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POLICY

CREDIT

Bethel University defines the unit of credit as the semester hour. According to the mission and goals of Bethel University, the faculty and academic administration of the University have agreed that the credit hours awarded for a course should include an aggregate of the following: standards and guidelines of SACSCOC, Federal definitions related to course credit, and the Carnegie college student credit hour policy.

NORMAL STUDENT LOAD

The student load is the number of semester hours taken for credit each semester. The normal student load is 16 semester hours per term. Schedules range from 14 to 18 hours for most students. Course loads more than 17 hours may incur additional fees. A student must register for a minimum of 12 hours to be considered a full-time student. Students may not enroll for 21 or more hours in a semester unless they have a cumulative grade point average of 3.00 or above and the approval of their Advisor and the Academic Dean. Students taking 11 hours or less are designated part-time students and may or may not be degree candidates.

STUDENT CLASSIFICATION

Students are classified according to the number of semester hours earned previous to the current term.

- Freshman: 0-27 hours
- Sophomore: 28-59 hours
- Junior: 60-95 hours
- Senior: 96 or more hours

REQUIREMENTS FOR GRADUATION

To participate in graduation exercises and graduate with a Baccalaureate degree from Bethel University, each student must fulfill the following requirements:

1. Complete a minimum of 128 college-credit semester hours with an academic average of C (2.0 GPA).
2. Complete a major concentration of courses with no grade below C and a minor concentration (if required) with an average of C (2.0). Students who complete two majors are not required to complete a minor.
3. Complete the requirements of the College of Arts and Sciences University Parallel/General Education Core Curriculum for either a Bachelor of Arts or Bachelor of Science
4. Complete a minimum of 39 semester hours numbered 300 and above.
5. Meet the University residence requirements as follows:
 - Complete at least 32 hours of the final 38 semester hours through Bethel University.
 - Complete at least 18 semester hours in a major field and at least nine semester hours in a minor field through Bethel University, or
 - Complete at least 40 semester hours in an adult educational outreach major through Bethel University. If a minor is desired, the student must complete all courses required for the minor with at least nine semester hours in a minor field through Bethel University.
6. Meet the credit requirements for a degree. The credits of a candidate for a degree must conform to the requirements for graduation as stated in the catalog published for the year of his/her most recent matriculation, or any subsequent one, except that in no case may a candidate graduate under a catalog published more than six years before the date of graduation.
7. File an application for graduation in the Office of the Registrar by September 30 for fall graduation, by February 18 for spring graduation, and by June 7 for August graduation.
8. Participate in graduation exercises when possible. Members in good standing of student organizations with charters, constitutions, and active membership on file with SGA may wear the official stole/cord of their

organization during commencement.

9. Complete all required assessment procedures related to the major field and/or the common core no later than the last day of classes for the term in which graduation occurs.
10. A student who has applied for graduation in the current semester and who is registered in the current semester for all courses required for graduation but who fails to achieve the grades required in 6 hours or less may participate in the graduation ceremony but will not have the degree conferred or diploma awarded until all course work has satisfactory grades either through attendance at Bethel University or approved transfer course credit. It is the responsibility of the student to notify the Registrar of the completion of required courses and to provide an official transcript of transfer credits.
NOTE: Students not satisfactorily completing courses in excess of 6 hours will not be allowed to participate in the graduation ceremony.

All students are encouraged to file the "Plan of Study" with the Registrar no later than the end of the junior year. Failure to do so can result in a serious delay of graduation.

Graduation Requirements (Associate Degrees)

1. Complete a minimum of 60 semester hours credit with an academic average of 2.00.
2. Complete the requirements of the core curriculum for either an Associate of Arts or Associate of Science.
3. A minimum of 15 hours must be earned through Bethel University.
4. Complete at least 15 hours of the final 24 semester hours through Bethel University.
5. Meet the graduation requirements as listed above in numbers 6 through 10.
6. Any student completing the Associate of Arts or Associate of Science degree who chooses to continue their education for the Bachelor of Arts or Bachelor of Science degree must meet all graduation/course requirements for that degree.

NOTE: The University reserves the right to change the rules regulating admission to the University and any other regulations affecting the granting of degrees. Any student who submits fraudulent admission documents/information may be

subject to denial of admission, dismissal from the University, and/or revocation of any degree granted.

REQUIREMENTS FOR A SECOND DEGREE

A student who has received the B.A., or B.S., or B.S.N., or B.S.A.T. may receive a second bachelor's degree provided all the specific requirements for the second degree are met and the student completes at least 32 additional semester hours through Bethel University.

TRANSFER OF CREDIT

Bethel University welcomes transfer students. Students may transfer up to 80 hours of credit. However, despite the number of hours transferred, students must meet all graduation requirements, including the residency requirements to graduate (see Requirements for Graduation Section).

All coursework transferred to Bethel University will be evaluated on a course by course basis. Transfer students must complete all requirements for the degree as stated in the catalog in force at the time of matriculation or a later edition of the catalog.

Students transferring must complete all Bethel University core requirements not met by transferred equivalent courses. Course work, at college-level, degree-granting institutions not accredited by a regional accrediting agency but are accredited as degree-granting institutions by an accrediting agency recognized by the Department of Education, will be reviewed for transfer on a course by course basis. Credit determination is dependent upon course content and other documentation which the student may be required to provide. The Registrar may consult with the University Registrar and/or faculty as to the application of credit. However, effective January 1, 2013, no grade below a "C" or equivalent will be accepted as transfer credit.

Grade points from hours accepted as transfer credit are not included in the Bethel University academic record. It is also important to note that students will not be allowed to duplicate credit.

In accordance with the policy adopted by the Board of Trustees and effective January 1, 2013, 1) no grade below a "C" or equivalent will be accepted as transfer credit, and 2) grade points from hours accepted as transfer credit are not included in the Bethel University academic record. However, a student may petition to be granted an exception to these policies and have their credits and grade points considered. In that case, all credits and grades accepted by the Registrar's

evaluation of transfer credits from an accredited school will be accepted. Once a petition has been granted, the petition cannot be revoked.

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. (See "Transfer Students" in the Admissions section for additional information.)

CREDIT BY EXAMINATION

Challenge Examinations are available to students enrolled at Bethel. Students may be awarded course credit based on results. All applications for departmental Challenge Examinations must be approved by the course instructor, and the student's advisor. A department may adopt a standardized examination or develop a departmental exam which may be oral, written, or both. There may also be some courses in which the department does not offer a challenge exam. (Students desiring to receive credit by Challenge Exam must start the procedure in the Office of the Registrar. All tuition costs connected with a particular exam must be met by the student prior to the testing date.) Applications for such credit a particular course may be initiated only once. Challenge credit may not be used as a repeat of a course taken earlier. Credit will be awarded on a "Pass" basis only. A "Pass" is considered a level of work earning a C grade or higher. A failure on an exam will be recorded as an F on the transcript for that course. A maximum of 12 semester hours in 100- and/or 200-level courses may be earned through Challenge Examinations. No upper division courses are available for Challenge Examinations. (Challenge Examinations are not available for any courses in which CLEP or DSST examinations are offered. Students who fail a CLEP or DSST examination cannot take a Challenge Examination in that subject.)

Students may qualify for advanced standing (maximum of 30 hours) by submitting acceptable scores as recommended by the American Council on Education (ACE) on the College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) academic subjects or by submitting acceptable scores (minimum of 3) on the College Board's Advance Placement Program (AP). Note: No science lab credit is available through CLEP or DSST. ACE educational credit by examination, including credit transcripts by regionally accredited community colleges and ACE credit for training programs are also included in this area. Military personnel/veterans may qualify for advanced standing due to course work taken in the Armed Forces. Bethel University accepts up to 60 hours of CLEP, DSST, and military. However, a student may earn no more than 30 hours of ACE credit, which

includes CLEP and DSST credit. Grades and quality points are not given for advanced standing credit. As a result, a passing examination score will not act as a repeat of a previous grade in any class. It is also important to note that students will not be allowed to duplicate credit in any of the sections or transfer credit.

INTERNSHIPS

The Bethel off-campus internship program is designed to help all students bridge the gap between the classroom and the world of experience. Internships open students to possibilities for career development and personal growth and challenge them to creative participation in their own learning. Students may select two internships, but the maximum credit toward graduation is

12 semester hours (excluding state requirements for teacher education). Internship work is calculated at a rate of 45 clock hours of internship work per semester-hour of credit. Internship applications and guidelines are available in the Office of the Registrar.

Students intending to participate in the internship program should register for internship credit in the appropriate department prior to beginning the internship. If a student undertakes an internship without prior registration, a maximum of three hours of individual study credit may be granted if the academic advisor and individual study advisor agree that the experience met the requirements for an internship and includes an additional paper or project. In no case will individual study credit or internship credit be granted for a non-classroom based participatory learning experience begun more than six months prior to application for credit. Individual studies credit may not be used to substitute for an internship in those majors where an internship is required.

DIRECTED AND INDIVIDUAL STUDY

Under extenuating circumstances, some Bethel courses can be completed outside the traditional classroom setting through a Directed Study arrangement between the faculty member and the student provided that the student has never received a grade of F or FA in the course and that the student is in good academic standing. Individual Study is available in most subject areas and is an opportunity to pursue in depth subjects of interest beyond available courses for academic credit. Students are required to be enrolled at Bethel University, register for the Directed Study or Individual Study course(s), complete the required forms with appropriate signatures (including the Academic Dean), secure the required textbooks and materials, schedule meetings with the faculty instructor, complete all assignments on time, take the required quizzes/exams, and complete the faculty evaluation form for

each course. Faculty instructors will require regular meetings with the student, give the student regular feedback regarding assignments and quizzes/exams, and assign a final grade appropriate to the accomplishment of the goals and objectives of the course. Note: Credit will be awarded according to Bethel University's credit hour policy.

AUDITING CLASSES

Any class may be audited with the approval of the faculty member teaching the course. No transcript record is maintained for audited courses. Audited classes must be registered with the Registrar. (See "Special Fees for the Academic Year" in the Financial Information section.)

DEVELOPMENTAL EDUCATION

On the basis of the results of ACT tests and other information, such as transcripts, some students will be placed in developmental courses to remedy deficiencies which would otherwise prevent success in the university curriculum. Students failing to obtain a grade of C or better in any developmental course after three attempts will receive an automatic suspension. Credit in developmental courses will not be counted toward graduation requirements.

RESPONSIBLE PARTIES

Chief Academic and Compliance Officer, Vice Presidents and his/her designees, Faculty, and Support Staff

PUBLICATION

This policy is contained within the Catalogs of the Bethel University and published on the University website.