

Bethel University Academic Catalog

College of Adult & Professional Studies 2024-2025

Summer 2025 Addendum

This addendum accompanies the published print version of the 2024-2025 catalog for the College of Adult & Professional Studies at Bethel University. Any content changes, updates, and corrections will take effect during the Summer term of the 2024-2025 academic year. The College of Adult & Professional Studies [online catalog](#) is consistent with this addendum.

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Academic Policies

Religious Accommodation Policy

Bethel University recognizes and respects the diverse faith traditions represented among students. The university is committed to fostering an environment that supports students' rights to observe their faith traditions.

To support this commitment, all university offices and faculty are asked to consider the needs of students observing recognized religious holidays or practices such as Salah, Eid, Diwali, Passover, and others. Faculty are asked to consider how they could make reasonable accommodations that allow students to meet their academic obligations without compromising their religious commitments. Examples of accommodations may include opportunities to make up missed exams, assignments, or other requirements.

Accommodations cannot be guaranteed. No accommodation can place a burden on other students; disrupt learning; have a negative effect on non-Bethel personnel supporting internships, practica, clinical experiences, or other activities; or create unmanageable additional work for faculty or staff.

Note: Accommodations are made due to religious observances. Accommodations are not made to relieve students of the obligation to complete assignments. Students may not use religious commitments or beliefs as the basis for avoiding readings, lectures, or any other assignments (e.g. dissection of certain animals or clinical experiences with people of a given gender or sexual orientation).

Guidelines for Accommodations

Accommodations will be considered based on the following criteria:

1. The observance must be commonly recognized/observed by adherents to the student's faith tradition.
2. The observance must be short-term and not result in chronic absences (e.g., not most Fridays of a class).
3. The student must be able to meet all essential course outcomes with the accommodation.
4. The accommodation must be reasonable in light of the course requirements and impact on other students, academic partners, faculty, and university support services.
5. Students must request the accommodation by the deadline listed below.

The university recognizes that certain courses, such as labs, internships, practica, clinicals, field experiences, and student teaching, may be structured so that accommodations are not possible because they will disrupt essential learning processes or outcomes and/or create unresolvable requests for faculty, staff, or non-Bethel personnel.

Process

To request accommodations, students are required to notify their instructors of their needs by the following deadlines:

- For courses requiring fieldwork, clinical, or student teaching placements: At least 30 days before the class begins. The director of the program or the department chair should be included in this request.
- For all other courses: By the end of the first week of class or at least two weeks before the requested date.

Students must submit their requests in writing using the Bethel University Religious Observance Accommodation Request Form which can be found on the Registrar's Office Website.

- The form must be emailed to the faculty member.
- Students may consult their academic or student success advisor or the Registrar's Office for guidance.

Advising Support

Students, especially those new to the university or participating in PSEO, should consult their advisors when planning their schedules. Advisors can provide guidance to help students balance their academic requirements with their religious commitments.

Appeals Process

If a faculty member is unable to provide or denies appropriate accommodation, students may appeal the decision to their academic dean over their school or college, or, for nursing or education students, their associate dean who oversees their program of study. The appeal should include:

1. A copy of the original request to the instructor.
2. The instructor's reply to the request.
3. Any other correspondence regarding the decision.

Students can contact the dean's office for additional information about the appeals process and support during this step. Advisors can help students navigate the appeals process.

Academic Programs: Business

Business Administration Certificate

Overview

This certificate expands on the "New Supervisor or Manager Certificate" by developing managerial skills in marketing, finance, and operations. While it builds on concepts from the "New Supervisor or Manager Certificate," students may complete it before or after completing the other certificate. Coursework from this certificate may also count toward the requirements for a Bachelor of Science in Business Management.

Program Outcome

- Apply knowledge of organizational behavior, finance, marketing, law, and operations to management in business environments.

Admission Requirements

- Meet the [general requirements](#) for admission to the College of Adult & Professional Studies.

Students who have not achieved the minimum GPA, grade standards, or other assessment criteria may still apply to be considered for provisional acceptance. See [Admission Categories](#).

Certificate Requirements

The required curriculum for the Business Administration Certificate comprises of an 18 semester credit sequence of courses.

BUSN 301	Foundations of Business Management	4
FINA 200	Financial Management	4
BUSN 323	Marketing Fundamentals	4
BUSN 335	Business Law	4
BUSN 340	Operations and Supply Chain Management	2
Total Credits		18

Data Analyst Certificate

Overview

This certificate is for a business professional who wants to move into a business analyst role or a business supervisor/manager who needs to understand the data analytics side of their business. Coursework from this certificate can be applied to the requirements for a Bachelor of Science in Business Administration.

Program Outcome

- Construct optimal solutions for problem-solving and decision-making informed by statistical analysis, data mining, and business analytics techniques.

Admission Requirements

- Meet the [general requirements](#) for admission to the College of Adult & Professional Studies.

Students who have not achieved the minimum GPA, grade standards, or other assessment criteria may still apply to be considered for provisional acceptance. See [Admission Categories](#).

Certificate Requirements

The required curriculum for the Data Analyst Certificate comprises of an 18 semester credit sequence of courses.

BUSN 118	Introduction to Business Programming	2
MATH 201	Business Mathematics and Statistics	4
BUSN 315	Business Analytics	4
BUSN 332	Business Analysis and Database Management	4
BUSN 426	Predictive Data Analytics	4
Total Credits		18

New Supervisor or Manager Certificate

Overview

This is one of three business management certificates that equip new business professionals for front-line supervisory positions. Students may complete only this certificate or may pursue the other two certificates (New Supervisor or Manager, Data Analyst). Coursework from this certificate can be applied to the requirements for a Bachelor of Science in Business Administration.

Program Outcome

- Implement effective managerial skills by fostering collaboration, resolving conflicts, delegating responsibilities, managing performance, and implementing effective problem-solving strategies.

Admission Requirements

- Meet the [general requirements](#) for admission to the College of Adult & Professional Studies.

Students who have not achieved the minimum GPA, grade standards, or other assessment criteria may still apply to be considered for provisional acceptance. See [Admission Categories](#).

Certificate Requirements

The required curriculum for the New Supervisor or Manager Certificate comprises of a 16 semester credit sequence of courses.

BUSN 104	Introduction to Business	4
BUSN 220	Management Information Systems	4
ACCT 200	Financial Accounting	4
BUSN 200	Business Problem Solving	2
BUSN 302	Human Resource Management	2
Total		16

Course Descriptions

Bachelor of Science in Nursing (Post-Baccalaureate)

NURS 305 • Practicum I: Fundamentals of Nursing Practice

1 credit

Provision of holistic care for individuals in various health/illness states. Utilization of beginning clinical judgment skills to implement the nursing process in healthcare settings.

Corequisites: [NURS 310](#), [NURS 325](#), [NURS 326](#). *Total fees:* \$395 (\$215 Nursing Central Resource Fee, \$85 Malpractice Fee, \$65 Criminal Background Check fee, and \$30 Clinical Fee). *Special Notes:* This course is offered for students in the Post-Baccalaureate Nursing program.

NURS 310 • Skills I: Health Assessment & Fundamentals of Nursing Practice

4 credits

Development of beginning nursing skills to promote health and manage illness, within the context of the nursing process. This course is a laboratory course.

Corequisites: [NURS 305](#), [NURS 325](#), [NURS 326](#). *Total fees:* \$1170 (\$140 lab fee, \$975 ATI Resource Fee, \$55 Online test fee). *Special Notes:* This course is offered for students in the Post-Baccalaureate Nursing program.

NURS 325 • Pathophysiology

2 credits

Examination of the physiologic basis for manifestations of altered structure and function. Exploration of differences in physiologic responses to health and illness in diverse populations across the lifespan from a nursing perspective.

Corequisites: [NURS 305](#), [NURS 310](#), [NURS 326](#). *Special Notes:* This course is offered for students in the Post-Baccalaureate Nursing program.

NURS 433 • Pediatric Nursing

2 credits

Examination of the nursing care of pediatric patients and families. Application of theoretical frameworks and evidence-based practice considerations to holistic nursing care.

Prerequisites: [NURS 306](#), [NURS 307](#), [NURS 311](#), [NURS 331](#), [NURS 350](#), [NURS 351](#). *Corequisites:* [NURS 438](#). *\$55 Online Testing Fee.* *Special Notes:* This course is offered for students in the Post-Baccalaureate Nursing program.