.A. (Inactive)
Controllor, Bethel University Foundation

Communications and Marketing

Sherie J. Lindvall, B.A.
Senior Vice President for Communications and Marketing

Cheryl Brunkow, B.A.
Assistant Director of Design and Marketing

Richard Pallister, M.A.
Director of Marketing

Amanda Wanke, M.A.
Director of Communications

Suzanne Yonker, M.A.
Marketing Specialist

Finance and Administration

Kathleen J. Nelson, MBA
Senior Vice President for Finance and Administration

John J. Bergeson, B.S., C.P.A. (Inactive)
Chief Financial Officer

William Goodman, B.A.
Director of Human Resources/Compliance Officer

Bruce W. Wheeler, B.A.
Controllor

Campus Services

Randy Hall
Director of Auxiliary Services

Robert Schuchardt, B.S.
Food Service General Manager (Sodexo)

Thomas Trainor, M.S.
Director of Facilities Management

Information Technology

Vacant
Vice President for Information Technology

Personnel

William Buchanan, B.S.
Director of Telecommunications

Larry Dunn, Ph.D.
Director of Network Services

Douglas Nguyen, M.A.
Director of User Services

Barbara Smith, B.A.
Director of Information Services

Alain Swanson, M.S.
Director of Systems Administration

Michael Vedders, M.A.
Director of Web Technology

Strategic Planning and Research

Joe LaLuzerne, B.A.
Senior Vice President for Strategic Planning and Research

Daniel C. Nelson, M.S.A.
Vice President for Admissions, Financial Aid, and Retention

Admissions

Paul Ives, MBA
Director of Admissions, College of Adult & Professional Studies
and Graduate School

Financial Aid

Jeffrey D. Olson, MBA
Director of Financial Aid

Debra Cordova, B.A.
Associate Director of Financial Aid

Administration: College of Adult & Professional Studies

Richard Crombie, MBA
Vice President and Dean, College of Adult & Professional
Studies and Graduate School

Lori K. Jass, Ed.D.
Dean of Academic Affairs

Annette R. Abel, B.A.
Administrative Assistant

Lisa Como, M.A.
Program Director, Communication Studies

Personnel

- Diane Dahl, Ph.D.
Assistant Dean of Health and Human Development
- L.J. “Sam” Helgerson, Ph.D.
Assistant Dean of Business and Leadership Programs
- Ryan T. Gunderson, M.A.
Associate Director of Learner Success and Development
- John A. Gunther, M.A.(T.S.)
Academic Services Manager
- Paul Ives, MBA
Director of Admissions
- G. Thomas Judson, M.A.
Program Director, Business Management
- Gary D. Stratton, Ph.D.
Program Director, Christian Ministries
- Mark A. Thorson, Ph.D.
Program Director, General Studies and Electives
- Molly Wickam, M.A.
Program Director, Human Resource Management

Department of Nursing Personnel

The Department of Nursing oversees academic matters pertaining to the College of Adult & Professional Studies nursing major. Department of Nursing faculty members are designated as program director and faculty advisors.

Sandra J. Peterson, Ph.D.
Chair

Diane L. Dahl, Ph.D.
Program Director, Undergraduate Nursing

Faculty advisors: The faculty advisors in the nursing department deal with academic and professional oversight within the program; each cohort is assigned one faculty advisor.

Faculty

Academic Administration

James (Jay) H. Barnes III, 1995. President. B.S., Wheaton College, 1969; M.A., University of Connecticut, 1970; Ed.D., Loyola University, 1984.

David K. Clark, 1988. Executive Vice President and Provost of the College of Arts & Sciences, College of Adult & Professional Studies and Graduate School, and Bethel Seminary. B.A., Houghton College, 1974; M.A., Trinity Evangelical Divinity School, 1976; Ph.D., Northwestern University, 1982.

Personnel

Richard Crombie, 2010. Vice President and Dean, College of Adult & Professional Studies and Graduate School. B.S. and B.A., Seattle Pacific University, 1975; MBA, DeVry University, 1999.

Lori Jass, 1995. Dean of Academic Affairs, College of Adult & Professional Studies and Graduate School. B.A., Bethel University, 1985; M.A.(T.S.), Bethel Seminary, 1992; Ed.D., University of St. Thomas, 2004.

David R. Stewart, 2010. Director of Libraries. B.A., University of Lethbridge, 1978; M.A., Providence Seminary, 1980; Th.M., M.Div., Regent College, 1984; M.L.I.S., University of Western Ontario, 1994.

Faculty of Instruction

Linda J.W. Anderson, 1990. Assistant Professor of Nursing. B.S.N., University of Minnesota, 1981; M.P.H., University of Minnesota, 1988.

Timothy S. Bredow, 1998. Professor of Nursing. B.S., University of Iowa, 1974; B.S.N., University of Iowa, 1976; M.A.N., University of Iowa, 1980; Ph.D., University of Iowa, 1988.

Diane L. Dahl, 1998. Associate Professor of Nursing. B.S.N., Grand Valley State University, 1982; M.S.N., Grand Valley State University, 1995; Ph.D., University of Minnesota, 2010.

Nikki L. Daniels, 1998. Assistant Professor in Organizational Leadership. B.A., Trinity College, 1973; M.A., Bethel University, 1997.

Pamela K. Friesen, 1985. Associate Professor of Nursing. B.S.N., University of Mary Hardin, 1976; M.S.N., University of Texas, 1985; Ph.D., University of Minnesota, 2003.

Carol L. Hargate, 2008. Associate Professor of Nursing. B.S., University of Minnesota, 1977; M.P.H./CNP, University of Minnesota, 1981; Ph.D., Capella University, 2009.

Barbara A. Hogle, 2007. Associate Professor of Nursing. B.A., Bethel University, 1984; M.S., University of Wisconsin, 1996.

Ann E. Holland, 2006. Associate Professor of Nursing. B.S.N., Indiana University, 1983; M.A., Bethel University, 2000.

Lori K. Jass, 1995. Associate Professor, Dean of Academic Affairs, College of Adult & Professional Studies and Graduate School. B.A., Bethel University, 1985; M.A.(T.S.), Bethel Seminary, 1992; Ed.D., University of St. Thomas, 2004.

G. Thomas Judson, 2004. Assistant Professor of Business Management. B.A., Lafayette College, 1970; M.A., Lehigh University, 1972.

Personnel

Sandra L. McNeel, 1978. Assistant Professor of Organizational Studies. B.A., Westmont College, 1968; M.A., Southern Illinois University, 1973.

Bernita Missal, 2002. Associate Professor of Nursing. RN Diploma, Methodist Kahler School of Nursing, 1968; B.S., Moody Bible Institute, 1975; M.A., Wheaton College, 1983; M.P.H., University of Minnesota, 1989; Ph.D., University of Minnesota, 2003.

Kirstin E. Sandau, 2006. Associate Professor of Nursing. B.S., Bethel University, 1989; M.S., University of Minnesota, 1999; Ph.D., University of Minnesota, 2004.

Mark A. Thorson, 1995. Associate Professor of General Studies. B.A., Bethel University, 1976; M.A., Indiana University, 1978; Ph.D., University of Minnesota, 1987.

Samuel I. Zalanga, 1999. Associate Professor of Sociology. B.A., Bayero University, Nigeria, 1986; M.S., Bayero University, Nigeria, 1994; Ph.D., University of Minnesota, 2000.

Adjunct Faculty

Robert E. Abel, 2007. Adjunct Instructor. B.A., University of Nebraska, 1989; M.Div., Bethel Seminary, 2004; M.A., Bethel University, 2009.

Jentine Arkema, 2004. Adjunct Instructor. B.A., Dordt College, 1974; M.A., Bethel University, 1999.

Patricia K. Barnard, 2008. Adjunct Instructor. B.A., Bemidji State University, 1972; M.A., University of St. Thomas, 1990.

Cheryl A. Bostrom, 2007. Adjunct Instructor. B.S., Northwestern College, 1997; M.A., Bethel University, 2005; Ed.D., Bethel University, 2007.

Gregory J. Bownik, 2001. Adjunct Instructor. B.A., Bethel University, 1992; M.A., Bethel University, 1998.

Susie A. Brooks, 2004. Adjunct Instructor. B.S., Hanzehogeschool, Hogeschool van Groningen, Netherlands, 1998; M.A. Bethel University, 2001.

Craig R. Case, 2007. Adjunct Instructor. B.A., University of Minnesota, 1992; M.Div., Bethel Seminary, 2000.

Lisa Como, 2008. Adjunct Instructor. B.A., Bethel University, 1998; M.A., Bethel University, 2005.

Richard E. Daniels, 2004. Adjunct Instructor. B.A., Trinity College, 1969; M.A., Loyola University, 1972; M.A., Trinity Evangelical Divinity School, 1972; M.Div., Bethel Seminary, 1975; D.Min., Bethel Seminary, 1981.

Constance J. Dreyer, 1994. Adjunct Instructor. B.A., College of St. Catherine, 1980; M.S.N., University of Minnesota, 1991.

Personnel

Leone F. Elliott, 2009. Adjunct Instructor. B.A., University of Sierra Leone, 1967; M.S. University of Newcastle, 1969; Ph.D. University of Wales, 1977.

Peter S. Erickson, 2009. Adjunct Instructor. B.A. Bethel University, 2002; M.A., Bethel University, 2008.

Denise K. Fleming, 2002. Adjunct Instructor. B.A., Gustavus Adolphus College, 1981; MBA, University of St. Thomas, 1985.

William “Duke” Fuehrer, 2005. Adjunct Instructor. B.S., Illinois State University, 1966; M.S., Illinois State University, 1969; Ph.D., Illinois State University, 1979.

Laura S. Gilbertson, 2006. Adjunct Instructor. B.A., University of Minnesota, 2000; M.Div., Bethel Seminary, 2005.

Michael J. Gross, 2008. Adjunct Instructor. B. A., Bethel University, 2002; M.A., Princeton Theological Seminary, 2007.

Elizabeth S. Guernsey, 2008. Adjunct Instructor. B.A., University of North Carolina, 1997; B.S., Allen College, 2006; M.A., University of Northern Iowa, 2003.

Raymon P. Hanson, 2005. Adjunct Instructor. B.A., University of Wisconsin–Eau Claire, 1985; M.Div., Bethel Seminary, 1989.

L. J. “Sam” Helgerson, 2002. Adjunct Instructor. B.S., University of Wisconsin–LaCrosse, 1984; M.A., Bethel University, 2002; Ph.D., Capella University, 2007.

Ronald J. Hultgren, 2001. Adjunct Instructor. B.A., Bethel University, 1979; M.A., University of Sydney, 1993; Ph.D., University of Sydney, 2000.

Paul V. Johnson, 1974-85, 1992. Adjunct Instructor. B.A., Bethel University, 1968; M.A., University of Minnesota, 1970.

Christina I. Kaiser, 2007. Adjunct Instructor. B.A., Bethel University, 2005; M.A., Bethel University, 2007.

David W. Lowe, 2006. Adjunct Instructor. B.A., University of Northern Iowa, 1987; MBA, University of St. Thomas, 1999.

Darin M. Mather, 2000. Adjunct Instructor. B.A., University of South Dakota, 1989; M.Div., Bethel Seminary, 1994.

Susan J. Mulligan, 2006. Adjunct Instructor. B.A., Bethel University, 2000; M.A., Bethel University, 2004.

Dwight P. Nelson, 2008. Adjunct Instructor. B.A., Augsburg College, 1974; M.A., Bethel Seminary, 2007.

Stephen R. Ogren, 2006. Adjunct Instructor. B.A., Gustavus Adolphus College, 1973; MBA, University of Minnesota, 1979.

Personnel

Christopher J. Patton, 2003. Adjunct Instructor. B.A., Ambassador College, 1971; M.A., Hebrew University, 1975; MBA, University of St. Thomas, 2000.

Carl E. Polding, 2001. Adjunct Instructor. B.A., Crown College, 1977; M.A., Wheaton College Graduate School, 1981; Ph.D., Michigan State University, 1991.

Vanessa F. Ranallo, 2010. Adjunct Instructor. B.A., St. Olaf College, 1990; M.B.A., Dartmouth College Tuck School of Business, 1995.

Ronald R. Robinson, 2002. Adjunct Instructor. B.A., Bethel University, 1997; M.A., Bethel University, 2000.

Dan L. Rotach, 2002. Adjunct Instructor. B.A., Faith Baptist Bible College, 1978; M.Div., Denver Baptist Theological Seminary, 1982; D.Min., Bethel Seminary, 1995.

Shawn P. Sauve, 2000. Adjunct Instructor. B.S., Oral Roberts University, 1991; MBA, University of Rochester, 1995.

L. David Schuelke, 1983. Adjunct Instructor. B.S., Northwestern University, 1961; M.A., University of Illinois, 1964; Ph.D., Purdue University, 1969.

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