

# DIVISION OF ADULT AND GRADUATE STUDIES

## Faculty:

Toni Steffensen Pauls, Ph.D. – Vice President of Adult and Graduate Studies  
Director of Graduate and Adult Ministry programs  
Lynn Cary Program, Ph.D. – Program Director, Biotechnology  
Kristina Cerling, Ed.D. – Program Director, Education  
Steve Ganger – Program Director, Bible and Ministry  
Christine Nowak, M.B.A., M.Ed. – Program Director, Behavioral and Social Science  
Dale Gadd, Ph.D. – Director of Business, General Education and Interdisciplinary Studies  
Cibele Webb, M.S.N. – Coordinator, BSN Completion  
Rebecca Zellers, D.N.P. – Coordinator, Master of Science in Nursing

## Undergraduate Programs:

Behavioral & Social Science	Interdisciplinary Studies
Bible & Ministry	Nursing
Business	Organizational Management
Human Services	

## Graduate Programs

Master of Arts in Counseling	Master of Business Administration
Master of Arts in Ministry	Master of Education
Master of Arts in Teaching	Master of Science in Nursing
Master of Arts in Theological Studies	Transition to Teaching
Master of Arts in Pastoral Ministries	

## Department Mission:

The mission of the Adult and Graduate Studies is to serve adult students by:

1. Offering innovative academic programs designed to meet the special needs of adult learners.
2. Providing support services for adult learners.
3. Integrating adult students into the Bethel College community.
4. Assisting adults in reaching their full career potential.
5. Encouraging the development of Christian faith and perspective in adult learning experiences.

## Undergraduate Program Offerings

### Accelerated Programs

Accelerated courses generally meet on weekday evenings, Saturday mornings and online. Classes are held in four-hour blocks of time for 7 weeks. Entire degree programs in Bible and Ministry, Business, Criminal Justice, Early Childhood Education, General Studies, Human Services, and BSN Completion are offered in a nontraditional, accelerated format.

### Prior Learning Assessment

Adult students that have acquired college-level learning and/or competencies through professional training or significant life experience may validate this knowledge through the Prior Learning Assessment program. The program utilizes essays, exam-

inations and other forms of documentation to petition for credit through qualified faculty evaluators. The essay process cannot be used for teacher certification programs. A fee per semester hour credit is charged; see the section on Tuition and Fees. PLA workshops are held periodically on campus for assisting students with the documentation process. For more details regarding this program and to schedule an individual assessment, contact the Director of Prior Learning and Career Services at 574-807-7507 or [pla@bethelcollege.edu](mailto:pla@bethelcollege.edu).

### **Career Services for Adult & Graduate Students**

AGS Career Services partners with current adult students, graduate students and alumni to proactively prepare, promote and pursue their career aspirations. This is accomplished through first-class on-campus resources, strategic partnerships with employers, and a renewed commitment by faculty and staff to ensure adult students are market-ready upon completion of their degree. Services include career counseling, resume and cover letter preparation, internships, interviewing workshops, networking, diversity resources and other job search resources specific to the needs of adult job seekers. To set up an appointment, contact the Director of Prior Learning and Career Services at 574-807-7507 or [pla@bethelcollege.edu](mailto:pla@bethelcollege.edu). A separate career services department for undergraduate students is also available through the Student Success Center.

### **Admission Steps for Adult Students**

1. Request an application for admission form from the Adult and Graduate Studies office or submit an online application at [www.bethelcollege.edu](http://www.bethelcollege.edu).
2. Forward paper application forms to the Adult and Graduate Studies office.
3. Have your high school transcript or GED scores sent to the Adult and Graduate studies office unless you have earned 30 semester hours of credit from a regionally accredited college or university.
4. Have official transcripts from each college or university attended sent to the Adult and Graduate Studies office. If you have military credit, submit a copy of your DD214 form and military transcript.
5. Fulfill college proficiency requirements in reading, math and English. Ask an enrollment counselor to determine your status.
6. Complete the FAFSA (if applying for financial aid).
7. Schedule a registration appointment with an enrollment counselor. Steps 5 and 6 above can be completed in the same time block as step 7 if prior arrangements are made with the counselor. This can be arranged by phoning (574) 807-7550 (local) or (800) 422-4251 (long distance).

### **Adult Studies Undergraduate Programs**

#### **Behavioral and Social Science – B.S.**

The B.S. Degree in Behavioral and Social Science is designed for students with the interest and passion for helping people, the behavioral and social science degree program develops the skills needed for working in social service agencies, group homes, crisis centers, mental health agencies, religious organizations, extended care facilities and substance abuse centers. This degree will position students interested in pursuing a Master's Degree in Counseling.

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<b>Bethel Core</b>			<b>HOURS</b>
<b>Communication Skills</b>			<b>9</b>
ENGL	101	Written Communication II	(3)
ENGL	102	Written Communication III	(3)
		Communications/Speech	(3)
<b>Humanities</b>			<b>3</b>
		Literature or Fine Arts	3
<b>Diversity &amp; Global Awareness</b>			<b>3</b>
COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)
<b>Social Science</b>			<b>6</b>
		PSYC, SOC, ECON, HIST, SS, APO	6
<b>Natural Science/Math</b>			<b>6</b>
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
		Science (lab optional)	(3)
<b>Religion/Philosophy</b>			<b>9</b>
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	(3)
			<b>36</b>
<b>Core</b>			
BSS	278	Introduction to the Human Services Professions	3
BSS	279	Introduction to Research	3
BSS	280	Introduction to Counseling Theories	3
BSS	281	Professional Identity, Function & Ethics	1
			<b>10</b>
<b>Major</b>			
PSYC	288	Life Span Development	3
SOC	202	Racial & Cultural Minorities	3
BSS	320	Casework Methods and Writing in the Human	3
		Services Profession	
BSS	371	Interviewing & People Helping Skills	3
BSS	375	Crisis Intervention	3
BSS	380	Group Facilitation in the Human	3
		Services Profession	3
BSS	410	Administration of Human Service Agencies	3
BSS	420	Research and Program Evaluation	3
		in the Human	3
		Services Profession	
BSS	498	Internship in Human Services	3
			<b>27</b>
<b>Choose one of the following 15 hour concentrations:</b>			
<b>Mental Health Concentration</b>			
MH	301	Principles of Mental Health	3
MH	401	Assessment, Treatment	3
		Planning and Outcomes	
PSYC	386	Personality Theories	3
PSYC	481	Abnormal Psychology	3
PSYC	485	Psychopharmacology	3
			<b>15</b>
<b>Marriage and Family</b>			
MF	301	Family Systems and Family Development	3

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			<b>HOURS</b>
MF	401	Public Policy and the Family	3
SOC	252	Marriage and Family	3
SOC	257	Human Sexuality	3
SOC	305	Parenting	<u>3</u>
			<b>15</b>
<b>Addictions</b>			
ADC	301	Principles of Addiction	3
ADC	320	Motivational Interviewing and Cognitive Behavioral Therapy	3
ADC	330	Theories of Addiction Treatment	3
ADC	401	Assessments, Treatment Planning and Outcomes	3
PSYC	485	Psychopharmacology	<u>3</u>
			<b>15</b>
<b>Criminal Justice</b>			
CRMJ	101	Introduction to the American Criminal Justice System	3
CRMJ	201	Juvenile Justice System	3
CRMJ	301	Criminal Law	3
CRMJ	401	Law, Ethics & the American Legal System	3
CRMJ	402	Criminal Court Process	<u>3</u>
			<b>15</b>
<b>Health Care Administration</b>			
HCM	310	Health Care Management	3
HCM	320	Leadership in Healthcare	3
HCM	325	Health Care Informatics	3
HCM	410	Policy and Ethics in Health Care Management	3
HCM	420	Insurance and Managed Care	<u>3</u>
			<b>15</b>
Electives needed to complete degree			<b>32</b>
<b>Total Credits</b>			<b>120</b>

## **Behavioral and Social Science A.A. Degree**

The A.A. Degree in Behavioral and Social Science is an entry level degree designed for students with the interest and passion for helping people. The behavioral and social science degree program develops the basic skills needed for entry level employment in social service agencies, group homes, crisis centers, mental health agencies, religious organizations, extended care facilities and addiction treatment centers.

### **Bethel Core**

#### **Communication Skills**

ENGL	101	Written Communication II	(3)
		Communications/Speech	(3)

#### **Humanities**

		Literature or Fine Arts	3
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#### **Diversity & Global Awareness**

COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or Foreign Language	(3)
			(3)

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			<b>HOURS</b>
<b>Social Science</b>		PSYC, SOC, ECON, HIST, SS, APOL	<b>6</b>
<b>Natural Science/Math</b>			<b>3</b>
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
<b>Religion/Philosophy</b>			<b>6</b>
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature, or	(3)
BIBL	216	New Testament Literature	(3)
			<b>27</b>
<b>Major</b>			
BSS	278	Introduction to Human Services	3
BSS	279	Introduction to Research	3
BSS	280	Introduction to Counseling	3
BSS	320	Casework Methods & Writing in the Human Services Profession	3
PSYC	288	Lifespan Development	3
SOC	251	Social Psychology	3
			<b>18</b>
<b>Select 3 courses for courses below</b>			<b>9</b>
SOC	201	Problems and Issues	(3)
SOC	202	Racial and Cultural Minorities	(3)
SOC	252	Marriage and Family	(3)
SOC	257	Human Sexuality	(3)
SOC	305	Parenting	(3)
Electives needed to complete degree			<b>6</b>
<b>Total credits</b>			<b>60</b>

### **Bible & Ministry Major: BA and AA Degree Programs**

Designed for professional and lay ministry opportunities, the Bible and ministry degree programs incorporate in-depth Bible and theological study, while focusing on the practical skills needed to minister in today's contemporary diverse culture. As students engage coursework they will also experience deeper personal spiritual growth that will enable them to provide Christ-centered leadership to meet a variety of needs. Students may select one of four concentrations based on their academic and ministry goals: pastoral ministry, pastoral care, youth ministry, or missionary service. Whether a pastor, church worker, or active layperson, the programs offer the opportunity to be foundationally equipped for effective ministry leadership.

### **Bible & Ministry Major - B.A. Degree**

<b>Bethel Core</b>			
<b>Communication Skills</b>			<b>9</b>
ENGL	101	Written Communication II	(3)
ENGL	102	Written Communication III	(3)
		Communications/Speech	(3)
<b>Humanities</b>		Literature or Fine Arts	3
<b>Diversity &amp; Global Awareness</b>			<b>3</b>
COMM	352	Intercultural Communication, or	(3)

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			<b>HOURS</b>
LANG	101	Introduction to the Study of Language, or Foreign Language	(3) (3)
<b>Social Science</b>			
<b>Natural Science/Math</b>			
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or Higher level MATH	(3) (3)
<b>Religion/Philosophy</b>			
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	<u>(3)</u>
			<b>36</b>
<b>Major</b>			
BIBL	201	Biblical Interpretation	3
BIBL	211	Pentateuch and Historical Books	3
BIBL	212	Poetic Books and Wisdom Literature, or	3
BIBL	213	Old Testament Prophetic Books	(3)
BIBL	221	Jesus and the Gospels	3
BIBL	222	Acts and Pauline Epistles, or	3
BIBL	223	General Epistles and Revelation	(3)
MIN	210	The Christian World Mission	3
MIN		Electives in Ministry	6
THEO		Theology	3
BIBL	320	Biblical Theology, or	3
BIBL		Elective in Bible	<u>(3)</u>
			<b>30</b>
<b>Concentration Tracks (Choose at least one)</b>			<b>14-16</b>
<b>Missionary Service Track</b>			
MIN	333	World Religious Movements	3
SOC	356	Cultural Anthropology	3
MIN	310	Evangelism & Discipleship	3
SS	270	Area Study	3-4
			<u>2-3</u>
			<b>14-16</b>
<b>Pastoral Care Track</b>			
MIN	340	Theory & Practice of Pastoral Care	3
SOC	252	Marriage & Family	3
BSS	371	Interviewing & People Helping Skills	3
BSS	375	Crisis Intervention	3
PSYC	288	Life Span Development	<u>3</u>
			<b>15</b>
<b>Pastoral Ministry Track</b>			
MIN	340	Theory & Practice of Pastoral Care	3
MIN	310	Evangelism & Discipleship	3
MIN	320	Fundamentals of Christian Leadership	3
MIN	441	Homiletics	3
MIN		Internship, or	3
MIN		Elective	<u>(3)</u>
			<b>15</b>
<b>Pre-Seminary Track</b>			
Appropriate electives for seminary admission			<b>15</b>

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<b>Youth Ministry Track</b>			<b>HOURS</b>
PSYC	288	Life Span Development	3
YMN	181	Foundations of Youth Ministry	3
YMN	222	Effective Teaching in Youth Ministry	3
MIN	310	Evangelism & Discipleship	3
		Youth Ministry Elective	<u>3</u>
			<b>15</b>
Electives needed to complete the degree			<b>38-40</b>
<b>Total Credits</b>			<b>120</b>

### **Bible & Ministry Major - A.A. Degree**

<b>Bethel Core</b>			
<b>Communication Skills</b>			9
ENGL	101	Written Communication II	(3)
		Communications/Speech	(3)
<b>Humanities</b>			3
		Literature or Fine Arts	3
<b>Diversity &amp; Global Awareness</b>			3
COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)
<b>Social Science</b>			6
		PSYC, SOC, ECON, HIST, SS, APOL	6
<b>Natural Science/Math</b>			3
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
<b>Religion/Philosophy</b>			6
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature, or	(3)
BIBL	216	New Testament Literature	<u>(3)</u>
			<b>27</b>
<b>Major</b>			
BIBL	201	Biblical Interpretation	3
BIBL	211	Pentateuch and Historical Books	3
BIBL	221	Jesus and the Gospels	3
BIBL		Elective in Bible	3
MIN	210	The Christian World Mission	3
MIN	310	Evangelism & Discipleship	3
MIN/YMN		Electives in Ministry or Youth Ministry	6
BIBL	320	Biblical Theology, or	3
THEO	310	Systematic Theology I	<u>(3)</u>
			<b>27</b>
Electives needed to complete the degree			<b>8-10</b>
<b>Total credits</b>			<b>60</b>

### **Business – B.S. Degree**

The Bachelor of Science in Business is designed to provide students with the necessary tools to begin a career in business or to increase the skillset for those already working in a business setting. Students will become competent in the areas of communication (written and oral), creative and critical thinking, management theory, leadership theory and organizational structure. Students will choose a concentration area to

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expand their business knowledge and become more marketable in human resource management, non-profit management, health care administration, or organizational leadership. All content is delivered through the lens of a Christian world view to enable students to integrate faith in decision making to promote sound business ethics. Courses are offered in an accelerated format both online, through distance learning, and on campus during convenient times.

			<b>HOURS</b>
<b>Bethel Core</b>			
<b>Communication Skills</b>			9
ENGL	101	Written Communication II	(3)
ENGL	102	Written Communication III	(3)
<b>Communications/Speech</b>			(3)
<b>Humanities</b>			Literature or Fine Arts
<b>Diversity &amp; Global Awareness</b>			3
COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)
<b>Social Science</b>			PSYC, SOC, ECON, HIST, SS, APOL
<b>Natural Science/Math</b>			6
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
		Science (lab optional)	(3)
<b>Religion/Philosophy</b>			9
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	(3)
			<b>36</b>
<b>Business Core</b>			
ACCT	203	Fundamentals of Accounting I	3
BADM	121	Introduction to Business	3
BADM	220	Business Finance	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	223	Human Relations in Business	3
BADM	300	Quantitative Analysis for Business	3
BADM	320	Organizational Development and Change	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	334	Human Resource Management	3
BADM	470	Christian Ethics in Business	3
ECON	233	Principles of Economics	3
			<b>39</b>
Select a concentration from the following:			<b>18</b>
<b>Human Resources Management</b>			
HRM	310	Training and Development	(3)
HRM	320	Conflict Management	(3)
HRM	330	Performance Management	(3)
HRM	410	Labor Relations and Employment Law	(3)
HRM	420	Compensation	(3)
HRM	430	HRIS	(3)



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<b>Non-Profit Management</b>			<b>HOURS</b>
COMM	251	Introduction Public Relations	(3)
NPM	310	Management Practices and Board Development	(3)
NPM	415	Marketing and Fundraising	(3)
NPM	420	Volunteer Selection Training and Development	(3)
NPM	430	Financial Management in Non-Profit	(3)
NPM	440	Grant Writing	(3)
<b>Health Care Administration</b>			
HCM	310	Health Care Management	(3)
HCM	325	Health Care Informatics	(3)
HCM	335	Contemporary Issues in Health Care	(3)
HCM	410	Policy and Ethics	(3)
HCM	420	Insurance and Managed Care	(3)
HCM	430	Health Care Financial Management	(3)
<b>Organizational Leadership</b>			
HRM	320	Conflict Management	(3)
HRM	330	Performance Management	(3)
BADM	344	Organizational Behavior	(3)
BADM	428	Leadership	(3)
ORGM	320	Accounting for Managers	(3)
ORGM	435	Problem Solving and Decision Science	(3)
 Electives needed to complete degree			<b>27</b>
<b>Total credits</b>			<b>120</b>

### **Business – A.A. Degree**

The Associate of Arts in Business is designed to provide students with the foundation necessary to begin a career in business. Students will learn the fundamentals of business to include management theories and more technical knowledge in the areas of accounting, finance, and economics. All content is delivered through the lens of a Christian world view to enable students to integrate faith in decision making to promote sound business ethics. Courses are offered in an accelerated format both online, through distance learning, and on campus during convenient times.

<b>Bethel Core</b>			
<b>Communication Skills</b>			9
ENGL	101	Written Communication II	(3)
		Communications/Speech	(3)
		Literature or Fine Arts	3
<b>Humanities</b>			3
<b>Diversity &amp; Global Awareness</b>			3
COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)
		PSYC, SOC, ECON, HIST, SS, APOL	6
<b>Social Science</b>			6
<b>Natural Science/Math</b>			3
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
<b>Religion/Philosophy</b>			6
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature, or	(3)

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			<b>HOURS</b>
BIBL	216	New Testament Literature	(3)
			<b>27</b>
<b>Business Core</b>			
ACCT	203	Fundamentals of Accounting I	3
BADM	121	Introduction to Business	3
BADM	220	Business Finance	3
BADM	221	Business Law	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	320	Organizational Development and Change	3
BADM	321	Principles of Management	3
ECON	233	Principles of Economics	3
			<b>27</b>
Electives needed to complete the degree			<b>6</b>
<b>Total credits</b>			<b>60</b>

### **General Studies Major A.A. Degree**

The General Studies program is designed to provide the student with a flexible curriculum to pursue professional advancement and personal enrichment. Students can individualize their education in order to achieve a balance between developing their known interest and exploring new subject areas. The program allows for three different concentration areas. The foundation of the program is a liberal arts general education curriculum which consists of communications skills, humanities, diversity and global awareness, social science, natural science and math, religion and philosophy, and wellness. Courses are offered in an accelerated format both online through our distant learning program and on campus during convenient evening hours.

<b>Bethel Core</b>			
<b>Communication Skills</b>			9
ENGL	101	Written Communication II	(3)
			(3)
<b>Humanities</b>			3
Literature or Fine Arts			3
<b>Diversity &amp; Global Awareness</b>			3
COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
			(3)
Foreign Language			6
<b>Social Science</b>			6
PSYC, SOC, ECON, HIST, SS, APOL			3
<b>Natural Science/Math</b>			3
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
			(3)
Higher level MATH			6
<b>Religion/Philosophy</b>			6
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature, or	(3)
BIBL	216	New Testament Literature	(3)
			<b>27</b>
<b>Major</b>			
Primary Concentration in one subject area*			15
(At least nine hours must be taken at Bethel in the primary concentration area)			

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	HOURS
Secondary Concentration in one subject area*	9
Secondary Concentration in another subject area*	<u>6</u>
	<b>30</b>

\*All courses applied to a concentration area must come from the same concentration or major and may not be the same courses used to fulfill a general education requirement. Courses from another academic institution may be transferred into the concentration areas, but the last 18 hours must be completed at Bethel College, and at least nine semester hours must be taken at Bethel College and applied to the primary concentration area for the associate degree.

Electives needed to complete the degree	3
<b>Total credits</b>	<b>60</b>

### **Interdisciplinary Studies Major B.A. Degree**

The Interdisciplinary Studies program is designed to provide the student with a flexible curriculum to pursue professional advancement and personal enrichment. Students can individualize their education in order to achieve a balance between developing their known interest and exploring new subject areas. The program allows for three different concentration areas. The foundation of the program is a liberal arts general education curriculum which consists of communications skills, humanities, diversity and global awareness, social science, natural science and math, religion and philosophy, and wellness. Courses are offered in an accelerated format both online through our distant learning program and on campus during convenient evening hours.

#### **Bethel Core**

##### **Communication Skills**

ENGL	101	Written Communication II	9
ENGL	102	Written Communication III	(3)
		Communications/Speech	(3)

##### **Humanities**

Literature or Fine Arts 3

##### **Diversity & Global Awareness**

COMM	352	Intercultural Communication, or	3
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)

##### **Social Science**

PSYC, SOC, ECON, HIST, SS, APOL 6

##### **Natural Science/Math**

MATH	107	Algebraic Modeling with Trigonometry, or	6
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
		Science (lab optional)	(3)

##### **Religion/Philosophy**

THEO	110	Exploring the Christian Faith	9
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	(3)

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#### **Major**

Primary Concentration in one subject area*	15
Secondary Concentration in one subject area*	12
Secondary Concentration in another subject area*	<u>9</u>
	<b>36</b>

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\* All courses applied to a concentration area must come from the same concentration or major and may not be the same courses used to fulfill a general education requirement. Courses from another academic institution may be transferred into the concentration areas, but the last 30 hours must be completed at Bethel College, and at least 18 semester hours must be taken at Bethel College and applied to the concentration areas for the bachelor degree.

Electives needed to complete the degree	<b>HOURS</b>
<b>Total credits</b>	<b>48</b>
	<b>120</b>

### **Music Skills NT Minor**

MUTH	121	Music Theory I	3
MUTH	122	Music Theory II	3
MUED	333	Basic Conducting	2
MULH	341	The Practice of Worship: Theology and Music	3
FA	115	Introduction to World Music	3
Select 3 hours from the following:			3
MUAP	131	Class Voice I	(1)
MUAP	132	Class Voice II	(1)
MUAP	133	Class Voice III	(1)
MUAP	141	Class Piano I	(1)
MUAP	142	Class Piano II	(1)
MUAP	143	Class Piano III	(1)
<b>Total Credits</b>			<b>17</b>

### **Degree Completion Programs**

Prerequisites for admission into:

#### **Human Services**

**Organizational Management** (Only offered at Southwestern Michigan College location)

1. Secure admission to Bethel College.
2. Accumulate a minimum of 62 semester hours of college credit.

#### **Nursing BSN Completion**

1. Secure admission to Bethel College.
2. Secure admission to the Nursing Division.
3. See nursing admission counselor for admission criteria.

### **Human Services - Completion — B.S. Degree**

(Offered at Southwestern Michigan College)

#### **Bethel Core**

#### **Communication Skills**

ENGL	101	Written Communication II	(3)
ENGL	102	Written Communication III	(3)
		Communications/Speech	(3)

#### **Humanities**

		Literature or Fine Arts	3
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#### **Diversity & Global Awareness**

COMM	352	Intercultural Communication, or	(3)
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)

## ***DIVISION OF ADULT AND GRADUATE STUDIES***

			<b>HOURS</b>
<b>Social Science</b>		PSYC, SOC, ECON, HIST, SS, APOL	6
<b>Natural Science/Math</b>			6
MATH	107	Algebraic Modeling with Trigonometry, or	(3)
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
		Science (lab optional)	(3)
<b>Religion/Philosophy</b>			9
THEO	110	Exploring the Christian Faith	(3)
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	(3)
			<b>36</b>
<b>Major</b>			
SOC	251	Social Psychology	3
HS	278	Introduction to Human Services	3
SOC	202	Racial & Cultural Minorities	3
HS	280	Group Facilitation H.S. Profession	3
HS	320	Casework Methods & Writing in the Human Services Profession	3
HS	371	Interviewing & People Helping Skills	3
HS	375	Crisis Intervention	3
HS	410	Administration of Human Services Agencies	3
HS	420	Research & Program Evaluation	3
PSYC	386	Personality Theories	3
PSYC	481	Abnormal Psychology	4
HS	374	Internship in Human Services	3
			<b>37</b>
SOC/PSYC Electives			<b>6</b>
Electives needed to complete degree			<b>41</b>
<b>Total Credits</b>			<b>120</b>

### **Program Notes:**

- Student must have 60-62 credit hours before starting
- Students would be advised to select, confirm (with professor), and start working on 150 on-site internship hours at the start of the program with course work being completed during the 7-week Internship course

## **Nursing Major**

### **Baccalaureate Degree in Nursing (BSN)**

#### **Completion Program**

#### **Program Distinctives:**

The Bethel College Baccalaureate RN Completion program (BSN-C) is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. The ACEN can be contacted at 404-975-5000, fax 404-975-5020 or [www.acenursing.org](http://www.acenursing.org).

The Baccalaureate RN Completion program (BSN-C) is planned to meet the needs of the Registered Nurse who desires to continue preparation in nursing at the baccalau-

## **DIVISION OF ADULT AND GRADUATE STUDIES**

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reate level. The time involvement is approximately 3 to 5 semesters. The nursing courses must be completed in five years.

Students must be admitted to the college before applying to the nursing program. BSN completion students must have an active unencumbered RN license in the state in which they will complete practice learning experiences/practicums and a minimum GPA of 2.5 in previous nursing coursework.

An essay on “Why I Want to Obtain a BSN Degree” is required with application to the BSN-C program. Admission to the nursing program is based on nursing admission criteria at the time of application to the program.

Students must pass all courses within the BSN-C program with a grade of “C” or better to continue in the program. This includes all courses, including major courses, Bethel Core, cognates and electives, as applicable. BSN-C students must maintain a cumulative GPA of 2.5 to continue and complete the program.

Practice learning experiences are scheduled in community and health care facilities. Malpractice insurance is provided through the college to nursing students. BSN-C students must provide documentation of a completed nursing health form signed by their health care provider, required immunizations, CPR course completion, and active, unencumbered RN licensure. They must also obtain a criminal background check and have documentation of a current negative drug screen prior to beginning any practice learning/practicum experiences.

For further information please refer to the School of Nursing section of the catalog.

### **Credit Policies**

#### **Transfer of Credit into BSN Completion Program**

Credit for lower level Nursing courses from an ADN or diploma program may be achieved in the following ways:

**New Graduates of ADN or Diploma Programs** – Graduates may receive up to 36 credit hours for lower level nursing courses with RN licensure.

### **Baccalaureate of Science Degree in Nursing Completion major:**

The purpose of the Baccalaureate of Science in Nursing (BSN) program is to prepare graduates in a Christian liberal arts setting with a broad foundation in the sciences and humanities who are able to provide therapeutic nursing interventions to individuals, families, groups, and communities in diverse health care settings. The BSN graduate is prepared to synthesize theory and research-based knowledge in the provision of care to function in the roles of provider of care, designer/manager/coordinator of care, and member within the profession of nursing. Integral components of baccalaureate nursing education are the development of critical thinking processes including creative problem solving when making clinical decisions, integration of leadership concepts and skills in the delivery of care to individuals and groups, evaluation of research for use in nursing practice, and implementation of health promotion in planning health care for

## **DIVISION OF ADULT AND GRADUATE STUDIES**

individuals, families, groups and communities. The BSN graduate is expected to demonstrate respect for life, a loving concern for individuals, and an appreciation of the need for ongoing education in nursing. The BSN graduate has a foundation for graduate education in nursing.

### **Baccalaureate Degree in Nursing (BSN)**

#### **Completion Program**

*The following courses in Bethel Core and Required Cognates must be presented in transfer equivalents or completed at Bethel College.*

<b>Bethel Core</b>	<b>HOURS</b>
COMM 171 Speech Communication	3
	Human Anatomy & Physiology 4
ENGL 101 Written Communication II	3
ENGL English Elective	3
MATH 111 Basic Probability & Statistics	3
PSYC 182 General Psychology	3
SOC 151 Principles of Sociology	3
	Economics/History/Sociology/Social Science Elective 3
	Art/Theatre/Literature/Music Elective 3
THEO 110 Exploring the Christian Faith	3
	Bible or Philosophy Elective 3
	General Electives <u>15</u>
	<b>49</b>
<b>Required Cognates</b>	
	Psychology Elective 3
	Biology or Chemistry <u>4</u>
	<b>7</b>
NUR 380 Health Assessment	3
NUR 381 Role Transition in Professional Nursing	3
NUR 382 Frameworks for Nursing Practice	3
NUR 383 Contemporary Issues in Nursing	3
NUR 395 Evidenced-Based Nursing Practice	3
NUR 410 Ethics for Nursing Practice	3
NUR 300 Nursing Informatics	3
NUR 471 Nursing Leadership and Management	4
<b>Major</b>	
NUR 485 Community and Population Based Nursing	4
NUR 487 Global Health	<u>3</u>
	<b>32</b>
Credit for lower level nursing courses up to	36
<b>Total Hours</b>	<b>124</b>

BSN-C students are not required to take Chemistry by virtue of licensure as a nurse, but must have at least two semesters of science with lab.

**Organizational Management - B.S.**

The Bachelor of Science in Organizational Management is designed to improve the students understanding of how organizations function and develop effective skills in management and leadership. Students will explore areas such as group and organizational management, human resources, and marketing. More technical aspects of the program includes courses in accounting, economics, finance, statistics, and systems management. The program will challenge students to evaluate issues and concepts that are central to the practice of management through the perspectives of historical, Biblical and ethical standards.

<b>Bethel Core</b>			
<b>Communication Skills</b>			
ENGL	101	Written Communication II	9
ENGL	102	Written Communication III	(3)
		Communications/Speech	(3)
		Literature or Fine Arts	3
<b>Humanities</b>			
<b>Diversity &amp; Global Awareness</b>			
COMM	352	Intercultural Communication, or	3
LANG	101	Introduction to the Study of Language, or	(3)
		Foreign Language	(3)
		PSYC, SOC, ECON, HIST, SS, APOL	6
<b>Social Science</b>			
<b>Natural Science/Math</b>			
MATH	107	Algebraic Modeling with Trigonometry, or	6
MATH	109	Excursions in Math, or	(3)
		Higher level MATH	(3)
		Science (lab optional)	(3)
<b>Religion/Philosophy</b>			
THEO	110	Exploring the Christian Faith	11
BIBL	215	Old Testament Literature	(3)
BIBL	216	New Testament Literature	(3)
			<b>36</b>
<b>General/Technical Elective</b>			
<b>Major Courses</b>			
ORGM	220	Communications	3
ORGM	300	Biblical Perspectives	3
ORGM	320	Accounting for Managers	3
ORGM	333	Managerial Finance	3
ORGM	349	Statistical Methods	3
ORGM	401	Principles of Management Supervision	3
ORGM	403	Business Ethics	3
ORGM	430	Management and Human Relations	3
ORGM	433	Managerial Economics	3
ORGM	452	Group and Organization Behavior	3
ORGM	454	Systems Management	3
BADM	322	Principles of Marketing	3
			<b>36</b>
<b>Total credits</b>			<b>120</b>



**Biotechnology Certificate Program**  
**(Pending approval from outside agencies)**

<b>Bethel Core</b>			
BT	210	Introduction to Biotechnology	1
BT	220	Fundamental Biotechnology Methods I	4
BT	225	Laboratory Math for Biotechnology	1
BT	310	Molecular Biotechnology Methods II	4
BT	320	Biotechnology Instrumentation Methods III	3
BT	230	Quality Assurance for Biosciences	1
BT	235	Bioinformatics	2
BT	325	Cell Culture Techniques	4
BT	240	Biotechnology in Medicine	<u>2</u>
			<b>22</b>
<b>Choose one of the following:</b>			<b>4</b>
BT	410	Biomanufacturing	(4)
BT	420	Molecular Diagnostics	(4)
<b>Choose one of the following:</b>			<b>6</b>
BT	430	Internship- Molecular Diagnostics	(6)
BT	431	Internship – Genomics	(6)
BT	432	Internship- Biomanufacturing	(6)
BT	433	Internship- AgroTechnology	(6)
<b>Total credits</b>			<b>32</b>



# GRADUATE STUDIES

## Graduate Program Offerings

### MASTER OF ARTS IN COUNSELING (M.A.C.)

Students will be prepared to be effective counselors through completion of a common core of courses and experiences. In addition to this core, specializations will be offered in Mental Health Counseling, Addictions Counseling, and Marriage and Family Counseling. Persons will be prepared to provide professional service in a variety of public and private settings to individuals, couples and families. In addition, persons completing the program will be well positioned to apply for state licensure in the aforementioned disciplines as well as for the National Counselor Certification (NCC).

### ADMISSION REQUIREMENTS

All of the application materials are to be submitted to the MA in Counseling Office at the same time. Applicants will state their intention to be admitted into a specific specialization offered by the program.

1. Minimum undergraduate GPA of 3.0.
2. Undergraduate course work in Psychology totaling at least 15 hours (courses need to have been taken in the past 5 years). Completed course will include\*:
  - a. Human Growth and Development
  - b. Theories of Personality
  - c. Abnormal Psychology
  - d. Research Methods
  - e. Statistics
3. In addition, undergraduate work, completed in the past 5 years in the areas of is preferred\*:
  - a. Group facilitation
  - b. Individual interviewing/counseling techniques
  - c. Introduction to Psychology
4. Official Transcripts (in sealed envelopes) form all undergraduate and graduate work.
5. Three letters of recommendation (academic and/or professional).
6. 350-500 word essay describing: (a) vocational goals, (b) personal worldview and values, and (c) how your developmental history has contributed to the construction of your identified goals and worldview.
7. A personal interview.
8. A TOEFL score of 540 or higher on the paper version, 207 or higher on the computer version, if English is not your native language.

\*Conditional admission may be granted in specific cases when deficiencies exist. A plan of action to remove deficiencies is devised upon admission. Students failing to remove deficiencies in accordance with the plan of action will lose conditional admission status and will not be able to register for any additional courses until such time as deficiencies are removed.

Qualified candidates will be considered for admission without regard to gender, religion, race or national origin. Persons from underrepresented groups will be especially encouraged to apply.

Admission into the specific program depends on several factors. First, due to the limited number of students allowed in each program, students will be fully admitted only as available slots permit. Second, admission also depends on the student having met the above criteria. Provisional Admission will be granted when these two factors have been met. Students at provisional status are allowed to complete 15 credit hours of study. Students who have maintained a cumulative GPA of not less than 3.0, demonstrated character that is in line with the program objectives, and show potential in the counseling professions will be granted full admission. Achievement of this status will

## **DIVISION OF ADULT AND GRADUATE STUDIES**

serve as a prerequisite for participation in the practicum experiences. Successful performance in the practicum experiences, a cumulative GPA of at least 3.0 and continued demonstration of character ensure the retention of the student in the program.

### **Academic Information**

Nine semester hours of academic work is the minimum for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of 6 semester hours (1 course every 7 weeks) of study is advisable.

Students who fall below a cumulative GPA below 3.0 is placed on academic probation. Failure to raise the semester average to 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program. In addition, viable academic progress needs to be demonstrated and a student will have no more than 4 years to complete the program.

### **Graduation Requirements**

Program expectations for a Master of Arts in Counseling include:

1. Completion of the 60 hours of core course work including 24 hours of specialize course work, 3 hours of practicum and 6 hours of internship.
2. A cumulative GPA of at least 3.0
3. Courses for which a grade below "C" is received may not count as hours earned toward the degree.
4. The last 30 hours must be completed at Bethel College immediately prior to graduation.
5. All financial accounts must be fully paid to the college. Academic credit, transcript, and diploma are withhold if the account is not paid in full.

### **Master of Arts in Counseling**

<b>Required Counseling Core</b>			<b>HOURS</b>
COUN	501	Human Development Across the Life Span	3
COUN	506	Integrated Health Care Model	3
COUN	511	Theories & Techniques of Counseling	3
COUN	521	Group Counseling	3
COUN	552	Social and Cultural Diversity	3
COUN	573	Evidence based Practices & Outcomes Management	3
COUN	613	Research Methods & Statistical Applications	3
COUN	615	Psychometric Theory & Development	3
COUN	645	Practice Management & Consultation	<u>3</u>
			<b>27</b>

**Select one of the following tracks:**

<b>Marriage and Family Counseling/Therapy Track</b>			
COUN	531	Personality	3
COUN	542	Psychopathology	3
COUN	562	Professional, Legal & Ethical Issues	3
MFCT	541	Family Systems Theory	3
MFCT	552	Marriage & Family Therapy	3
MFCT	587	Practicum	3
MFCT	601	Family Development	3
MFCT	623	Family Assessment	3
MFCT	654	Family Stress & Transitions	3
MFCT	687	Internship	<u>6</u>
			<b>33</b>

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## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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<b>Mental Health Counseling Track</b>			<b>HOURS</b>
COUN	531	Personality	3
COUN	542	Psychopathology	3
COUN	562	Professional, Legal & Ethical Issues	3
COUN	663	Psychopharmacology	3
MHC	541	Foundations of Mental Health Counseling	3
MHC	553	Delivery Systems in Mental Health	3
MHC	587	Practicum	3
MHC	624	Application of Mental Health Practices	3
MHC	654	Brief Therapy Strategies in Mental Health	3
MHC	687	Internship	_6
			<b>33</b>
<b>Addictions Counseling</b>			
COUN	531	Personality	3
COUN	542	Psychopathology	3
COUN	562	Professional, Legal & Ethical Issues	3
COUN	663	Psychopharmacology	3
ADC	501	Foundations of Addiction Counseling	3
ADC	510	Intake, Assessment & Treatment Planning	3
ADC	515	Prevention & Intervention	3
ADC	520	Treatment Modalities – Abstinence to Harm Reduction	3
ADC	587	Practicum	3
ADC	687	Internship	_6
			<b>33</b>
<b>Total Credits</b>			<b>60</b>

## **MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

The MBA program is designed to prepare students with the necessary knowledge, skills, and tools to fully comprehend the theories and practices of business to include management, accounting, marketing, economics, leadership and human relations. Upon completion, students should possess the ability to apply what they have learned to managerial decision making, organizational strategy, and problem solving. Graduates should be prepared with the technical and soft skills necessary to serve their employer creating competitive advantage for the companies they serve.

### **Description of Program**

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for people involved in management and leadership.

Although most people enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study either online or face to face.

### **Format of Program**

Courses are offered in an accelerated seven-week format, with a four-hour class session once per week in the evening from 6 to 10 PM or online. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree. The format of the program enables students to continue to work full time while enrolled.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

### **Admission Requirements**

1. A baccalaureate degree from a college or university accredited regionally with a 2.50 or higher GPA. Applicants with a degree from a non-accredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required.
2. Applicants with a GPA below 2.50 may be considered for conditional admission at the discretion of the program director. Consideration may require the applicant to take the Graduate management Aptitude Test (GMAT) and have scores sent to Bethel College.
3. A minimum of two years of appropriate work experience as determined by the program director.
4. Students entering the M.B.A. program must have completed at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "C" or better in each of the three courses.
5. Satisfactory personal interview (when required) with the enrollment counselor or program director.
6. Acceptable oral and written skills must be demonstrated.
7. Students whose native language is not English must score 540 or higher on the paper version, 207 or higher on the computer version, or 76 or higher on the Internet version of the TOEFL.
8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

#### **Application Procedures**

1. Complete an M.B.A. Admission Application from the Bethel College website.
2. Return the completed form to Bethel College, M.B.A. office.
3. Request transcripts from bachelor granting institution and any graduate work completed.
4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reason you selected Bethel College. Mail this to Bethel College, M.B.A. office.
5. If instructed by enrollment counselor take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.
6. When all of the admission materials are on file, they are reviewed by the M.B.A. program director, and the applicant is notified of the action taken.
7. Applicants desiring financial aid should file a FAFSA.

**Regular Admission** is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

**Conditional Admission** may be granted at the discretion of the program director when the applicant does not fully meet the admission requirement but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission within the established time period, enrollment in the M.B.A. program will be terminated.

**Special Admission** may be granted by the program director for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

**Permission to Audit** is granted by the program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee is paid for each course (see Tuition and Fees).

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## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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**Transfer Students** may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the program director. Courses with a “B” or higher grade may be transferred, provided that they have been taken with the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

**Undergraduate Bethel College Students** may register in graduate courses for graduate credit, if space is available and provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.50, and have the permission of their academic advisor and the program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

### **Graduation Requirements**

The following requirements must be met for Master of Business Administration candidates to graduate:

1. Successful completion of the M.B.A. graduate curriculum with at least a 2.75 grade point average. At least 30 hours must be MBAD or MLED courses.
2. The M.B.A. degree must be completed within seven years from the point of matriculation. Requests for extensions may be made in writing to the M.B.A. program director and are subject to approval of the academic vice president.
3. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

### **Academic Information**

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid.

A student whose cumulate GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to the 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below “C-” is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

### **Financial Information**

Graduate tuition and fees are available from the graduate Studies Office or at the front of this catalog.

Financial aid to graduate students is generally in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department of their employer to determine eligibility for aid.

The office of the student financial services can provide details concerning the most recent financial aid information.

### **Curriculum**

The M.B.A. curriculum consists of 36 hours. Students should select either the Management Science track or the Leadership track upon application to the program.

<b>REQUIRED COURSES</b>			<b>Hours</b>
MBAD	503	Management in Action	3
MBAD	506	Global Business Environment	3
MBAD	513	Marketing Strategy & Policy	3
MBAD	516	Accounting and Managerial Decision Making	3
MBAD	524	Business Policy & Ethical Decision Making	3
MBAD	527	Legal Environment of Business	3
MLED	506	Organizational Behavior	3

## **DIVISION OF ADULT AND GRADUATE STUDIES**

<b>MANAGEMENT SCIENCE TRACK</b>			<b>HOURS</b>
<b>Select three courses from the following:</b>			<b>9</b>
MBAD	510	Investments	(3)
MBAD	519	Economic Analysis & Policy	(3)
MBAD	520	Managerial Economics	(3)
MBAD	526	Financial Analysis & Capital Budgeting	(3)
<i>Plus two electives from MBAD or MLED</i>			<b>6</b>
<b>LEADERSHIP TRACK</b>			
<b>Select three courses from the following:</b>			<b>9</b>
MBAD	511	Human Resources Management	(3)
MLED	503	Leadership Theory & Applications	(3)
MLED	530	Organizational Communication	(3)
MLED	540	Economic Perspectives	(3)
MLED	550	Fundraising & Board Development	(3)
<i>Plus two electives from MBAD or MLED</i>			<b>6</b>
<b>ELECTIVES THAT MAY BE TAKEN BY STUDENTS IN EITHER TRACK INCLUDE:</b>			
MBAD	509	Statistical Methods for Business	(3)
MBAD	512	Topics in Not-for-Profit Management	(3)
MBAD	529	Contemporary Issues in Business Administration	(3)
MBAD	531	Entrepreneurship	(3)
MLED	527	Strategic Planning and Organizational Change	(3)
MLED	553	Managing and Supporting Innovation	(3)
<b>Total credits</b>			<b>36</b>

## **GRADUATE EDUCATION PROGRAMS**

The mission of Bethel College graduate degree programs in education is to prepare wise leaders for our nation's schools. The graduate program prepares teachers and school administrators to be wise leaders in their classrooms, in their schools and in their communities. Candidates will be enabled to competently perform the roles associated with excellence in teaching and with effective, ethical school leadership. Candidates view their own development (intellectual, social, physical, spiritual and professional) as a life long process.

Program completers will be educators who remain aware of current developments in education and in their field of specialization, model a spirit of inquiry, provide an atmosphere for the development of the whole person, make wise leadership decisions and who are professional in their approach to and attitude about teaching and school leadership.

### **Graduate Programs in Education**

Graduate study in education at Bethel College can lead to a Master of Arts in Teaching (MAT) degree or a Master of Education (M.Ed.) degree. The MAT program is for individuals who want to earn an initial teaching license, and the M.Ed. program offers several options for individuals who already have a teaching license.

### **Description of Master of Arts in Teaching (MAT) Program**

The MAT program is designed for candidates who are seeking initial teacher certification. The MAT program begins with the Bethel College graduate level Transition to Teaching program (18-24 credit hours) leading to an Indiana teaching license. Transition to Teaching is a one-year cohort program beginning twice per year (once in fall and once in spring). The Bethel College Transition to Teaching program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. Upon completion of the Transition to Teaching component and passing scores on all required licensure tests, candidates are eligible for an Indiana Teaching license. Transition to Teaching program completers are able to earn the Master of Arts in Teaching degree by taking an additional 12-18 credit hours, for a total of 36 credit hours of graduate study.



**Admissions Requirements:**

- Graduate programs application
- Official transcripts from each college/university attended
- Grade point average 3.00 GPA (If GPA is 2.50-2.99, documentation for 5 years of related professional experience, including dates, employers and phone numbers is required)
- Resume
- Essay stating, what makes a great teacher and why you will become one. (1-2 pages, double-spaced)
- Candidate self-evaluation
- Letters of recommendation – at least two
- Indiana Criminal History Check, [www.IN.gov/ISP](http://www.IN.gov/ISP)

Schedule to take CASA and/or Content Area Assessment, [www.in.nesinc.com](http://www.in.nesinc.com)

**Description of Master of Arts in Teaching (MAT) Program**

The MAT program is designed for candidates who are seeking initial teacher certification. The MAT program begins with the Bethel College graduate level Transition to Teaching program (18-24 credit hours) leading to an Indiana teaching license. Transition to Teaching is a one-year cohort program beginning each May. The Bethel College Transition to Teaching program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. Upon completion of the Transition to Teaching component and passing scores on all required licensure tests, candidates are eligible for an Indiana Teaching license. Transition to Teaching program completers are able to earn the Master of Arts in Teaching degree by taking an additional 12-18 credit hours, for a total of 36 credit hours of graduate study.

**Curriculum for Master of Arts in Teaching****Transition to Teaching - Elementary**

Candidates seeking an elementary teaching license will complete the following 24 credit hours.

		<b>HOURS</b>
<b>BLOCK1</b>	<b>SUMMER</b>	<b>9</b>
EDTR 501	Teaching in the 21 <sup>st</sup> Century	
EDTR 520	Reading Foundations	
<b>BLOCK 2</b>	<b>FALL SEMESTER</b>	<b>9</b>
EDTR 512	Field Placement- 120 hrs of participation in school	
EDTR 521	Advanced Reading & Lang. Arts Methods	
EDTR 522	Methods of Teaching – Elementary Mathematics, Social Studies, Science	
<b>BLOCK 3</b>	<b>SPRING SEMESTER</b>	<b>6</b>
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	
<b>Total credits</b>		<b>24</b>

Student Teaching is a full-time 15 week experience. It may be one 15-week placement in a single classroom or two placements of 9 weeks & 6 weeks at two different levels.

**Transition to Teaching - Secondary License**

Candidates seeking a secondary teaching license will complete the following 18 credit hours.

<b>BLOCK1</b>	<b>SUMMER</b>	<b>6</b>
EDTR 501	Teaching in the 21 <sup>st</sup> Century	

## **DIVISION OF ADULT AND GRADUATE STUDIES**

		<b>HOURS</b>
<b>BLOCK 2</b>	<b>FALL SEMESTER</b>	<b>6</b>
EDTR 511	Field Placement- 80 hrs of participation in school	
EDTR 528	Reading & Writing Across the Curriculum	
EDTR 5xx	Methods of Teaching – Secondary	
<b>BLOCK 3</b>	<b>SPRING SEMESTER</b>	<b>6</b>
EDTR 502	Classroom Environment (Block course)	
EDTR 590	Student Teaching Full-time, semester-long	
<b>Total credits</b>		<b>18</b>

Student Teaching is a full-time 15 week experience. It may be one 15-week placement in a single classroom or two placements of 9 weeks & 6 weeks in both a middle and high school

### **Completion of the MAT**

The candidate for the Bethel College MAT is required to earn an additional 12-18 hours (depending on Elementary or Secondary) from among the following courses.

#### **Required Core - 6 credits hrs.**

EDUC 500 Introduction to Professional Development & Leadership	1
EDUC 555 Educational Research	3
EDUC 690 Professional Development & Leadership - Capstone	2

#### **Electives to complete the degree selected from the following:**

EDUC 521 Curriculum Development and School Improvement	3
EDUC 531 Effective Instruction and Assessment	3
EDUC 541 Meeting the Needs of Diverse Learners	3
Approved Seminars or other courses	1-3

<b>Total credits</b>	<b>36</b>
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### **MAT Graduation Requirements and Program Completion**

- Successful completion of graduate course work, including any required internships.
- Candidates must maintain a minimum GPA of 3.0 in all coursework required.
- Minimum of C- in all completed coursework.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise leader.
  - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
  - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of coursework, a summative portfolio assessment will be scheduled during the final semester of courses.
  - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

### **MAT Admission Requirements**

Individuals who have successfully completed the Bethel College Transition to Teaching program and have a valid teaching license with at least one year of teaching experience will be eligible to complete an application form, submit one additional recommendation letter and a copy of their teaching license to be approved to continue in the MAT program.

### **MAT Graduation Requirements and Program Completion**

- Successful completion of graduate course work, including any required internships.
- Candidates must maintain a minimum GPA of 3.0 in all coursework required.
- Minimum of C- in all completed coursework.
- Content knowledge in the cognate area will be assessed by a complete or partial comprehensive exam near the end of the candidate's program.
  - o If a candidate fails the comprehensive exam, a re-take may be scheduled.
  - o Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
  - o Minimum of C- in all completed coursework.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise leader.
  - o Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
  - o The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of coursework,  
a summative portfolio assessment will be scheduled during the final semester of courses.
  - o Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

### **Description of Master of Education (M.Ed.) Program**

The online M.Ed. program is designed for candidates who already have a valid teaching license, and, in most cases, who have completed an undergraduate degree in education. The M.Ed. program will help candidates meet professional development goals and assist the candidates to bring current research into practice in their schools. To earn the M.Ed., a candidate must complete 36 credit hours. Coursework is offered online with elective seminars offered on campus. The M.Ed. program affords the candidate a choice of three cognate areas: Literacy, School Leadership or a Generalist option. In addition to the three cognate options, candidates interested in becoming a school building principal may select the School Administration Licensure option leading to the Indiana K-12 Building Level Administrator License.

NOTE: Individuals who already have a master's degree, a valid teaching license and three years of successful teaching experience may complete the School Administrator Licensure coursework (20 hours) to be eligible for the Indiana K-12 Building Level Administrator license.

### **Format of the M.Ed. Program**

The M.Ed. program can be completed in two years or longer if candidates take only one course per semester or sit out for a term. Candidates can begin the program during any term, but they are required to take the Professional Development and Leadership Introduction course within the first nine hours of coursework. The Professional Development and Leadership Capstone course, if required, must be taken within nine hours of program completion.

# **DIVISION OF ADULT AND GRADUATE STUDIES**

## **Admission Requirements**

- Official Transcripts - A bachelor's degree from an institution accredited by the Higher Learning Commission
- Undergraduate GPA: Minimum 2.75
- Current teaching certification
- Three years successful teaching experience
- Recommendation letters (three)
- Personal essay relating graduate study to professional goals as an educator
- Qualified applicants will be interviewed by the Bethel College graduate program director or representative.

## **Curriculum for Master of Education (M.Ed.) Program**

<b>M.Ed.</b>			<b>HOURS</b>
<b>Required Core</b>			<b>18</b>
EDUC	500	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
EDUC	690	Professional Development & Leadership (Capstone)	2
<b>Cognate Area: Leadership/Literacy/Generalist</b>			<b>9-12</b>
<b>Electives (or 2nd Cognate)</b>			<b>6-9</b>
<b>Total credits</b>			<b>36</b>

### **M.Ed. Cognate Areas**

#### **Literacy**

EDLT	501	Folklore, Children's & Adolescent Literature	3
EDLT	521	English Language Learning	3
EDLT	631	Writing Process	3
EDLT	641	Reading & Writing Difficulties: Assessment and Intervention	3

#### **Leadership**

EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	685	Ethics of School Leadership	3
		Leadership course elective or Seminars	3

#### **Generalist**

The candidate designs a purposeful concentration of courses selected from other cognate areas, elective offerings and seminars

## **M.Ed. in School Administration**

### **Licensure Program for K-12 Building Level Administrators**

<b>M.Ed. Required Core</b>			<b>16</b>
EDUC	500	Professional Development & Leadership (Intro)	1
EDUC	521	Curriculum Development & School Improvement	3
EDUC	531	Effective Instruction & Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3

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## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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			<b>HOURS</b>
<b>School Administrator Licensure</b>			<b>20</b>
EDAD	501	Current Issues in Educational Leadership	3
EDAD	541	School-Community Relations & Accountability	3
EDAD	651	Personnel & Staff Development	2
EDAD	661	School Finance & Budgeting	3
EDAD	681	Educational Policy & Legal Perspectives	3
EDAD	685	Ethics of School Leadership	3
EDAD	690	Internship in School Administration	3
<b>Total credits</b>			<b>36</b>

### **M.Ed. in School Counseling** **(Pending approval from outside agencies)**

<b>M.Ed.</b>			
EDUC	531	Effective Instruction and Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	555	Educational Research	3
SC	500	Introduction to School Counseling and Lab	3
SC	690	Field Internship-School Counseling	<u>3</u>
			<b>15</b>
<b>School Counseling Courses</b>			
COUN	501	Human Development Across the Lifespan	3
COUN	511	Theories and Techniques of Counseling	3
COUN	521	Group Counseling	3
COUN	552	Social and Cultural Diversity	3
COUN	562	Professional, Legal, and Ethical Issues	3
COUN	614	Career Counseling	3
SC	530	Managing and Leading School Counselor Program	<u>3</u>
			<b>21</b>
<b>Total credits</b>			<b>36</b>

### **M.Ed. in Special Education**

<b>M.Ed. Required Core</b>			
EDUC	500	Professional Development and Leadership	1
EDUC	521	Curriculum Development and School Improvement	3
EDUC	531	Effective Instruction and Assessment	3
EDUC	535	Mentoring and Supervision of Instruction	3
EDUC	541	Meeting the Needs of Diverse Learners	3
EDUC	555	Educational Research	3
EDUC	690	Professional Development and Leadership	<u>2</u>
			<b>18</b>
<b>Special Education Licensure</b>			
SPED	505	Foundations, Theories, Laws, Professional Values, Ethics	3
SPED	515	Social, Behavioral, & Environmental Interaction	3
SPED	520	Instructional Planning & Delivery: Evidence-Based Practice	3
SPED	530	Reading & Writing Difficulties: Assessment & Intervention	3
SPED	535	Communication, Technology, and Mentorship	3
SPED	695	Supervised Residency/Internship and Seminar	<u>3</u>
			<b>18</b>
<b>Total credits</b>			<b>36</b>

## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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Upon completion of the licensure program, candidates must also achieve a qualifying score on the School Administrator Assessment (Building Level Administrator P-12) to be eligible for the Indiana K-12 Building Level Administrator license. [http://www.in.nesinc.com/Content/Docs/IN\\_test\\_requirements.pdf](http://www.in.nesinc.com/Content/Docs/IN_test_requirements.pdf)

### **Retention**

- Maintain a minimum 3.0 GPA
- Minimum of a C- in all completed coursework
- Successful formative portfolio assessments
- Favorable assessments by graduate faculty members throughout the program
- Candidates whose GPA falls below 3.0, or those receiving unfavorable assessment from faculty members, or those making unsatisfactory progress on the professional portfolio will be required to meet with the graduate program director or a faculty member appointed by the director. A plan for remediation will be established. A candidate who is unable to meet the remediation plan may be required to drop out of the program.

### **Graduation Requirements and Program Completion**

- Successful completion of graduate course work, including any required internships
- Candidates must maintain a minimum GPA of 3.0 in all coursework required in the degree program.
- Content knowledge in the cognate area will be assessed by a comprehensive exam near the end of the candidate's program.
  - If a candidate fails the comprehensive exam, a complete or partial re-take may be scheduled.
  - Candidates will be required to complete a review project/assignment prior to re-taking the comprehensive exam.
- Candidates will develop and present a professional portfolio to document knowledge, skills and dispositions characteristic of a wise school leader.
  - Formative assessment of the portfolio will be conducted throughout the program as part of course requirements.
  - The summative assessment of the portfolio will be conducted during the Capstone course, or for the school administration candidates, near the end of the Internship. For candidates who take the Capstone course prior to the final semester of course work, a summative portfolio assessment will be scheduled during the final semester of courses.
  - Candidates who submit an unacceptable portfolio will be required to schedule a meeting with the graduate program director or a faculty member appointed by the director to assist the candidate with portfolio development. The portfolio must be re-submitted according to the remediation plan and schedule established.

## **MASTER OF SCIENCE IN NURSING (MSN)**

**- Administration Track**

**- Education Track**

### **Program Distinctives**

The Bethel College graduate nursing degree program, Master of Science in Nursing, with two tracks, nurse administration and nurse education is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. The ACEN can be contacted at 404-975-5000, fax 404-975-5020 or [www.acenursing.org](http://www.acenursing.org).

The MSN program builds on the knowledge and competencies of baccalaureate education and experience as a practicing nurse and prepares the graduate to be a nurse administrator or nurse educator. The program can be completed in 5-6 semesters plus one summer. The nursing courses must be completed in six years.

Students must be admitted to the college before applying to the nursing program. MSN students must have an active unencumbered RN license in the state in which they will complete practice learning experiences/practicums and a minimum GPA of 3.0 for MSN students.

Admission to the nursing program is based on nursing admission criteria at the time of application to the program. Admission requirements to the MSN program include an application to the program, a bachelor's degree in nursing with a minimum GPA of 3.0 from an ACEN or CCNE accredited program, 3 references (1 nursing faculty and 2 external work-related supervisors), 1 year of experience as a RN recommended, and a current unencumbered RN license. Registered nurses with a bachelor's degree in another field will be evaluated on an individual basis and additional coursework may be required. Applicants who have completed graduate level courses from an ACEN/CCNE accredited program may be awarded credit on a course by course basis. Only six credit hours can be transferred.

Students must pass all courses within the MSN program with a grade of "B-" or better to continue in the program. MSN students must maintain a cumulative GPA of 3.0 to continue and complete the program. Successful completion of a thesis is required in the MSN program.

Practice learning experiences are scheduled in community and health care facilities. Malpractice insurance is provided through the college policy to nursing students. MSN students must provide documentation of a completed nursing health form signed by their health care provider, required immunizations, CPR course completion, and active, unencumbered RN licensure. They must also obtain a criminal background check and have documentation of a current negative drug screen prior to beginning any practice learning/practicum experiences.

For further information please refer to the School of Nursing section of the catalog.

## **Master of Science in Nursing**

The purpose of the Master of Science in Nursing (MSN) for Nurse Educator/Administrators is to facilitate career preparation in a Christian liberal arts setting at the graduate level of nursing, enabling experienced nurses to develop skills for nursing education or administration. The graduate is expected to integrate concepts from the practice of nursing, advanced theory for nursing practice, research and professional role behaviors in the educational or administrative settings. The MSN curriculum builds on knowledge and competencies of baccalaureate education and experience as a practicing nurse. The MSN graduate has a foundation for doctoral education in nursing.

### **MSN Major**

			<b>HOURS</b>
<b>Major Core</b>			
MNUR	511	Nursing Roles in Health Care Organizations	3
MNUR	512	Statistics for the Health Sciences	3
MNUR	513	Advanced Theory for Nursing Practice	3
MNUR	514	Nursing Research	3
MNUR	521	Specialty Practicum	3

## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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			<b>HOURS</b>
MNUR	613	Information Systems in Nursing	3
MNUR	699	Nursing Thesis in Specialty Area	3
MNUR	699B	Thesis Completion	<u>0</u>
<b>Core Hours</b>			<b>21</b>
<b>Nurse Educator Track</b>			
MNUR	611	Educational Pedagogy	3
MNUR	612	Curriculum Development in Nursing	3
MNUR	614	Evaluation in Nursing	3
MNUR	621	Teaching Practicum	<u>6</u>
<b>Track Hours</b>			<b>15</b>
<b>Total Hours</b>			<b>36</b>
<b>Nursing Administrator Track</b>			
MNUR	615	Health Care Organization and Delivery	3
MNUR	616	Health Care Finance and Budgeting	3
MNUR	617	Ethical and Legal Issues in the Health Care Organizations	3
MNUR	622	Practicum for Nursing Administrators	<u>6</u>
<b>Track Hours</b>			<b>15</b>
<b>Total Hours</b>			<b>36</b>

## **GRADUATE STUDIES IN MINISTRY AND THEOLOGY**

Graduate study at Bethel College can lead to a Master of Arts in Ministry degree (36 hours) or a Master of Arts in Theological Studies degree (60 hours). These are professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society.

### **Description of Arts in Pastoral Ministries**

See the Religion and Philosophy Section

### **Master of Arts in Ministry (M.A.Min.) Program**

The Master of Arts in Ministry is a 36-hour program which establishes a customized and strong foundation for ministry leadership. The program helps students to increase their biblical and theological understanding, build practical ministry skills and experience deeper personal spiritual growth that will enable them to provide Christ-centered leadership in the contemporary world. Elective coursework may be tailored by students to meet ministry and educational goals. Whether a pastor, church worker, or active layperson, the program offers courses that train today's leaders for effective ministry to meet a variety of needs. The M.A.Min program structure is designed so that upon completion of the degree students can easily transition into the M.A.T.S. program to continue toward their educational goals. Courses can be transferred towards an Master of Divinity at seminaries or toward various other masters programs.

### **Description of Master of Arts in Ministry (M.A.Min.) Program**

The Bethel Master of Arts in Ministry is a professionally focused graduate degree consisting of 36 credit hours (12 classes) of graduate study beyond the baccalaureate degree and is designed for people working in, or moving toward, various areas of Christian ministry. Course can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society. Coursework can be completed in three semesters of full-time study. The program can also be pursued on a part-time basis.



**Format of Program**

Each semester four courses are scheduled in a seven-week intensive on-ground or online format. During the summer two courses are offered. Each course carries three graduate hours of credit. Students complete the degree at their pace. Rigid sequencing of courses is not a feature of the M.A.Min. program and therefore students may apply, be admitted, and enroll at any time during the academic year. From the time of matriculation, 7 years are granted to complete the M.Min. degree

**Program Requirements** (unless special permission is granted by the program director to follow a different distribution of classes):

<b>M.A.Min. Required Courses:</b>			<b>HOURS</b>
BBST	531	Interpreting the New Testament	3
BBST	532	Interpreting the Old Testament	3
CHMN	516	Spiritual Formation	3
CHMN	522	Dynamics of Multicultural Ministry	3
THES	531	Systematic Theology	3
THES	535	Christian Apologetics, or	3
THES	536	Philosophy of Religion	(3)
			<b>18</b>

**Remaining 18 credit hours selected from the following:**

BBST	BBST electives (minimum of 3 hours)	
CHMN	CHMN electives (minimum of 3 hours)	
THES	THES electives	<b>18</b>

One of these 4 elective classes may be a tutorial, independent study or position paper.

<b>Total credits</b>	<b>36</b>
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**Master of Arts in Theological Studies  
(M.A.T.S.) Program**

The Master of Arts in Theological Studies is an academically focused graduate degree that builds upon the foundation of the Master of Arts in Ministry. The M.A.T.S. degree is a 60-hour program that establishes a strong foundation for ministry leadership and also provides the groundwork for future graduate academic and ministerial training. Students engage in academically sound, biblically grounded and theologically challenging coursework that will equip them to capably integrate biblical truth and practical skills in their current ministry context.

**Description of Master of Arts in Theological Studies (M.A.T.S.).**

The Bethel Master of Arts in Theological Studies is a professionally academic focused graduate degree consisting of 60 credit hours (20 classes) of graduate study beyond the baccalaureate degree. Course can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in biblical studies, Christian ministry, theology, history, ethics and society. Coursework can be completed in 4 semesters or more of full-time study. The program can also be pursued on a part-time basis.

**Format of Program**

Each semester four courses are scheduled in a seven-week on-ground or online format. During the summer two courses are offered. Each course carries three graduate hours of credit. Students complete the degree at their pace. Rigid sequencing of courses is not a feature of the M.A.T.S. program and therefore students may apply, be admitted, and enroll at any time during the academic year. From the time of matriculation, 10 years are granted to complete the MATS.

**Program Requirements** (unless special permission is granted by the program director to follow a different distribution of classes):

## **DIVISION OF ADULT AND GRADUATE STUDIES**

<b>M.A.T.S. Required Courses:</b>			<b>HOURS</b>
BBST	531	Interpreting the New Testament	3
BBST	532	Interpreting the Old Testament	3
CHMN	516	Spiritual Formation	3
CHMN	522	Dynamics of Multicultural Ministry	3
THES	523	History of Christian Thought	3
THES	531	Systematic Theology	3
THES	534B	Old Testament Theology	3
THES	534C	New Testament Theology	3
THES	535	Christian Apologetics, or	3
THES	536	Philosophy of Religion	(3)
			<b>27</b>

**Distribution of remaining classes:**

BBST	BBST electives (minimum of 9 hours)	
CHMN	CHMN electives (minimum of 12 hours)	
THES	THES electives	<b>33</b>

**Total credits** **60**

### **Admission Requirement for the M.A.Min. and M.A.T.S. Degree Programs**

1. A baccalaureate degree from a regionally accredited institution. Applicants from non-accredited schools will be considered individually. Degrees other than a bachelor of arts (e.g. bachelor of science, etc.) are acceptable.
2. An adequate undergraduate foundation, based on the standard established by the Association of Theological Schools, is the basis for full acceptance into Bethel College's Master of Arts in Ministry and/or Master of Arts in Theological Studies degree programs.

An applicant whose undergraduate degree program does not meet these minimum requirements will be accepted **conditionally** and, in consultation with the program director, determine the means of achieving the required adequate undergraduate foundation. The applicant may be allowed to register for graduate courses prior to satisfactorily meeting these requirements. If the applicant's undergraduate academic record lacks evidence of basic college level courses in theology or Biblical Studies, additional work may be required in consultation with the program director. Courses in theology may require some assigned reading prior to registration. The enrollment counselors and advisors are responsible to determine pre-registration requirements.

A student with a conditional acceptance will be allowed to take classes for one semester only (and will be limited to 9 hours total) until all admission requirements are met and the conditional acceptance is changed to that of regular admission.

3.
  - a. An undergraduate grade point average of at least 2.75 based on a 4.0 scale ("A" = 4 points). An applicant whose average is below the standard may be admitted conditionally at the discretion of the program director. The conditional period shall extend for a minimum of one semester, and during this period the student is expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College. Upon successfully completing a semester of graduate study with a 2.5 or higher grade point, the student's conditional status will be lifted to that of full acceptance, providing all other admission requirements have been met.
  - b. Moral character consistent with the guidelines set forth in the Word of God and in accord with the ethos statement of Bethel College.
  - c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

### **Application Procedures**

Applicants for graduate study in ministry and theology shall complete the following steps:

1. Request a graduate admission application packet from Bethel College, office of Adult and Graduate Studies (574-807-7550).
2. Complete the application form included in the packet, and return it to Bethel College, office of Adult and Graduate Studies.
3. Schedule an interview with an enrollment counselor; this may be done through the Office of Adult and Graduate Studies (574-807-7550). During this interview ministry goals and objectives of the applicant will be explored, the graduate degree programs explained, possible financial aid discussed and any questions regarding the programs answered.
4. When all admission materials are on file in the office of Adult and Graduate Studies, they will be reviewed by the program director and a decision regarding the applicant's admission determined. The applicant will be notified by mail of the decision, together with any requirements for an adequate undergraduate foundation explained.

**Regular Admission** is granted when it has been determined by the program director that the applicant has fully met the admission requirements for the Master of Arts in Ministry and/or the Master of Arts in Theological Studies degree program(s).

**Transfer Graduate Students** may be granted transfer credit of graduate work successfully completed at other institutions when the work is determined by the program director to be acceptable. Courses with a "B" or higher grade may be transferred. A maximum of 18 semester credit hours may be accepted toward the Master of Arts in Ministry degree, and a maximum of 30 semester credit hours toward the Master of Arts in Theological Studies degree. Credits accepted from nonaccredited institutions are transferred at two-thirds value and the student is on academic probation for one semester. The last 18 hours of the Master of Arts in Ministry and the last 30 hours of the Master of Arts in Theological Studies must be completed at Bethel. Exceptions to this policy may be granted.

**International Students:** A student who is not a United States citizen or a United States permanent resident may be admitted to the graduate degree programs (M.A.Min. and M.A.T.S.) only after completing all requirements established by the office of admission, as set forth in the college Catalog governing the admission of international students to Bethel College. A valid, accredited baccalaureate degree must be documented prior to admission into the graduate degree programs at Bethel College. An international student applying for admission into the graduate degree programs who has an undergraduate degree from a foreign college or university may be admitted.

His or her transcript will be evaluated according to Bethel College's evaluation procedure. Credits for the foreign undergraduate degree are assessed at a two-thirds value. If admitted to Bethel College, the international student will be required to complete all requirements for a valid, accredited baccalaureate degree. Undergraduate and graduate courses may be taken simultaneously as the student pursues his or her academic degrees from Bethel College. Graduate courses completed may not apply for credit on both undergraduate and graduate degrees. Graduate credits earned will be applied toward the desired graduate degree, but the graduate degree will not be awarded until all requirements for the accredited undergraduate degree have been met.

**Admission to an Individual Course** for credit may be granted by the program director and the professor involved. This is on a "special student" basis, related to his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set that can be earned this way. If, however, a student later decides to pursue the Master of Arts in Ministry or Master of Arts in Theological Studies degree(s), he/she must meet all the specific requirements for admission into these degree programs.

**Undergraduate Bethel College Students** may register for graduate courses for which graduate credit is earned, provided they have completed at least 88 credit hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their undergraduate academic advisor and the program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine (9) graduate hours of credit may be accumulated, and credit thus earned will be applied upon completion of the baccalaureate degree.

## ***DIVISION OF ADULT AND GRADUATE STUDIES***

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**Permission to Audit** a graduate course may be granted by the program director upon the consent of the professor teaching the course. The admission process must be followed at the time of registering to audit the first course. A graduate audit fee of \$180 is to be paid for each course audited (Refer to fee schedule.).

### **Prior Learning Experience**

The faculty in the department of Religion and Philosophy of Bethel College recognizes that within the general parameters of its graduate curricula there are experiential learning experiences that are of an exceptional nature and may be considered valid evidences of learning at a graduate level and eligible to receive credit on a student's graduate academic record. No more than 3 hours of credit may be granted. Requests will be handled on a case-by-case basis. Please see the program director for more details.

### **Financial Information**

Graduate tuition and fees are available from the office of graduate studies or at the front of this catalogue. Student loans are available; contact the financial aid office of the college. Financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its credentialed ministers and ministerial students in these programs.

### **Graduation Requirements for M.A.Min. and M.A.T.S. Degrees**

For the Master of Arts in Ministry and Master of Arts in Theological Studies candidates, the following requirements must be completed:

1. A total of 36/60 semester hours with at least a 2.5 cumulative grade point average.
2. Successful completion of BBST 531, BBST 532, BBST 541, CHMN 522, THES 531, THES 535, or THES 536 for both the M.A.T.S. and M.A.Min. Degrees, with the addition of THES 523, THES 534B and THES 534C for the M.A.T.S. Degree. If these or comparable graduate level courses were successfully completed at another accredited graduate school and transferred to the student's Bethel College graduate program, this requirement may be adjusted accordingly. The program director must approve any exception to this.
3. Courses for which a grade below "C-" is received may not count as hours earned for either of these degrees.
4. The final 15 semester credit hours for either of these degrees must be completed at Bethel College immediately prior to graduation. Any exception to this must be on the basis of appeal submitted to the program director. The appeal will then be submitted to the Vice President of Adult and Graduate Studies of Bethel College, with whom the final decision will rest.
5. All financial accounts must be fully paid to Bethel College. Academic credit, transcript and diploma are withheld until the account is paid in full.
6. An **Application for Graduation** form must be completed by an advisor, signed by the graduate student, and approved by the program director. This **must** be completed and submitted to the office of the registrar **no later** than September 30 prior to the following spring commencement.

### **Academic Information**

Six (6) hours of graduate academic work is the minimum required in order to apply for a student loan. However, a minimum of nine (9) hours of academic work may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

### **Academic Probation**

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dismissal from the program. A student who is placed on academic probation may register an appeal through the program director, citing mitigating circumstances. The program director will rule on all such appeals. Normally a student may reapply through the program director following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

### **Registration**

The business office of Bethel College on the basis of approved financial arrangements must authorize registration for graduate courses.

Registration for courses may be done in person, via mail, or electronically. Registration forms are available in the office of Adult and Graduate Studies and will also be mailed, or emailed, each semester to every graduate ministry student. The registration form will list the courses being offered in a given semester. The student must check the courses he/she wishes to take, sign the form, and submit the form in person, by mail, via fax, or through email, to the office of Adult and Graduate Studies. An enrollment counselor or advisor must approve student registrations.

Registration for nonscheduled graduate courses including Supervised Field Experience, Directed Reading Experience, Private Tutorials, Independent Studies or a Position Paper or Project must be completed before the first week of a semester.

### **Re-enrollment**

Continuing registration is generally considered the approved plan for completing a graduate academic degree. Bethel College is aware of the fact that most graduate students enrolled in the M.A.Min. and/or M.A.T.S. degree programs are heavily involved in ministry. Therefore, it is understandable that there may be one or more semesters when the graduate student cannot register for a course. However, registering for graduate courses after a lapse of one year will require that a **Re-enrollment Form** be completed. This form is available in the registrar's office. **There is no re-enrollment fee.**

### **Biblical Languages**

BBST 450A (Greek) and BBST 504B (Hebrew as well as Aramaic and Latin) may be taken by enrolling in undergraduate classes and receiving graduate credit or, in unusual circumstances, by private tutorial.

