

# Understanding the Bethel University Transcript

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The purpose of this document 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 and Certificates

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. In June 2014 Bethel Seminary of the East officially closed. All students graduated, merged with Bethel Seminary Saint Paul or transferred to other 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 Council

for the Accreditation of Educator Preparation, the Council on Social Work Education (at the undergraduate level), the Commission on Accreditation of Allied Health Education Programs, the Commission on Collegiate Nursing Education, the Accreditation Review Commission on Education for the Physician Assistant, Inc., and the Accreditation Commission for Midwifery 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 can be sent electronically or are printed on secure paper, does not require a raised seal, and is valid only when it bears the signature of the Registrar. Paper transcripts will be sent in a sealed envelope. Electronic transcripts are only considered official for the first recipient. Forwarded electronic transcripts are not official.

### **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 delivered in the same way as our microfiched 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; Certificate.

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

GS: Master of Arts; Master of Business Administration; Master of Science; Doctor of Education; Certificate.

SEM: Master of Arts; Master of Divinity; Doctor of Ministry; Certificate.

## Previous Degrees Granted

GS: Master of Education

SEM: Bachelor of Divinity, Master of Theology

## Credits

### Current Credit System

Bethel College of Arts & Sciences (CAS), College of Adult & Professional Studies (CAPS), Graduate School (GS), and Seminary (SEM) operate on a semester calendar. Credits are recorded in semester hours.

Starting fall 2013 Seminary began offering courses on a semester calendar. Prior to fall 2013 Seminary followed a quarter calendar.

### 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

AU or X – Audit  
I or IN – Incomplete  
IP – In Progress  
N – No Grade or Non-Graded Course  
NR – Not Reported  
P – Passing  
QA-QC and QS, QU, QW – Study Abroad Transfer Credit  
S – Satisfactory  
TA-TC, TS, and CR – Transfer Credit  
U – Unsatisfactory  
W – Withdrawal  
WZ – Audit Not Completed

In CAS, the *S* grade indicates at least D level achievement.  
In CAPS, the *S* grade indicates at least D level achievement.  
In GS, the *S* grade indicates at least B level achievement.  
In SEM, the *P* grade indicates at least C level achievement.

## 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
					NC - 0*
					P - 0*
					WP - 0*
					X - 0*
					I - 0*

\* added in 1961

\*\* used 1964-1967

\*\*\*replaced OK 1967-71

\*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

*Prior to Fall 2007*

- Seminary classes were numbered 100-399 and were graduate-level courses.
- From 1990-2006, 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 3<sup>rd</sup> and 4<sup>th</sup> 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 all four 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” or “Completed Honors Program” 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 (‘Q’ 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 listed at the top of the transcript. The institution at which the student earned the transfer work is also noted. The note “Gen. Transfer” indicates that the source institution was either not in our system or 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

In our previous legacy system, students were granted waivers for courses and these are listed 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 <u>College Writing</u> , “...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.](#)