

Bethel University

COLLEGE OF PROFESSIONAL STUDIES



2016-17

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Undergraduate
STUDENT QUICK-REFERENCE GUIDE

**BETHEL UNIVERSITY
COLLEGE OF PROFESSIONAL STUDIES**

Student Quick Reference Guide

Table of Contents

About Bethel University	3
College of Professional Studies	4
Programs	4
Campus Locations.....	5
Admissions.....	6
Billing & Financial Information	7
Financial Aid Q & A	12
Bookstore.....	22
Chaplain.....	22
Library	23
Instruction & Student Responsibility	23
Curriculum.....	26
Technology.....	28
Virtual Campus (V-camp)	29
E-Portal.....	29
Attendance Policy.....	29
Academic Dishonesty	30
Transfer Policy	30
Withdrawal Policy	31
Dropping Courses	31
Academic Appeals.....	32
Options for Completing Your Undergraduate Plan of Study.....	33
Security & Emergencies	39
Students with Disabilities.....	40
Other Student Sources of Reference.....	40

About Bethel University

Mission

The mission of Bethel University is to create opportunities for members of the learning community to develop to their highest potential as whole persons - intellectually, spiritually, socially, and physically - in a Christian environment through synchronous and asynchronous modes.

History of the Institution

Since its founding in McMoresville, Tenn., in 1842, Bethel University has grown and changed in ways its founders could have never imagined.

Chartered by the State of Tennessee in 1847, Bethel began as a seminary for the Cumberland Presbyterian Church with the purpose of training young male pastors for the growing denomination. It was not until the college moved to McKenzie in 1872 that it first began to admit women as students. In 2009, Bethel College was renamed Bethel University. The individual colleges and schools of the university include:

- College of Arts & Sciences
- College of Professional Studies
- College of Health Sciences



Campus Descriptions

Bethel University operates a main campus located in McKenzie, Tennessee, and six satellite campuses throughout the state. The main campus houses all traditional undergraduate programs, as well as coursework for the non-traditional degree completion programs. Satellite Campuses are located in Clarksville, Chattanooga, Jackson, Memphis, Paris, and Nashville, Tennessee.

Each of these campuses offers classes for the university's nontraditional Success Program (business). Additionally, coursework for the Master of Arts in Education degrees are offered at the Jackson, Memphis, and Nashville sites. In-classroom coursework and labs are offered at the Paris campus. In 2015 the College of Public Service merged with the College of Professional Studies and offers Associate, Bachelor's and Master's degree programs.

Affiliation

Bethel University is joined in a covenant relationship with the Cumberland Presbyterian Church. Bethel is proud of its heritage as a Cumberland Presbyterian university and of the service it provides to the church in the form of education for current and future leaders.

Accreditation

Bethel University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on

Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bethel University.

Bethel University is approved by the TN Board of Education as a teacher preparation institution for the State of TN. Bethel's Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

College of Professional Studies

The College of Professional Studies offers programs designed to meet the educational needs of working adults. In keeping with the university's mission to create opportunities for members of the learning community, the college offers course work leading to the degree of Bachelor of Science at locations throughout Tennessee and online. Satellite campuses are located in Chattanooga, Clarksville, Germantown (Memphis), Jackson, Paris and Nashville, Tennessee.

Programs

The college offers three main undergraduate programs: Success Bachelor's Degree Completion, College Start, and Associate Degree. The Success and College Start programs are cohort based, and groups start on a rolling basis throughout the year. Each cohort consists of 12 to 20 adult learners who typically remain together as a group throughout the entire program. Each course last for 5 weeks. In addition to the policies and procedures described in this guide, policies applicable to students in the College of Professional Studies are also published in the [Academic Catalog](#).

Success Bachelor's Degree Completion Programs

Eligible adult learners can enter the Success Program with as few as 30 semester hours from an accredited institution. Students enroll in one class at a time and complete 13 - 16 courses in the major. Students work through this program in approximately 19 months. The program focuses on the combination of theory and practical application. Success major field courses represent junior- and senior-level courses.

Four Bachelor of Science degree choices are offered in the Success Program:

- Management and Organizational Development (on-campus classes, 48 semester hours)*
- Organizational Leadership (online classes, 48 semester hours)*
- Criminal Justice (online classes, 48 semester hours)
- Emergency Services Management (online classes, 48 semester hours)

**An optional concentration in Healthcare Management is available to pair with these degree programs.*

Getting Started

These 60-hour programs are designed for adults who have less than 30 hours of previous college credit.

College Start is available either as an on-campus classroom experience or in an online environment. This program offers basic college core curriculum as well as elective offerings with either a business or criminal justice emphasis.

Associate Degree Programs: these programs offer degrees for students who desire only two years of college study. These programs have tracks as either Associate of Applied Science (AAS) or Associate of Arts (AA) degrees. An AAS degree is best for those who plan to find a job in a specialized field immediately after earning an associate degree. An AA degree is designed for students who plan to pursue a four-year bachelor's degree after finishing their associate. Associate degree programs available include:

- Business
- Criminal Justice
- Customer Relationship Management

Campus Locations

Bethel's main campus is located in McKenzie, Tennessee. In addition, Bethel University College of Professional Studies has satellite offices located in Memphis, Jackson, Clarksville, Nashville, Paris, and Chattanooga.

McKenzie

Bethel University Administration Offices
College of Liberal Arts
325 Cherry Avenue
McKenzie, Tennessee 38201
731-352-4000

Clarksville

Bethel University Clarksville Satellite Campus
College of Professional Studies
2200A Wilma Rudolph Blvd
Clarksville, TN 37040
931-551-9640

Memphis

Bethel University Memphis Satellite Campus
College of Professional Studies
5885 Ridgeway Center Parkway, Suite 100
Memphis, Tennessee 38120
901-767-2367

Chattanooga

Bethel University Chattanooga Satellite
Campus College of Professional Studies
6397 Lee Hwy., Suite 100
Chattanooga, TN 37421
615-277-8962

Jackson

Bethel University Jackson Satellite Campus
College of Professional Studies
59 Murray Guard Drive
51B Murray Guard Drive
55 Murray Guard Drive
Jackson, Tennessee 38305
731-512-0231

Nashville

Bethel University Nashville Satellite Campus
College of Professional Studies
1801 West End Avenue
Suite 200
Nashville, Tennessee 37203
615-329-9391

Paris

Bethel University Paris Satellite Campus
College of Professional Studies
302B Tyson Ave.
Paris, TN 38242
731-407-7606

Admissions

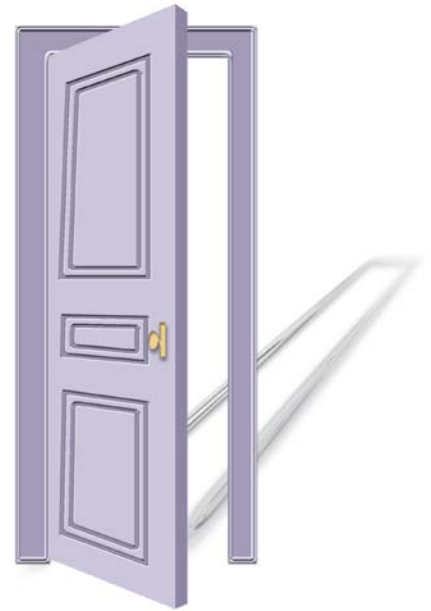
Applying for Admission to the College of Professional Studies

Admission requirements for the College of Professional Studies are the same as those for other degree programs offered by the University. Based on the nature of the curriculum, three years of work experience is recommended. All applicants for the College of Professional Studies will be reviewed at the discretion of administrators.

Required Documentation:

Students applying for admission to Bethel University must submit the following:

1. Application and application fee: All students must submit an application for admission and the \$30 application fee.
2. Resume: A professional resume that provides your educational and work histories.
3. Official transcripts: Students must submit an official high school transcript and college transcripts from each institution they wish to transfer credit from at the time of application. A high school equivalency diploma (GED) may be accepted in lieu of a high school diploma. A passing GED score is considered to be a 2.0 GPA.
4. Immunization and Health Insurance Records: As required by the State of Tennessee, proof of two doses of the MMR (measles, mumps, rubella) vaccine are required of all full-time on-campus students only. This proof may come in the form of a doctor's statement verifying the dates of immunization or a health department shot record.
5. If applying for Financial Aid, proof of FAFSA submission, Entrance Counseling (EC), and Master Promissory Note (MPN) must be present in your file .
6. If applying for VA benefits, a DD214 and VA Application or Certificate of Eligibility must be present in your file.



Students Applying for Re-admission:

Any student who once attended Bethel but has not attended in six months or more must file an *Application for Readmission* in the Office of Admission. There is no fee required for this application. If the student was academically or socially suspended from Bethel University, he or she also will be required to submit a written request for readmission. The student must request that an official transcript be sent to Bethel University from any institution attended since leaving Bethel. Any financial obligations at Bethel University must be cleared before re-enrollment. Bethel University reserves the right to deny readmission to any student.

Your appointed Recruiter & Enrollment Specialist serve to provide you with the information necessary to begin your journey as a Bethel University student. This will include assistance with the application process, financial aid and/or VA benefits, and any other related issues.

Your Student Advisor will provide you with answers to any academic related question that you may have. He or she will be easily accessible to you throughout the program, beginning with a consultation regarding your official plan of study. For on-campus students, your advisor will make class visits during your first week of class and periodically throughout the program. For online students, your advisor will email and call you during your first week of class. You can also set up phone appointments to go over your plan of study. In addition, your advisor will be available to register you for courses throughout the program.

Plan of Study

Your Official Plan of Study will be provided to you, by your advisor, once all of your official transcripts have been received and evaluated. This plan of study will indicate to you the transfer credits received (if any), the courses that you have completed at Bethel, and the courses that you must complete in order to graduate. It would be in your best interest to maintain your plan of study and to periodically review it with your advisor. When you have neared the end of the program and apply for graduation, your advisor will work closely with you to ensure you have met all academic and billing requirements.

Billing & Financial Information

Student Accounts

Students are required to pay all tuition and fees two weeks prior to the beginning of each term, and registration is not complete until all fees are paid. Students may not re-enroll for another term, graduate, or receive a transcript until all amounts owed to the University have been paid.

Delinquent accounts are subject to late fees and external collection agency involvement. If external collection efforts are utilized, the student is responsible for all collection costs, attorney fees, and any other charges necessary for the collection of any amount not paid when due.

Payment Policy

In order to provide sound fiscal policy and stewardship for Bethel University the administration and staff are charged with the duty of ensuring that all student accounts are fully and timely collected. It is the responsibility of each student to have suitable financial arrangements in place well before enrollment to fully pay all sums owed Bethel. Likewise, it is the responsibility of the administration and staff to communicate the school's requirements, provide assistance to prospective students in procuring financing, and faithfully enforce the school's policies and procedures.

Accordingly, the following procedures and guidelines will be followed in arranging for the payment and collection of student accounts:

- Cash Plan
- Federal/State Loans or Grants



- Tuition Reimbursement Plan
- Third Party Billing Plan
- Private Loans

For more detailed student financial information, please refer to the [Bethel University College of Professional Studies Catalog](#).

Billing Procedures

- All tuition charges will be posted to your student account.
- When registering for an entire term, the tuition will be posted on your account according to the start date of each class.
- Text and material charges will be posted when the materials are shipped.
- Drop fees will be posted each time a drop request is generated.
- Other fees will be charged when applicable.
- Statements will include every transaction of the current term. A complete statement from enrollment will be provided upon request.
- Review your statement carefully each term.

Due Dates

To provide for an orderly enrollment process, thorough documentation of the student's academic history, and sufficient time to process financial options paperwork, due dates for the submission of required documentation shall be ten business days prior to the first class for each term.

Company Reimbursement

- If you qualify for company reimbursement, you will be required to complete employer information on a Financial Contract.
- Per student request, a company reimbursement invoice will be mailed to you immediately upon grades being posted in the Registrar's Office (usually 3-6 days after the grade appears on the virtual campus). Email request to cpsbilling@bethelu.edu with your name, last 4 of SSN, and course name.
- This invoice will include your name, the course number and name, tuition related charges, your final grade, and an address in which to return payment.
- It is the *student's responsibility* to ensure that their employer's tuition benefit requirements are being met.
- The student is ultimately responsible for the charges on their account.
- Verification of eligibility form from employer if the employer pays directly to Bethel.

Military Benefits

Basic Instructions for Applying for your GI Bill Education Benefits:

VA Forms will vary based on if you are:

- Active Duty
- Veteran
- Dependent
- Spouse

- Using Vocational Rehabilitation Education Benefits

Please contact us if you are not sure on which form that you will need to submit to the VA or are not sure on which VA Education Benefit you will be selecting. You may also research your VA Education Benefits by going to <https://www.vets.gov/education/gi-bill/> or call VA 1-888-442-4551.

Veteran’s Education Benefit & Military Tuition Assistance Documents Required for Enrolling:

- **If using VA benefits the following documentation is required:**

- a) A copy of the signed and completed page of any of the following forms:
VA Application Forms
 - 22-1990 Application for VA Benefits
 - 22-1995 Change of Program or Place of Training
 - 22-1990e Application for Family Member to Use Transferred Benefits
 - 22-5490 Dependents Application for VA
 - 22-5495 Dependents Request for Change of Program or Place of Training
 - 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status
- b) We will need you to educate us on which VA Education Benefit’s Chapter you are planning to use, and/or (if applicable) send us a copy of the Certificate of Eligibility Form you have received from the VA or a copy of your previous VA Award Letter (if using this benefit at another institution).
- c) We are required by the VA to have either a copy of the students DD214 member copy 4(if ever activated), NOBE (if Guard/Reserve), or a copy of any AD Orders/ERB if you are presently Active Duty Military.

- **If utilizing Military Tuition Assistance we will need the following:**

- a) A www.Goarmyed.com account showing Bethel University (McKenzie, TN) as your “Home School” (Army branch)
- b) A www.my.af.mil account showing Bethel University (McKenzie, TN.) as your “Home School” (Air Force Branch)
- c) Tuition Authorization Form (showing proof of TA eligibility/course registration; for all other branches).
- d) The student is responsible for registering for each course prior to the start of class.

Accessing VA Education Benefit Forms:

If you have utilized your VA Education Benefits at a prior institution and will be using the same education benefit, we will need you to submit your copy of your Change of Program/Place (form 22-1995 or 22-5495) accessible on VONAPP/eBenefits

<http://vabenefits.vba.va.gov/vonapp/main.asp> and a copy of your DD-214.

OR

If you have never utilized your VA Benefits prior or you are changing your VA Education Benefit we will need you to fill out your VA Application for Education Benefits (VA Form 22-1990, 22-1990e, or 22-5490) accessible on VONAP/eBenefits <https://www.vets.gov/education/apply-for-education-benefits/> and a copy of your DD-214.

If additional information or assistance is needed for completion of required VA Education Benefit Forms please contact:

Bethel University
College of Professional Studies
Office of the Registrar
2200 A Wilma Rudolph Blvd.
Clarksville, TN. 37040
931-551-4150
cpsmilitary@bethelu.edu

Changing Finance Options

Students may change finance options provided they are in compliance with their current finance option. In order to change plans a student must contact his or her appropriate financial office and complete all required documentation on or prior to the due date.

Credit Cards

The following credit cards are accepted provided the student is the authorized signer: American Express, Discover, Visa, MasterCard. In some situations, the parents can give permission for their credit card to be used by the student.

Undergraduate Tuition and Fees for the College of Professional Studies

Tuition includes all course registration fees, all technology fees, all library and online database access fees, all required textbooks, and technology as provided.

- Application Fee: \$30
- Tuition: \$345 per semester hour
- Portfolio Evaluation Fee: \$80 per hour
- Challenge Exam Fee: \$80 per hour
- Add/Drop a Class Fee: \$25
- Graduation Fee: \$50



Student Guide to Financial Aid

Refund of Excess Funds

PLEASE READ POLICY AND PROCEDURE INFORMATION PRIOR TO FILLING OUT REQUEST FORM BELOW.

In order for a student to request a refund of any excess financial aid funds, he/she must have a credit balance for the said term, submit all necessary refund request documentation, and be verified to have been attending/participating based on attendance guidelines for the term in which the excess is credited. All refunds will be released via ACH direct deposit within 14 working days (per federal regulations) of request and proven eligibility. Instructions and request forms are available on the Virtual Campus under the Resources tab.

Forms required for refunds:

- Authorization to Hold an FSA Credit Balance Form*
- ACH Credit Authorization Form
- Blank/Voided Check
- Copy of Valid Driver's License

You will be required upon admission to complete the Authorization to Hold an FSA Credit Balance Form. This form will authorize automatic refunds. You will need to submit the ACH credit authorization form, driver's license, and voided check only one time unless your bank information changes.

Eligibility

A student is eligible after having a credit balance AND having attended/participated in the first two nights in the first course of the term; if a class is dropped, the participation of dropped class is voided. In order to confirm enrollment, attendance/participation will be verified.

Receiving the Refund

All refunds are direct deposited into a checking or savings account. To set up direct deposit, go to Home Page under Resource Tab. Scroll down to Electronic Forms and select Direct Deposit Information to complete ACH Application.

Completed ACH forms may be submitted one of the following ways:

- Scanned and emailed from the student's Bethel email address along with a photo ID and voided check to cpsachforms@bethelu.edu
- ACH forms submitted via an email address other than Bethel's must be accompanied by two photo IDs.
- ACH forms may be faxed along with two photo IDs to 731-352-6407

Uncontrollable circumstances arise that may delay direct deposits. Please be responsible and do not spend your funds until you have verified with your bank that the funds have been received.



Student Guide to Financial Aid

Changing Direct Deposit Information

If banking information changes, you must submit a new “ACH Application” with the CHANGED box on the top of the form checked. Please allow 14 days for the banking information to be updated by our staff.

Deposit in Error

In the event that an erroneous EFT payment occurs, creating an over-payment, the University reserves the right to debit your account for the amount of the erroneous EFT payment. In the event that a debit cannot be implemented, the University may utilize any other lawful means to recover payments to which the account holder is not entitled, including deducting the amount owed from future payments until the total over-payment is recovered. You will be notified through your Bethel email of any error that has occurred.

Financial Aid Q & A

Financial Aid Eligibility

For a student to be eligible for Federal and State Student Aid at Bethel University he or she must:

- Be a U.S. Citizen or eligible non-citizen with a valid social security number.
- Have an accredited high school diploma or GED (undergraduate program) / have a bachelor's degree (graduate program).
- Register for our program and be seeking a bachelor's degree or a master's degree.
- Must not be in default status on prior student loans.
- Must be in good academic standing.
- Must not be receiving Financial Aid funds at another college while enrolled at Bethel University.

Applying for Financial Aid

Students must complete the following steps to apply for financial aid at Bethel University:

- Apply and be accepted for admission to Bethel University.
- File the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
The FAFSA should be completed each year as soon as possible after January 1 to ensure consideration for all federal and state grants.
- The student should complete the correct year's application. Be sure to list the Bethel University school code 003480 as the first school of choice.

For more detailed information on this process, please refer to the [Bethel University College of Professional Studies Catalog](#).



Student Guide to Financial Aid

What happens after I complete the FAFSA?

- Three to ten days after the FAFSA is submitted, students will receive a Student Aid Report (SAR) from the Department of Education.
- The SAR lists the information reported on their FAFSA and will tell them their Expected Family Contribution (EFC) number.
- The EFC is an index of need that the financial aid office will use to determine the amount, and what type of federal student aid a student is qualified to receive.

When will I receive my Financial Aid paperwork (Award letter)?

Before an award package can be sent the following must be on file:

- A completed FAFSA.
- The student's admissions file must be complete. Transcripts must have been received and evaluated and a Plan of Study completed.
- If picked for verification, the student must provide all requested documentation.
- If the student is enrolled in classes and the above processes are complete and an award letter has not been received, the student should contact Financial Aid.
- The award letter will be emailed to the student through their Bethel email account. The Bethel Email account is where students will receive all communication from the Financial Aid Office.

What are the different types of Financial Aid available to students?

Financial aid assistance is split into two categories; need based and non-need based. The student's cost of attendance and EFC determines which category applies to them.

Need Based Financial Aid

For more detailed information on all of these programs, please refer to the [Bethel University College of Professional Studies Catalog](#).

Federal Pell Grant (undergraduate only)

- Does not have to be repaid.
- Amount of award is based on number of hours enrolled, number of weeks enrolled, and financial need.

Federal Supplemental Educational Opportunity Grant Federal or SEOG (undergraduate only)

The Federal SEOG Grant is based on need and is awarded to students who demonstrate the greatest financial need and are Federal Pell Grant recipients.



Student Guide to Financial Aid

Tennessee State Assistance Corporation (TSAC) Grant (undergraduate only)

- Does not have to be repaid.
- Amount of award based on number of hours enrolled and financial need.
- Eligibility also based on whether the state still has funds available. This grant is based on a first come, first served basis, depending on date the student's FAFSA was processed.
- Must be a Tennessee resident.
- Annual award limits up to \$4000.

Hope Lottery Scholarship (undergraduate only)

- Does not have to be repaid.
- These scholarships range up to \$4000 for non-traditional students or up to \$5500 for traditional students.
- For Non-Traditional students eligibility is based on adjusted gross income of \$36,000 or less, must be 25 years old or older, and has not attended any secondary education within the past two years.
- Students must work their way into the Hope Scholarship by completing 12 credit hours at Bethel University and have a Grade Point Average (GPA) of 2.75 or higher at the end of the 12 hours.

Subsidized Federal Direct Loans

- Must be repaid
- Annual award limits range from \$3500 to \$5500 based on grade level
- Eligibility is based on Federal need
- Loans are guaranteed by the Federal Government: a credit check is not required
- Interest rate is currently a fixed rate loan. The interest can change each year for new loans. Go to www.studentloans.gov for the current interest rates.
- The Department of Education pays interest while a student is in school but will no longer pay the interest during the deferment periods. Interest will accrue at the time the student leaves school is or no longer enrolled at least ½ time.
- Graduate and professional students are not eligible to receive subsidized loans

Non-Need Based Financial Aid

For more detailed information on all of these programs, please refer to the [Bethel University College of Professional Studies Catalog](#) or the U.S. Department of Education Student Aid website at <http://studentaid.ed.gov/>



Student Guide to Financial Aid

Federal Direct Loan: Unsubsidized

- Must be repaid
- The borrower is responsible for the interest during the life of the loan
- Interest rate is currently a fixed rate loan. The interest can change each year for new loans. Go to www.studentloans.gov for the current interest rates.
- Interest incurs once the school receives the disbursement on the student's account.
- Loans are guaranteed by the Federal Government: a credit check is not required.

Other than interest, is there a charge for this loan?

For all Direct Loans (Subsidized, Unsubsidized, and Plus loans) there is an origination fee, deducted proportionately from each loan disbursement before the aid is sent to the school. The entire fee goes to the government to help reduce the cost of loans. Origination fee percentages change every year. For up-to-date Direct Loan Origination Fee percentages go to studentaid.ed.gov. Also, if you do not make your loan payments when scheduled you may be charged collection costs and late fees.

Federal Parent Plus Loan (P.L.U.S.) (undergraduate only)

- This program is designed for parents or guardians of dependent students and is based on credit worthiness.
- Under this program, parents may borrow up to the cost of education at an institution minus any financial aid a student receives.
- For current interest rates go to <http://studentaid.ed.gov/>
- Should a parent be turned down for the loan, the student will automatically be eligible for independent loan limits.
- Parents can apply for this loan at www.studentloans.gov

When will I have to start making payments on my student loans?

Repayment of Federal Direct Student Loans:

- Payments on student loans do not begin until six months after the date of the last class in which the student was enrolled at least half time (minimum of six consecutive hours per term).
- This is not to be confused with six months after graduation. There may be a time lapse between the last date of enrollment and the actual graduation date.
- If a student is registered for less than six consecutive hours per term the six month deferment date begins the last date of at least half-time enrollment.



Student Guide to Financial Aid

How much can I borrow in direct student loans?

Federal Direct Loans Rates, Fees, and Limits

NOTE: A dependent student is someone who is single, has no dependents that they financially support, and is under the age of 24. Current loan limits are as follows:

Dependent Students (except students whose parents can borrow Plus)

Base Amounts

- Freshman: \$3,500
- Sophomore: \$4,500
- Junior and Senior: \$5,500

Additional Unsubsidized Loan Amounts

- Freshman: \$2,000 or \$6,000 if Parent Plus loan is denied
- Sophomore: \$2,000 or \$6,000 if Parent Plus loan is denied
- Junior and Senior: \$2,000 or \$7,000 if Parent Plus loan is denied

Independent Students

Base Amounts

- Freshman: \$9,500
- Sophomore: \$10,500
- Junior and Senior: \$12,500

Aggregate Loan Amounts

- Undergraduate Dependent Students: \$31,000, of which no more than \$23,000 can be subsidized
- Undergraduate Independent Students: \$57,500, of which no more than \$23,000 can be subsidized

If a student has lost their job, changed jobs, have recently separated or divorced, and the student's income has been drastically reduced can they receive more financial aid because of this?

Students may be eligible to receive a Professional Judgment adjustment on their FAFSA, which could make them eligible for additional grant funds.

The student will need to contact either the Financial Aid Office, and request a Professional Judgment form. The student will need to follow all of the instructions on the form and include all documentation requested, then return the form and documentation to their advisor or mail, scan, or email to:

Bethel University College of Professional Studies
Financial Aid Office
302 B Tyson Avenue - Paris, TN 38242
studentsupport@bethelu.edu



Student Guide to Financial Aid

Are there other grants or scholarships a student may be eligible to receive?

There are many grants and scholarships available from outside sources. We recommend that students check with their church, local businesses and organizations, as well completing an online search. Three excellent websites for finding scholarships are tn.gov/collegepays/, careerinfonet.org/scholarshipsearch/, www.fastweb.com and studentaid.ed.gov. Avoid scams; never pay for help to find funding for college, don't pay for someone to complete the FAFSA, and never pay anything, including an application fee for a scholarship. It is the student's responsibility to apply for these scholarships.

Additional Resources Available

For more detailed information on all of these programs, please refer to the [Bethel University College of Professional Studies Catalog](#).

Private Student Loan

- Can borrow up to the cost of attendance less any aid received.
- Approval of loan is based on student's credit rating.
- Interest rates vary based on credit score.
- A web address that provides details of these type loans and a list of lenders that past Bethel University students have used is available upon request.
- Bethel does not recommend or encourage students to apply for these loans unless they need the money to pay for direct costs to assist them in graduating.

Vocational Rehabilitation Grants

- These grants are made through the State Department of Human Services Offices.
- The student should contact the local Division of Vocational Rehabilitation Services in their county for more information.

Workforce Investment Act Grant

The student should contact the local Department of Employment Services in their county for more information.

Employee Reimbursement

- Many employers offer tuition reimbursement for students in programs like ours.
- Students need to contact the Human Resource Department at their place of employment to see if they have a reimbursement program.
- Most employers require that the student pay the University and then the company reimburses the student.
- If a student cannot afford to pay for their tuition in advance, Direct Student Loans are a recommended solution. A student should complete the FAFSA to determine eligibility for these loans.



Student Guide to Financial Aid

When will a student know how much and what type of aid they are eligible to receive?

The Financial Aid Office at Bethel University should have the results of the student's application within three to fourteen days after they file the FAFSA. The student will also receive a Student Aid Report (SAR) by email or regular mail from the Department of Education. Once an EFC number is known the Financial Aid Office can assist you with this question.

Why would a student not receive their Financial Aid paperwork (award package)?

There may be several reasons that the student may not receive an award package from the Financial Aid Office.

- We have not received the student's completed FAFSA.
- Even though the student may have filed their FAFSA there could be a problem.
- It could have been processed incorrectly if the student filed on the Website.
- The student was picked for verification and we have not received the requested documents in the Financial Aid Office.
- The student's admission file may not be complete or all their transcripts from prior colleges have not been received or evaluated. Bethel University must receive prior college, high school, or GED transcripts, admission application, and application fee in order for their file to be complete. If the student is not sure if their file is complete they need to contact their recruiter. Until the student's file is complete no Financial Aid funds can be processed.

If the student is sure that none of the above applies to them they need to contact the Financial Aid Office so we are aware that the student does not have their award package.

Why would a student receive a letter from the Financial Aid Office stating their FAFSA was picked for verification?

- Verification is a process in which the Financial Aid Office is required by federal regulations to collect and maintain, in a student's file, additional documents. This process is to ensure the accuracy of income, family size, and the number of family members attending college as reported on the original application, as well as the identity and high school completion date. The student's FAFSA application may be selected for the verification process by the federal Central Processing Center (CPS) or by Bethel University.
- The student will be required to submit additional documentation to the Financial Aid Office. They will receive a verification request letter that will indicate what items the student will be required to submit. Possible verification documents that may be requested, but not limited to: Income Verification (IRS tax transcript) for the base year. (Example of base year—2013/2014 application is the 2012 tax year) W2 forms if student did not file a tax return along with a low or no income form; documentation of child support paid or received, number in household form, and a high school completion and identity form.



Student Guide to Financial Aid

- A student's Financial Aid Award Package cannot be completed until we have received all of the requested information.

What information does a Financial Aid Award Letter contain?

- An Award Letter states what group and term(s) the student is being packaged for, the amount and what type of grants and loans that the student is eligible to receive for that term(s), and the estimated direct costs for that term(s).
- As of June 1, 2009 Bethel University uses a passive confirmation process for all award letters. Students only need to take action if they want to decline any of the aid listed or make adjustments to the type or amount of the loans.
- If the student does not respond within 14 days, all aid will be processed including student loans. Loans are funds that are borrowed by the student and must be repaid by the student.

How long does it take to receive grants and loan funds once an award letter is received?

Pell, TSAC, Lottery, and SEOG Grants (not applicable to graduate students)

- Disbursement dates can vary on each of these grants. Bethel University must request and receive the funds from the Department of Education or the State of Tennessee.

Loan Funds

- Estimated loan disbursement dates are listed on the award letter.
- The Department of Education will send a notification informing the student when their loan is guaranteed. The student will receive an email from Bethel University when loan funds have been received and posted to their account.
- If the student does not want to keep the loan funds they must contact the Financial Aid office within 14 days of notification and we will return the funds to the lender. After that date it is the responsibility of the student to return the funds to the lender.

Why would Financial Aid funds not be posted to a student's account?

There could be several reasons a student's funds have not been posted.

- State Grants such as TSAC, and Lottery grants cannot be posted to the student's account until Bethel University can request and receive the funds from the State. The dates vary on each grant but we will post the aid to the student's account as soon as we receive it.
- There may be a problem with missing information on the loan application. We will contact the student about missing information. If the student receives a message from us about missing information they will need to contact us with the information requested as quickly as possible.



Student Guide to Financial Aid

If none of the above listed situations apply please contact the Financial Aid Office to ensure that there are no other issues that need to be resolved.

If a student borrowed extra funds for other educational expenses, how do they receive the extra funds?

- The student must have a credit balance (extra funds) in their account to receive a refund. The account balance can be viewed online when they log on to their student account. See Refund Policy in Success Billing section of this guide.

If a student receives a letter from their lender stating that they are no longer attending Bethel full-time and they are required to start repaying their student loans, what should they do?

- The student must be attending 6 consecutive college credit hours to keep their student loans in deferment.
- If there is a period of time that the student is not taking consecutive classes, Bethel University is required to notify lenders that the student has dropped below half-time status or are no longer attending classes.
- If the above applies then the student will either need to start making payments or enroll in classes for at least 6 consecutive hours to put their student loans back into deferment. They may need to make at least one payment to keep their loans from being delinquent. They should contact their lender to let them know that they will be attending classes and ask them if they need to make a payment. Bethel reports monthly to the National Student Loan Clearinghouse and their lender has access to this information.
- If the student has not dropped below half-time status and has been consecutively enrolled in classes they will need to contact their lender and let them know this information. If there is still issues contact the Financial Aid office at studentsupport@bethelu.edu and they will be happy to investigate the issue and help get it resolved.

Can a student receive financial aid if they have an active bankruptcy?

- If a student is in current bankruptcy they are still eligible to receive grants as long as they are not in default of prior student loans.
- The student may also be eligible to receive student loans.
- To be able to process loans, a student must contact the bankruptcy court where they filed and request a letter stating that they can incur additional debt.
- Some courts require the student to attend a debt management class before they will give them permission.
- As long as they are making their bankruptcy payments most courts will allow the student to incur additional debt for student loans.



Student Guide to Financial Aid

- It is imperative for the student to fax this letter to the Financial Aid Office as soon as they receive it from the court.

Can a student receive financial aid from two different colleges at the same time?

No. Bethel University is not a consortium university. If the student is currently attending another college and receiving Financial Aid they are not eligible to receive assistance at Bethel.

How can a student receive money to cover classes at a different college while attending Bethel?

If a student wants to attend another college to pick up core or elective hours and needs assistance for funding they have three options. If they have excess financial aid funds above their direct costs at Bethel University they can use these additional funds to pay the other college. They may want to seek a private student loan to cover the costs. The last option is they will need pay out of pocket for these costs.

How can a student get the name of their lender so I can contact them about making payments?

Students can obtain all information about their student loans at studentaid.ed.gov

Bookstore

For courses that do not exclusively utilize electronic resources, books and materials will be delivered to you via UPS, USPS, or FedEx. It is your responsibility to order texts and materials for each course by completing a registration/book for each term. Please be sure to mark the correct response on the form regarding materials you may or may not need.

Requirements for Texts Deliveries

- We must have a physical delivery address on file in order for your books to be shipped via UPS. Note: UPS/FedEx will not deliver to a Post Office Box.
- You should receive your books at least 3 days prior to the start of each course.
- Ground shipping is usually 1-5 days for all Tennessee residents.
- UPS makes 3 delivery attempts prior to the books being returned to Bethel.
- USPS will return packages after the 2nd delivery attempt
- Your signature will not be required upon delivery. Books can be left at any location in which the carrier believes to be safe from weather and not visible from the road.
- Claims may only be filed with UPS or USPS in instances where you have not received your books although the carrier indicates that they were delivered.

Material Cost for Success Classes

- Your account will be billed when your materials are shipped.
- All on-campus students are charged \$97 per course. The charge is taken from the average cost of all materials available for the Success Program.
- If shipment is received and you do not need it, return it to Bethel or your advisor for a credit to your account. All returns must be in its original package and UNOPENED for credit. Credits are conducted twice a month for all returned material.
- The credit policy for returns is posted on the student website for your convenience. Please follow the guidelines outlined for credits because they are strictly adhered to, when credits are issued.

Chaplain



The Rev. Anne Hames is the Bethel University senior chaplain and is available to all students. Chaplain Hames can be contacted at hamesa@bethelu.edu or 731-352-4066

Rev. Dr. J. Pratt Hubbard is the chaplain of the College of Professional Studies. Dr. Hubbard can be contacted at hubbardp@bethelu.edu



Library

The Bethel University online library offers databases with thousands of books and online journals to help you with your homework. In addition to these extensive resources, you can receive assignment help from one of our online librarians and access APA citation guides. To access the online library databases go to your virtual campus. Click the library icon in the top-right corner.

Enjoy personalized research help from our distance education librarians - they're only a call, chat, or email away!

615-714-4642
librarian@bethelu.edu

At the Bethel University Online Library you can:

- Receive assignment help from our online librarians
- Explore guided YouTube tutorials on various subjects
- Access APA citation guides
- Like the Facebook page for the latest study tips and news

Instruction & Student Responsibility

Facilitators

Your facilitator will serve as a guide throughout each course. He or she will challenge you to understand new concepts and objectives. Each student will complete a course and facilitator evaluation upon the completion of each module throughout the program.

Teaching & Learning Styles

Students will receive a full college experience by being exposed to a variety of teaching styles.

Classrooms

For in-classroom students:

Please remember to be respectful of all classroom property and to discard of any trash before leaving the classroom. Please show respect and professionalism when interacting with classmates and facilitators.

For online students:

Please remember to respect your classmates and facilitators by being courteous and professional in all posts to the online classroom.

Normal Student Load

The normal student load is 12 - 14 semester hours per term. A course load of more than 18 semester credit hours is not advised. To be considered full time, students must be enrolled in a minimum of 12 semester hours per term. Students with less than 12 semester hours in any term are designated as part-time students.

Graduation Requirements

The credits of a candidate for a degree must conform to the requirements for graduation as stated in the catalog published for the year of his/her most recent matriculation, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation. Students must:

- File an application for graduation in the Office of the Registrar by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation. Students must complete all requirements for their degree at least 30 days prior to the chosen graduation date.
- Submit a fee of \$50 with the application for graduation. This fee is not refundable or transferable. If a fee is paid for a specific graduation date and the student does not graduate, a new application and fee will be required for the new graduation date.
- Complete all requirements as stated in catalog. Listed below are the graduation requirements by degree program.

Undergraduate - Associates must:

- Complete a minimum of 60 semester hours with an academic average of "C" (2.0 GPA).
- Complete at least 30 semester hours through Bethel University.
- Complete a major concentration of courses with no grade below "C".
- Complete the requirements of the core curriculum and program of study catalog within 30 days of the chosen date of graduation.

Undergraduate - Bachelors must:

- Complete a minimum of 128 semester hours with an academic grade point average of "C" (2.0 GPA).
- Complete all major concentration courses and ENG 101 or its equivalent with no grade below "C".
- Complete the requirements of the Common Core Curriculum for the Bachelor of Science degree as prescribed by the degree program.
- Complete a minimum of 39 semester hours numbered 300 and above.
- Meet the University residency requirement by completing the minimum number of semester hours required in the major for their program of study with the College of Professional Studies.
- Meet all credit requirements for their chosen degree program and/or concentration.
- File an application for graduation in the Office of the Registrar by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.
- Complete all requirements as stated in catalog within 30 days of the chosen date of graduation.

Student Responsibility

The University's expectations commence when the University initially accepts a student. They apply to the student's conduct wherever the student may be, on or off the campus, and when the student is engaged in University-related activities and when the student is not.

The University expects its students to enjoy and nurture this academic community whose purpose is to be a Christian institution of learning. They are expected to help sustain the University's values. It is the University's goal that all members of the community adhere to a set of ethical and behavioral standards that are reflected by the rules that apply to students. Students are thus expected to be honest, respectful of others, helpful to the University's pursuit of its purpose, and law abiding.

Disruptive Behavior Policy Statement

Bethel University College of Professional Studies strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of a classroom or interaction with administrative offices and staff, whether in a face-to-face, online, or other type of educational forums will be addressed.

- The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, technology use, etc.
- The instructor is in charge of the classroom or educational setting. This includes the times and extent to which he or she allows questions or discussion, the level of respect with which he or she and other students are to be treated, and the specific behaviors he or she will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
- An instructor may have a specific policy regarding cell phone, computer or other technology use within the classroom and its use may be restricted. It is up to each faculty member to determine how such technology will be used in his or her classroom and specific penalties may be outlined within his or her syllabi.
- An instructor is entitled to maintain order in his or her class and has an obligation to other students to do so.
 - In an on-campus classroom an instructor is authorized and expected to inform a student that his or her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Campus Security to assist with the student's removal.
 - In an online classroom all postings should be written in a professional format, avoiding the use of slang and "text" language. Students should be respectful when responding to other classmates or facilitators. Failure to do so may result in the student's post being administratively removed, which will affect their grade.
- If a student persists in a pattern or recurrent disruptive behavior, then the student may be

subject to administrative action up to and including an involuntary withdrawal from the course and/or the institution following administrative review by the Executive Director.

- Administrative action for disruptive behavior is not a progressive policy. A grievous act could bring about immediate expulsion.
- Students, as well as employees, are bound by the [University's policy against harassment](#), in any form. Harassment will not be tolerated.
- Documentation of any serious pattern or instance of disruptive behavior will be placed in the student's permanent file.

Falsification of Documents

Falsification of records and official documents is prohibited by Bethel University. This includes altering academic or business records; forging signatures of authorization; withholding pertinent information for purposes of misrepresentation; or falsifying information on any other documents, including but not limited to records, files, and invoices. A student who engages in any of these prohibited behaviors may be subject to administrative action up to and including an involuntary withdrawal from the institution following administrative review by the Executive Director.

Curriculum

The College of Professional Studies offers programs designed to meet the educational needs of working adults. The college offers three main undergraduate programs categories: Bachelor degree completion programs (6 options), College Start programs (3 options), and Associate programs (6 options). The programs are cohort based, and groups start on a rolling basis throughout the year.

To familiarize new students with the virtual campus (V-camp) and thereby ensure their success in the program, everyone is required to complete a four-unit Accelerated Prep Course.

- For on-campus students, the facilitator will guide them through the Prep Course immediately following their orientation.
- Online students receive instruction for their prep course during their Saturday orientation meeting and can begin their virtual assignments immediately afterwards.

Following is a list of all the undergraduate program offerings and the requirements for each.

College Start Programs: 60 Credit Hours

College Start: online

- 33 core hours
- 27 elective hours

College Start: on-campus

- 33 core hours
- 27 elective hours

College Start: Criminal Justice online

- 33 core hours
- 27 CJ elective hours

Associate Degree Programs: 60 Credit Hours

Business

(Associate of Arts)

- 33 core and program core hours
- 18 major hours
- 9 business-related elective hours

Criminal Justice

(Associate of Arts)

- 33 core and program core hours
- 18 major hours
- 9 business-related elective hours

Customer Relationship Management

(Associate of Arts)

- 33 core and program core hours
- 18 major hours
- 9 business-related elective hours

Business

(Associate of Applied Science)

- 21 core and program core hours
- 21 major hours
- 18 business-related elective hours

Criminal Justice

(Associate of Applied Science)

- 21 core and program core hours
- 21 major hours
- 18 CJ-related elective hours

Customer Relationship Management

(Associate of Applied Science)

- 21 core and program core hours
- 21 major hours
- 18 CRM-related elective hours

Bachelor's Degree Programs: 128 Credit Hours

Management & Organizational Development

- 34 core and program core hours
- 45 major hours
- 49 elective hours

Management & Organizational Development with Healthcare Management concentration

- 34 core and program core hours
- 27 major hours
- 18 concentration hours
- 49 elective hours

Management & Organizational Development with Information Technology concentration

- 34 core and program core hours
- 27 major hours
- 18 concentration hours
- 49 elective hours

Criminal Justice

- 33 core and program core hours
- 45 major hours
- 50 elective hours

Organizational Leadership

- 37 core and program core hours
- 45 major hours
- 46 elective hours

Organizational Leadership with Healthcare Management concentration

- 37 core and program core hours
- 27 major hours
- 18 concentration hours
- 46 elective hours

Organizational Leadership with Information Technology concentration

- 37 core and program core hours
- 27 major hours
- 18 concentration hours
- 46 elective hours

Emergency Services Management

- 33 core and program core hours
- 45 major hours
- 50 elective hours

Technology

Laptops and Chromebooks

Bethel University guarantees new technology to all eligible Bethel students.

Eligibility:

- You must have a completed student file
- Bethel University issues one piece of technology per student for undergraduate programs. If a student accepts a second item, payment will be their responsibility.
- You must be registered for nine or more hours per term

Delivery of Technology

Once all eligibility requirements are met:

- Every attempt will be made to deliver laptops to on-campus students during the last class session of module one.
- Online students who plan to attend the virtual orientation will have their Chromebooks shipped via UPS.
- Online students who plan to attend the face-to-face orientation will receive their Chromebooks at that time.

Email Account

Students are provided a Bethel email account which can be accessed at www.bethelu.edu by checking on webmail. You may also access the email account at www.gmail.com (enter the entire email address in the username). In most cases, both the username and password are formatted as [firstinitial][lastname][last2digitsofSSN]@bethelu.edu (jdoe25@bethelu.edu). Your default password will be randomly computer-generated, and should be changed the first time you log into the system. All “official” correspondence should be sent via the Bethel email account.

Technology Contingency Plan for Students

The advancements in modern technology have allowed individuals to have greater access to informational resources. They have also provided us with a convenient means to connect with one another. With these benefits, however, it is important to realize that technology is not perfect. In fact, it is safe to assume that, at some point, your personal technology is likely to fail. A number of things can happen -- from a power-outage to a spilled beverage – and it is important to plan for these unexpected events. Learners at Bethel University must have a “back-up” or “contingency” plan for technology failure. This means having another computer you can go to in case of an emergency – whether it be at your home, a friend or family member’s home, or at the local library. Knowing, in advance, what you would do in case of a technological mishap will help you control your academic progress.

Virtual Campus (V-camp)

Bethel's online virtual campus is very user-friendly and has many great benefits. V-camp gives students immediate access to special announcements, course registrations, grades, surveys, etc. Students can check the profile section of each course to get to know their facilitator and fellow students. The message center provides everyone with a convenient avenue of communication within the course.

All online courses are completed through the V-campus learning management system, including reading assignments, audio/video lectures, class discussions, and homework assignments.

E-Portal

This site gives students real-time access to their college information. Students can access the following information on the Internet from anywhere.

- Billing ledger and balance
- Final grades
- Print unofficial transcripts
- Course registrations
- Financial aid information

The URL to the portal is: <https://eportal.bethelu.edu/estudent-cps/index.asp> or from the main Bethel homepage at www.bethelu.edu.

Username: First Initial + last name + last 2 of social

Password: Your complete social security number (with dashes)

Please contact your advisor if you have questions on how to use this system. If you are unable to login, please contact the IT Helpdesk at 615-277-8924 or email cpshelpdesk@bethelu.edu for assistance.

Attendance Policy

Class attendance is required to complete each module. Unlike traditional courses, degree completion programs rely heavily on the dynamics of cohort interaction and group processing in order to integrate and apply the learning of the academic content. The cohort module also emphasizes the development and practice of interpersonal communication skills and teamwork (e.g., group problem-solving and negotiation). The format therefore necessitates class attendance.

In practical terms, one module session is equivalent to three weeks of traditional semester coursework.

The Bethel University attendance policy states that credit shall not be awarded in any course in which absences exceed 30% of the class meeting. **Therefore, absence from more than one (1) class session will result in the automatic entry of a failing grade for the module.** Should you be aware

that you will miss one night of a class or one (1) week of an online course, you should make every effort possible in contacting your facilitator to make him or her aware of your absence.

If you are aware of a conflict prior to the start of a module, which will prevent you from attending at all, you will need to drop the course.. There is also a \$25.00 drop fee per class dropped. You must also send a Letter of Intent. See the Dropping Courses section for more details.

Academic Dishonesty

Students are expected to uphold the University's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Punishment for an act of academic dishonesty involves imposing failing or zero grades by the following process:

- The first offense is an automatic "F" for the assignment.
- The second offense is an automatic "F" for the course.
- The third offense is grounds for expulsion from Bethel University.

Each offense will be documented in the Office of the Director of Academic Dean. Students may appeal the decision of a faculty member through that office.

pla-gia-rize (v): : to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source

-Merriam-Webster Online Dictionary

Transfer Policy

Bethel University accepts transfer credit from many different sources and institutions. Please refer to the [Bethel University College of Professional Studies Catalog](#) for more detail.

- Transfer credits may be applied to your Core and Elective requirements. All major requirements must be completed at Bethel.
- Proof of a regular high school diploma or high school equivalency is required along with transcript(s) from all previously attended academic institutions.
- For more detailed student financial information, please refer to the [Bethel University College of Professional Studies Catalog](#).
- Students may request a Bethel transcript from the *iwantmytranscript* website. For details, please refer to the [Bethel University College of Professional Studies Catalog](#).

- International Students or students with transcripts from international institutions have additional requirements. Please refer to the [Bethel University College of Professional Studies Catalog](#) for more detail.

Withdrawal Policy

- Should you need to completely withdraw from the program, you will need to contact your Advisor in order to discuss the situation and complete the appropriate paperwork.
- Failure to complete this step may result in failing grades and heavy financial obligations.
- There is a \$25 fee for withdrawal.
- If a student has not attended classes for at least ten weeks, he or she will be administratively withdrawn from the program.
- **Your balance owed, available financial aid and/or VA benefits, and other financial responsibilities may be affected by dropping or withdrawing from courses. You must contact the Financial Aid Office to determine whether or not Financial Aid/Awards will be affected.**
- For more detailed student financial information, please refer to the [Bethel University College of Professional Studies Catalog](#).

Dropping Courses

Failing to attend a class does not constitute an official dropping of a class. Before changing your class schedule, you may want to check with your Student Advisor or Student Services about the Financial Aid implications. Classes may be dropped at any time during the term.

To drop a course that has already been loaded into V-Camp:

Go to the V-Camp homepage. At the bottom of the list of current classes on the left-hand side, you'll see a "Drop Courses" button. When you click it, a list of classes will populate. Scroll through and click the "drop course" button next to the class you wish to drop. A prompt will ask, "Are you sure you want to drop this section?" When it does, click "okay."

This action will automatically create a Notice of Intent form, which you will need to fill out and submit electronically. The form commits you to select a replacement class, while information about your dropped class is sent to both the Registrar's Office and Financial Aid. Please be aware that not choosing a replacement for a dropped class will result in changes to your financial aid status, and you will be responsible for any financial consequences.

To drop a course that has not yet been loaded into V-Camp:

Step 1: undergraduate students must send an email from their official Bethel email account to dropaclass@bethelu.edu. In that email, undergraduate students must include; their full

name, the last 4 digits of their social security number, the name of the course, the first class date and the course location.

Step 2: undergraduate students must send a Notice of Intent form to fafunds@bethelu.edu. The Notice of Intent form notifies the Financial Aid Office that you are simply dropping a course and not withdrawing from the University. Because of the new regulations, this distinction will prevent the Financial Aid Office from returning all of your financial aid funds to the lender. The date of the drop or add is determined when the form is received. Any delay in the receipt of the drop/add form can have expensive and severe academic consequences.

Tuition Fees and Adjustments for Dropped Courses

A Drop Fee of \$25.00 will be billed to your account each time you submit a drop request. If the course has already begun, tuition will be adjusted to your account based on the number of class meetings which have already occurred.

- If you drop before the 2nd class session, 100% of the tuition will be refunded and the course will disappear from your record.
- If you drop before the 3rd class session, 75% of the tuition will be refunded and a grade of "W" will be assigned to the course.
- If you drop before the 4th class session, 50% of the tuition will be refunded and a grade of "W" will be assigned to the course.
- You cannot withdraw from a course after the 4th session.

Your balance owed, available financial aid and/or VA benefits, and other financial responsibilities may be affected by dropping or withdrawing from courses. You must contact the Financial Aid Office to determine whether or not Financial Aid/Awards will be affected.

For more detailed student financial information, please refer to the [Bethel University College of Professional Studies Catalog](#).

Academic Appeals

If a student believes the final grade for a course was assigned in error or as the result of improper procedures, the student may appeal the grade within five (5) working days of the posting of the grade. Appeals are not considered based on difference of opinion between a student and faculty member regarding the quality and/or quantity of work. The University reserves the right to refuse to consider appeals after this time. The appeal must include the following:

- 1) on what grounds is this appeal being made
- 2) why the student believes an appeal is warranted. Students must include any documentations they deem necessary to support their position. The original decision stands until the appeals process has run its course and a final decision has been rendered.

Students may request face to face meetings with any of the parties in the appeal process; however, such meetings are solely and completely at the discretion of the University. All sanctions

associated with the original decision will be implemented immediately and shall remain in effect unless and until the appeal is resolved in favor of the student.

Step One:

The student should contact the faculty member in writing within five (5) working days of the posting of the grade. The instructor will review and appeal and, if appropriate, provide an answer in writing within five (5) working days. If an instructor does not respond, the student may proceed to Step Two after the passage of five (5) working days.

Step Two:

If the student does not find the outcome of Step One to be sufficient, the student may appeal to the Director of Academic Affairs. This appeal should also be in writing and include documentation that the initial appeal to the instructor was made in a timely manner.

The Director of Academic Affairs will review the appeal and may, at the Director's discretion, contact the instructor and/or the student for additional information. The Director is not required to do so.

The Director of Academic Affairs will provide a written decision regarding the appeal within ten (10) working days of the appeal.

Step Three:

If the student remains dissatisfied, the student may appeal in writing to the Academic Dean of the College of Professional Studies. The Academic Dean will review the written documentation and make a decision within ten (10) working days. The decision of the Academic Dean is final.

If a student believes that the appeal process was not followed by the University, the student may make an appeal to the Chief Academic Officer in writing stating which steps in the process the University staff failed to follow. If the Chief Academic Officer determines that University staff did not follow procedures as outlined above, the Chief Academic Officer may reverse the decision and return the matter to the appropriate level in the appeals process. The decision of the Chief Academic Officer is final.

Once issued, grades become the property of the University. Frivolous grade appeals may result in sanction by the University up to and including expulsion.

Options for Completing Your Undergraduate Plan of Study

There are a few methods in which you can complete the requirements of your plan of study. You may choose to begin working on your outstanding credit hours by utilizing a combination of any of the following means:

Advanced Standing Credit

Bethel University accepts a maximum of 60 semester hours in Advanced Standing Credit through a combination of the following programs as recommended by the American Council on Education

(ACE). Each program has maximum number of allowable credits, but at no time shall a student receive more than 60 semester hour total. Grades and quality points are not given for advanced standing credit.

Advance Placement Program

By submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program, students may be awarded a maximum of 12 semester hours in Advanced Standing Credit for credit earned through the College Board's Advance Placement program. Such credit may be used for Common Core or Elective credit.

Military Credit

Military Credit Evaluations are provided for those with active duty or reserve military training in all branches of service. Bethel University accepts a maximum of 60 semester hours in military training as well as non-duplicated ACE recommended credit earned through military experience. Bethel University applies Military credit to the student's elective requirements.

Portfolio Program

In recognition of an undergraduate student's previous learning, Bethel University has established a portfolio process which should relate to a Bethel academic division and must be equivalent to a college level learning outcome. This process provides the student with an opportunity to demonstrate and document learning equivalent to that which could be obtained in the college classroom. If proper and sufficient documentation of this prior learning can be obtained, the student can request that academic credit be awarded. The student may be required to supplement the documentation by a demonstration of the knowledge for which credit is requested. Up to 30 semester hours of portfolio credit toward the bachelor's degree can be requested and distributed in the core curriculum or electives.

Portfolio Path:

- Contact Sabrina Chambers if interested in writing a portfolio (731-352-4029)
- Once the paper is written, Sabrina will submit it to a reader to determine if the paper is ready to be graded.
- If not ready, you will have an opportunity to re-write
- If ready, Sabrina will submit the paper to the college along with your payment of \$80 per credit hour attempted
- The college will give the paper to a reader, who will either:
 - Accept it "as is"
 - Reject it
 - Send it back to you for revision
- Once accepted, the paper goes to the Academic Dean for review
- If the portfolio paper is approved by the Academic Dean, credit is awarded. No other learning
- institution will accept portfolio credit to transfer, so be certain that you will complete your Bethel University degree before exercising this credit option. If using portfolio for graduation, the deadline for submitting portfolios are:

- March 1 – for May graduates
- June 1 – for August graduates
- October 1 – for December graduates

CLEP/DSST

Students with acceptable scores may be awarded a maximum of 30 semester hours as recommended by the American Council on Education (ACE) through testing with the College Level Examination Program (CLEP) and the DANTES Subject Standardized Tests Program (DSST: formerly DANTES). CLEP/DSST Credit may satisfy either Common Core or Elective requirements.

The American Council on Education (ACE) recommends the number of credit hours for each exam. Please note, these recommendations may change at any time. It is the responsibility of the student to verify the amount of credit hours awarded through the ACE website www.acenet.edu

CLEP Exam Information

Bethel's code for CLEP is 1063. For the academic year 2016-17, credit is awarded for each test as follows:

Exam Title	Recommended Score (ACE)	Credit Hours	Bethel University Equivalent
BUSINESS			
Financial Accounting	50	3	ACT 201
Information Systems & Computer Applications	50	3	BUS 255
Introductory Business Law	50	3	MOD 4800 or Elective
Principles of Management	50	3	BUS 301
Principles of Marketing	50	3	BUS 302
COMPOSITION & LITERATURE			
American Literature	50	3	ENG 311 & 312
Analyzing & Interpreting Literature	50	3	HUM Core or Elective
College Composition	50	6	ENG 101 & 111
College Composition Modular	50	3	ENG 101 or 111
English Literature	50	3	HUM Core or Elective
Humanities	50	3	HUM Core or Elective
FOREIGN LANGUAGES			
French Language, Level 1	50	6	Elective Only
French Language, Level 2	59	9	Elective Only
German Language, Level 1	50	6	Elective Only
German Language, Level 2	60	9	Elective Only
Spanish Language, Level 1	50	6	Elective Only
Spanish Language, Level 2	63	9	Elective Only
HISTORY & SOCIAL SCIENCES			
American Government	50	3	SOCSCI Core or Elective
History of the United States I: colonization-1865	50	3	HIS 211
History of the United States II: 1865-present	50	3	HIS 212
Human Growth & Development	50	3	PSY 211
Introduction to Educational Psychology	50	3	SOCSCI Core or Elective

Introduction to Psychology	50	3	PSY 111
Introduction to Sociology	50	3	SOC 111
Principles of Macroeconomics	50	3	ECO 211
Principles of Microeconomics	50	3	ECO 212
Social Sciences & History	50	6	SOCSCI Core or Elective
Western Civilization I: Ancient Near East to 1648	50	3	HIS 201
Western Civilization II: 1648-present	50	3	HIS 202
SCIENCE & MATHEMATICS			
Biology	50	6	BIO 111 & BIO 112
Calculus	50	4	MTH 230
Chemistry	50	6	CHE 111 & CHE 112
College Algebra	50	3	MTH 111
College Mathematics	50	6	MTH/SCI Core or Elective
Natural Sciences	50	6	MTH/SCI Core or Elective
Pre-Calculus	50	3	MTH 123

DANTES Testing Information

Bethel's code for DANTES is 9779. For the academic year 2015-16, credit is awarded for each test as follows:

Test Title	Test Form	Minimum Score	Credit Hours	Bethel University Equivalent
A History of the Vietnam War	SG/SH/SL/SM 473	44	3	SOCSCI or Elective
Art of the Western World	SE/SF 461	48	3	HUM or Elective
Astronomy	SF/SG/SH/SL 500	48	3	MTH/SCI Core or Elective
Business Law II	SF/SH 534	44	3	BUS 311
Business Mathematics	SF/SG/SH/SL 812	48	3	Elective
Criminal Justice	SF/SG/SH/SL 498	49/400	3	CJS 210
Drug & Alcohol Abuse/Substance Abuse	SE/SF/SG/SH 495	49/400	3	Elective
Environment & Humanity: The Race to Save the Planet	SF/SG/SH/SL 511	46	3	MTH/SCI Core or Elective
Ethics in America	SF/SG/SH/SM 474	46/400	3	REL Core or Elective
Foundations of Education	SE/SF/SG/SH 489	46	3	EDU 212
Fundamentals of College Algebra	SF/SG/SH/SL 424	47/400	3	MTH 111
Fundamentals of Counseling	SG/SH/SL/SM 562	45	3	Elective
General Anthropology	SF/SG 494	47	3	SOC 306
Here's to Your Health	SF/SG/SH/SL 508	48/400	3	Elective
Human Resource Management	SG/SH/SL/SM 530	46	3	BUS 400/MOD 400
Human/Cultural Geography	SF/SG/SH/SL 470	48	3	SOCSCI or Elective

Introduction to Business	SE/SF/SG/SH 543	46	3	BUS 111
Introduction to Computing	SG/SH/SL/SM 536	45/400	3	CIS 100
Introduction to Law Enforcement	SG/SH/SL/SM 497	45	3	CCJ 3500 or Elective
Introduction to the Modern Middle East	SF/SG/SH/SL 469	47	3	SOCSCI or Elective
Introduction to World Religions	SF/SG/SH/SL 496	48/400	3	REL 2150 or Elective
Lifespan Developmental Psychology	SF/SG/SH/SL 490	46	3	PSY 211
Management Information Systems	SE/SF/SG/SH 551	46/400	3	CIS 307
Money & Banking	SG/SH/SL/SM 548	48	3	Elective
Organizational Behavior	SF/SG/SH/SL 531	48	3	BUS 317
Personal Finance	SE/SF/SG/SH 550	46/400	3	BUS 112
Physical Geology	SF/SG/SH/SL 519	46	3	MTH/SCI Core or Elective
Principles of Finance	SF/SG/SH/SL	46	3	BUS 304
Principles of Financial Accounting	SG/SH/SL/SM 525	47	3	Elective
Principles of Physical Science I	SE/SF/SG/SH 512	47	3	MTH/SCI Core or Elective
Principles of Public Speaking**	SE/SF/SG/SH 815	47	3	SAT 110
Principles of Statistics	SG/SH/SL/SM 450	48/400	3	MTH 202
Principles of Supervision	SE/SF/SG/SH 532	46	3	Elective
Rise & Fall of the Soviet Union	SF/SG/SH/SL 471	45	3	SOCSCI or Elective
Technical Writing*	SF/SG/SH/SL 820	46	3	BUS 330/ENG 330
Civil War & Reconstruction	SE/SF/SG/SH 483	47	3	SOCSCI or Elective
Western Europe Since 1945	SF/SG/SH/SL 465	45	3	SOCSCI or Elective

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommends college credit for the above DSST courses. This council, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

** The optional essay portion is not required*

*** In addition to a minimum score of 47 on the multiple choice test, an examinee must also receive a passing grade on the speech.*

Special Offering Courses

In addition to your major curriculum, we also offer “special offering” courses which can fulfill degree requirements in the common core and elective areas. You will find a listing of these courses on the Virtual Campus under “Resources” and then “Special Offerings List”. Fill out an “Add a Class” form and send it to your student advisor to register.

Challenge Exams

Challenge exams are an at-home testing option for students to gain college credit. You will need an Examsoft® account, which provides access to the testing software. There is a one-time \$55 fee

to create an account, providing unlimited access to exams for six months. Students must pre-pay at a rate of \$80 per credit hour. Exams will be available to complete online—with a time limit per exam of 90 minutes. You will not be able to use the same computer to do anything other than take the examination. The program will lock you out of all other applications during the exam.

A passing score on the exams is 70% or above. Use of reference materials is permitted, however, keep in mind that the exam is a timed test. Students will be expected to adhere to the University's policy on academic honesty. Challenge exam credit may not be used to repeat credit of a course taken unsuccessfully. Credit will be awarded on a "Pass/Fail" basis only. Only passing grades will be entered on the student's transcript. Challenge exam credit does not affect the student's grade point average. Challenge exams cannot be repeated. A maximum of 12 semester hours in 100- and/or 200-level courses may be earned through Challenge Examinations. No upper division courses are available for Challenge Examinations. (Challenge Examinations are not available for any courses in which CLEP or DANTES examinations are offered.)

Please allow adequate time to work through the steps of the challenge exam process. If using exams for graduation, students are highly encouraged to complete testing by the following dates in order to receive test results in a timely manner:

- March 1 for May graduation
- June 1 for August graduation
- October 1 for December graduation

Challenge Exam Procedure

Check with your student advisor to ensure you are eligible to receive credit for the exam you are interested in taking.

1. Once your advisor approves, complete the Challenge Exam Application.
2. Students will need to pre-pay for all exams.
3. Email completed application to challengeexams@bethelu.edu from your Bethel University email account. Application will be forwarded, so charges will be applied to the student account.
4. **Pay by contacting the billing office or via the PayPortal.**
5. Wait to receive an email with your Examssoft® username and password. This may take up to 7-10 business days.
6. Log in to your Examssoft® account and register. Pay the \$55 fee.
7. If you do not have access to the exam(s) that you have paid for within 2 weeks, email challengeexams@bethelu.edu.
8. There will be no refunds after an account is charged for the exam.
9. Download the exam.
10. Complete the exam.
11. Upload the exam.
12. Your results should be posted on your Examssoft® account within 1 week. Posts are completed on Fridays.
13. Once Examssoft® are received by the university, they will be recorded on the transcript.

Challenge Exam Options

CIS 101. INTRODUCTION TO OPERATING SYSTEMS.

Provides students with a working knowledge of the DOS operating system used in IBM compatible Personal Computers. How the operating system works and how DOS is used as the basis for commercial programs

CIS 255. MICROCOMPUTER APPLICATIONS.

A course designed to introduce students to the world of microcomputer applications as it applies to the world of business. The concentration will be on familiarizing students with the different types of applications for businesses, both off the shelf and specialized. Same as BUS 255.

MOD 120 BASIC EMPLOYMENT LAW

This course is an introduction to the basic principles of employment law. The course covers major legislation affecting the employment relationship including civil rights, whistleblower, and wage/hour law. The course also introduces basic theories of tort law as they apply to the employment relationship.

MOD 217 SIX SIGMA

This course will offer an overview of Six-Sigma and how to begin the process of performance improvement. A few of the items to be covered are: what is Six-Sigma, differences between Six-Sigma and other quality management techniques, initiation of Six-Sigma programs, and implementation of Six-Sigma programs. The course will cover a representative selection of the tools used in Six-Sigma programs. Classification: Elective

MOD 220 SUBSTANCE ABUSE IN THE WORKPLACE

A detailed analysis of the impact on the workplace of the abuse of both legal and illegal drugs. This course will give an in-depth overview of selected substances that are abused by individuals on a regular basis with a detailed discussion of the subsequent impact on the chemically dependent individual, family members, coworkers, and the employer. This course will cover theories of counseling used to treat individuals diagnosed with chemical dependency. Classification: Elective

Security & Emergencies

Due to liability concerns with Bethel's insurance, only students, prospective students, staff, and faculty are allowed on Bethel campuses.

At the McKenzie campus...

Uniformed Security is provided on campus during the hours that class is in session. The Security office may be reached at 415-7598, 415-7899, or 352-4222. In case of an emergency, contact the 911 emergency number, then campus security.

At satellite locations...

Students should exercise caution at all times. Avoid leaving the building, except in groups. It is advisable that group members arrange to wait until everyone has returned to his or her vehicle and

started the engine prior to departing after class. In case of an emergency, contact the 911 emergency numbers.

Students with Disabilities

Bethel University is committed to making its program and services accessible to all students regardless of disability. Self-advocacy and independence are encouraged through student knowledge and the use of appropriate accommodations. If you have a documented disability and need assistance with your classes, or if you need further information, please contact your student advisor.

Other Student Sources of Reference

This quick-reference guide was developed to serve as a mini reference tool for the students of the College of Professional Studies. Under no circumstances, should it serve as the final answer to any question that you may have. Ignorance of a policy or regulation will not be considered as an excuse for failure to observe it. The College may change or vary from any of the policies, procedures, and other matters described in this guide at any time. Academic policies, as well as other resourceful information, are covered in the [Bethel University College of Professional Studies Catalog](#) and should be carefully reviewed by all students.



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