

Understanding the Bethel University Transcript

The purpose of this website is to provide additional explanation to our transcript (current and past practices).

Terminology

CAS – College of Arts and Science – Undergraduate

CAPS – College of Adult & Professional Studies – Undergraduate

GS – Graduate School – Graduate and Certificates

SEM – Seminary – Graduate and Certificates

History of Bethel University

Bethel began as a seminary for Swedish Baptist immigrants in 1871 and in 1914 combined with a secondary academy, which later became a junior college. In 1947, the addition of a four-year liberal arts college created Bethel College & Seminary. The institution reorganized as Bethel University in 2004 to reflect its broad scope of programs.

The residential campus of Bethel University is in Arden Hills, Minn. The College of Adult & Professional Studies and Graduate School also conduct courses in many other convenient locations for working adults across the Twin Cities. The seminary has campuses in Arden Hills and San Diego as well as teaching centers in central Massachusetts, Philadelphia, New York City, and Washington, D.C.

Bethel Seminary of the East

Seminary of the East entered into a management agreement in 1995 with Bethel College and Seminary in St. Paul. In June 2000, Bethel Seminary of the East began operations as an extension site of Bethel Seminary upon approval by the Association of Theological Schools.

Bethel Seminary San Diego

Bethel Seminary San Diego joined Bethel College and Seminary in 1977 and they were accredited as a branch of St. Paul. BSSD received BBS accreditation for our MA in Marital and Family Therapy program in 1997, and in 2009 received accreditation with COAMFTE, a national MFT accrediting agency.

Accreditation

Bethel University is accredited by the Higher Learning Commission and is a member of the North Central Association of Universities and Schools. Bethel is also accredited by the National Association for Accreditation of Teacher Education, the Council on Social Work Education (at the undergraduate level), the Commission on Accreditation of Allied Health Education

Programs, and the Commission on Collegiate Nursing Education. Undergraduate and graduate programs leading to licensure have been approved by the Minnesota Board of Teaching. Bethel's nursing program is approved by the Minnesota Board of Nursing. Bethel Seminary is accredited by the Association of Theological Schools and is certified by the United States government for the training of veterans and for the enrolling of international students. The marriage and family therapy master's program at Bethel Seminary San Diego is accredited by the Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy.

Transcript Validation

Transcript Validation

An official transcript is printed on secure paper, does not require a raised seal, and is valid only when it bears the signature of the Registrar. Official transcripts will be sent in a sealed envelope.

Old Transcripts and Former Colleges and Seminaries Transcripts

Transcripts that were microfiched, will be printed on plain paper with a raised seal, signature of the Registrar and in a sealed envelope. A document will accompany the transcript that further explains the transcript.

We also host the production of transcripts for schools no longer in operation. They will be sent out in the same way as our old transcripts.

Degrees

Degree Award Date

The degree award date is located in the upper left hand column listing the degree(s), major(s), minor(s) and concentration(s).

Degrees Granted

CAS: Associate of Arts; Bachelor of Arts; Bachelor of Science; Bachelor of Music; Bachelor of Music Education; Bachelor of Fine Arts

CAPS: Associate of Arts; Bachelor of Arts; Bachelor of Science; Certificate

GS: Master of Education; Master of Arts; Master of Business Administration; Doctor of Education; Certificate; Postgraduate Certificate

SEM: Master of Arts; Master of Divinity; Doctor of Ministry; Postgraduate Certificates; Certificates

Previous Degrees Granted

SEM: Bachelor of Divinity, Master of Theology

Credits

Current Credit System

Bethel College of Arts & Sciences, College of Adult & Professional Studies, and Graduate School operate on a semester calendar. Credits are recorded in semester hours. One semester hour is equivalent to 15 hours of class time, or 30 hours of laboratory work, or 45 hours of field work or independent study.

Bethel Seminary follows a quarter system. At the master's level, four-quarter-hour courses represent a minimum of 100-120 hours of classroom experience, academic preparation, and research. Doctor of Ministry courses are generally taken for six quarter hours. Prior to fall 1998, some transcripts employ a course unit system of measurement in which one course is equal to four quarter hours.

Previous Credit System - CAS/CAPS/GS

***All credits have been converted to **semester hours** on all transcripts completely generated by computer.*

(Conversion to quarter credits: 1 quarter credit is equal to .67 semester hours.)

1977 to 1986	- 1 course = 4 Semester Hours
1974 to 1977	- 1 course = 3.6 Semester Hours
1971 to 1974	- 1 course = 4 Semester Hours
1957 to 1971	- Semester Hours
1945 to 1957	- Quarter Hours
1931 to 1945	- Semester Hours

Grading System

Current Grading System

A "4.0=A" system of grading is currently used.

Grade Definition Grade Points

A	4.0 Exceptional
A-	3.7
B+	3.3
B	3.0 Good
B-	2.7
C+	2.3

C 2.0 Satisfactory
 C- 1.7
 D+ 1.3
 D 1.0 Minimally Acceptable
 D- 0.7
 F 0.0 Failing

W—Withdrawal
 IP—In Progress
 I—Incomplete
 NR—Not Reported
 S—Satisfactory
 U—Unsatisfactory
 X or AU—Audit
 N—No Grade or Non-Graded Course
 P – Passing
 TA-TC and TS—Transfer Credit
 QA-QC and QS, QU, QW – Study Abroad that are treated as Transfer Credit
Z grades – Grades for courses in a student’s academic history which are not counted in earned or attempted hours

Previous Grading Systems

1931-64	1964-71	1971-72	1972-77	1977-80	1980-87
A - 3	A - 4	A - 4	A - 4	A - 4	A - 4
B - 2	B - 3	B - 3	B - 3	B - 3	A- - 3.7
C - 1	C - 2	C - 2	C - 2	C - 2	B+ - 3.3
D - 0	D - 1	D - 1	D - 1	D - 1	B - 3
F - 0	F - 0	F - 0	N - 0	NC - 0	B- - 2.7
OK - 0	**OK - 0	P - 0	P - 0	P - 0	C+ - 2.3
COND - 0	***SAT - 0	INC - 0	X - 0	WP - 0	C - 2
INC - 0	INC - 0	WP - 0	I - 0	X - 0	C- - 1.7
*WP - 0	WP - 0	WF - 0			D+ - 1.3
WF - 0					D - 1
	** used 1964-1967				NC - 0*
	***replaced OK 1967-71				P - 0*
					WP - 0*
					X - 0*
					I - 0*

* added in 1961

*not used in computing GPA

Courses (Subjects, Numbers and Suffixes)

Course Numbers

Effective Fall 2007

100 to 199 Freshman Level
200 to 299 Sophomore Level
300 to 399 Junior Level
400 to 499 Senior Level
500 to 799 Graduate (Master's) Level
800 to 999 Graduate (Doctorate) Level

Previous Course Numbers

Effective prior to Fall 2007

Seminary classes were numbered 100-399 and were graduate-level courses.
Doctor of Ministry courses were numbered 500-599.
Ed.D. courses prior to fall 2007 were numbered 700-799.

Effective prior to Fall 1986

Level is indicated by the 3rd and 4th digits of the course number.

-1, DO, OR, CO, EN, CR	Introductory
-2	Intermediate
-3	Advanced
-4	Advanced Integrative
-5,6	Graduate

Course Subjects

Effective Fall 2007

2-letter subject codes: Seminary
3-letter subject codes: CAS
4-letter subject codes: CAPS/GS

Previous Course Subjects

Undergraduate Subject Numbers – *Effective prior to Fall of 1986*

00 – General Studies
01 – Art
02 – Applied Art
03 – Biological Sciences
04 – Biblical Studies
05 – Biblical Languages
06 – Theology
07 – Church History
08 – Education
09 – Elementary Education
10 – Secondary Education
11 – English Literature
12 – English Language and Writing

- 13 – French
- 14 – German
- 15 – Spanish
- 16 – History
- 17 – Political Science
- 18 – Music
- 19 – Applied Music
- 20 – Philosophy
- 21 – Physical Education Skills
- 22 – Physical Education
- 23 – Chemistry
- 24 – Physical Science
- 25 – Physics
- 26 – Mathematics
- 27 – Psychology
- 28 – Anthropology
- 29 – Linguistics
- 30 – Economics
- 31 – Business
- 32 – Geography
- 33 – Sociology
- 34 – Social Work
- 35 – Theatre Arts
- 37 – Speech-Communication
- 38 – Media-Communication
- 39 – Swedish
- 40 – Computer Science
- 41 – Nursing

Course Suffixes

CAS:

Suffixes denote specific general education requirements met. One course can have multiple letters signifying meeting multiple general education requirements.

SEM:

DE, DI or MD – Suffixes denotes a course that was taken online with no in class time.

SE – Suffix denotes a course that was taken at the Seminary of the East campus

SD – Suffix denotes a course that was taken at the San Diego campus

SP – Suffix denotes a course that was taken at the St. Paul campus

CC—Suffix denotes a course taken through Campus Crusade Staff Training.

YL – Suffix denotes a course taken through Young Life Staff Training.

RM – Suffix denotes a course taken through Rural Home Missionary Association TACT training program.

Programs

Honors Program

The undergraduate Honors Program at Bethel combines four all honors classes and a discipline-specific senior project with a minimum of two additional courses in which the student contracts individually with the professor. The courses are designated with either “HON” prefixes or “H” suffixes as part of the course number. Students who complete the Honors Program have “Honors Program Graduate” noted on their transcripts.

Study Abroad Experiences

Approved study abroad experiences are placed in the term that they are taken and depending on the program either count in the GPA (regular grades) or do not count in the GPA (‘T’ grades). There will also be a note on the term denoting where the study abroad program took place.

All non-institutionally approved study abroad experiences are brought in as transfer work and appear at the top of the transcript.

Courses taken at the Seminary for Undergraduate Credit

Undergraduate students in our College of Arts and Sciences or College of Adult and Professional Studies are permitted to take courses at the seminary for undergraduate credit. In such cases, the course will appear on the seminary transcript, noted for undergraduate credit only. It will appear as transfer on the undergraduate transcript.

Transfer Work

All transfer work is put at the top of the transcript. The institution at which the student earned the transfer work is also noted. The note “Gen. Transfer” the source institution was either not in our system from our legacy system. Transfer work is not counted in the institutional GPA and the transfer grade must be a ‘C’ or higher.

Institutional Waivers

Students are granted waivers for courses and these are put at the top of the transcript (with the transfer courses). The student does not receive credit nor does it count in their GPA.

English Requirements – CAS

Requirements in English:

1931-1968	One full year course called <u>Freshman Composition</u>
1968-1971	3 semester credits in <u>Literary Analysis</u>
1971-1974	Course called <u>Freshman Colloquy</u> , if taken along with <u>Literary Forms</u> , is often accepted by other colleges as the equivalent of Freshman English.
1974-1978	<u>Freshman Colloquy</u> was changed to <u>Introduction to the Liberal Arts</u> . (There was a strong emphasis on writing.)
1978-1980	The course was changed to <u>Writing and Research</u> . “An introduction to the nature and function of the liberal arts community, with experience provided in the art of library research and in expository writing”.
1980-1985	The course was changed to <u>Words and Ideas</u> , “An examination of the role of the educated person as a thinking member of society. Emphasis is placed on research skills, reading, critical thinking, and expository, argumentative and persuasive writing”.

1985- The course was changed to College Writing, "...Attention is given to the formulation, support, and development of a thesis, the structure of sentences and paragraphs, and library research skills".

Still have questions...

Contact us at 651-635-8734 and please specify whether this is a CAS, CAPS/GS or SEM transcript related question.

Release of Information

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this transcript or the information recorded hereon to a third party without the student's written consent. [For more information please click here for our institutional policies.](#)