



2017-2018
ADULT AND GRADUATE STUDIES
STUDENT HANDBOOK

See online Handbook for the most recent updates.

BethelCollege.edu/academics-programs/adult-and-graduate/ags-student-handbook.html

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CAMPUS SERVICES

OFFICE OF ADULT AND GRADUATE STUDIES

Front Desk	(574) 807-7550
Long Distance	(800) 422-4251
Fax	(574) 807-7551
Toni Steffensen Pauls, Ph.D., Vice President of Adult and Graduate Studies.....	(574) 807-7400
Dale Gadd, Ph.D., Program Director of Business and Interdisciplinary Studies	(574) 807-7322
Rev. Steve Ganger., Program Director of Graduate and Adult Ministry Programs.....	(574) 807-7507
Christine Nowak, MBA, MED, Program Director of Behavioral Services	(574) 807-7403
Jim Bennett, M.S.Ed., Program Director of Education.....	(574) 807-7347
Tanya Sobaski, DNP, Program Director of Nursing.....	(574) 807-7343
Luke Caldwell, Director of Online Instruction	(574) 807-7880
Tim Ryan, Director of Career Services and PLA	(574) 807-7332
Ron Drake, Academic Advisor.....	(574) 807-7321
Sabrina Citte, Financial Aid Counselor	(574) 807-7326
Chris Hiester, Admissions Coordinator	(574) 807-7327
Katie Gilbert, Enrollment Counselor/Advising	(574) 807-7337
Sandra Lesko, Sr. Enrollment Supervisor/Advising	(574) 807-7328
Kimberly Miller, Enrollment Counselor/Advising	(574) 807-7406
Nicolas Garcia, AGS Business Development Rep	(574) 807-7344
Luz Rivera, Hispanic Initiative Coordinator.....	(574) 807-7066
Debbie Schnaible, Faculty/Scheduling Coordinator	(574) 807-7678
Sara Silveus, Administrative Assistant/Admissions	(574) 807-7329
Sharon Snyder, Associate Registrar.....	(574) 807-7325

On-campus calls – Dial 7 and the last four digits of the phone number.

The office of Adult and Graduate Studies is located on the first floor of the Miller/Moore Academic Center.

Business hours for the office of Adult and Graduate Studies

Monday – Thursday.....	8:00 a.m. – 6:00 p.m.
Friday.....	8:00 a.m. – 5:00 p.m.

CENTER FOR ACADEMIC SUCCESS

The Americans with Disabilities Act (ADA) is a law that provides civil rights protection for people with disabilities. Bethel College is compliant with equal access laws and requests students with disabilities The Center for Academic Success (CAS) is located in the lower level of the Miller/Moore Academic Center.

If you have a disability, or think you have a disability, please make an appointment by calling Disability Services at the Center for Academic Success at 574.807.7460 or 574.807.7462

- Bethel’s website offers more detailed information under **Student Services/Center for Academic Success**. Please check out the Student Guide for Disabilities.
BethelCollege.edu/assets/images/visitor/PDFs/Student_guide_disability_svcs.pdf

BOOKS AND SUPPLIES

FOR THE ADULT AND GRADUATE STUDIES SCHEDULE

The Bethel College Bookstore is located east of Wiekamp Center (Gymnasium) on LaSalle Ave. The phone number is (574) 807.7577.

Students can view textbook information and place orders at *BethelBookstore.com*. Payment options include credit, debit and charging to your student account. You will also have the option of in-store pick up or having books shipped to your home.

Book buy-back information and dates are posted on our website once this information is determined.

Regular Campus Store Hours:

Monday – Friday 9:00 a.m. – 7:00 p.m.
Saturday 12:00 p.m. – 4:00 p.m.
(some closings for holidays and breaks)

Summer Campus Store Hours:

Monday – Thursday 9:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 4:00 p.m.

Campus Store hours may differ for special events.

It is never a good idea to write your name in a book until you know you plan to keep it. To receive credit for a textbook you have purchased, note the following:

Textbook Return Policy:

- For a full refund, textbooks must be returned within 48 hours.
- Must have the original receipt.
- Textbooks need to be in the same condition as when they were purchased.
- After 48 hours there is a 20 percent restocking fee within first week of purchase.
- No refunds after the first week of classes.
- Any opened publisher bundles are NONREFUNDABLE.
- Special orders are prepaid and not returnable.

If You Decide to Drop a Class:

Students may request a full textbook refund within the first two weeks of class. Student must have the following:

- A copy of an add/drop form showing you withdrew from class or a new schedule reflecting course change.
- Must have the original receipt.
- Textbooks need to be in the same condition as when they were purchased.

CALENDAR

The academic calendar for all courses and modules offered by the office of Adult and Graduate studies is different from the calendar used by traditional students. Starting and stopping dates differ, and vacations are not the same.

It is very important to note the starting and stopping days for classes, which are included in the online schedule and on each individual Organizational Management calendar. The college expects all students to be aware of the dates their classes meet, and to be present at all class sessions, including the first one.

CAMPUS BUILDING LOCATIONS

For individual classroom locations, refer to the Adult College schedule. Also, note the following abbreviations for various buildings on campus. View the Bethel College map at BethelCollege.edu/areainfo

Building Abbreviations

A - Huffman Administration Building

AC - Academic Center

ARTC - Art Center

B - Bowen Library

CC - Campus Center/Dining Commons

CS - Ceramics Studio

FA - Everest-Rohrer Chapel/Fine Arts Center

G - Goodman Gymnasium

S - Middleton Hall of Science

W - Wiekamp Athletic Center

CAMPUS

Mishawaka Campus

Office of Adult and Graduate

Studies

1001 Bethel Circle

Mishawaka, IN 46545

CAMPUS INFORMATION

- **Center for Academic Success**..... (574) 807-7460
Located in the lower level of the Miller/Moore Academic Center.
- **Associate Registrar’s Office**..... (574) 807-7325
Located in the Academic Center, Office of Adult and Graduate Studies, 149.
- **Office of Adult and Graduate Studies** (574) 807-7550
Located in the Academic Center, first floor, Office 139.
- **Bethel College Campus Store** (574) 807-7577
Located east of Wiekamp Center on LaSalle Ave.
- **Campus Safety Office**..... (574) 807-7500
Located in the brick house directly south of Middleton Hall of Science.
- **Computer Laboratory**..... (574) 807-7777
Located in the lower level of the Miller/Moore Academic Center.
- **Gymnasium**..... (574) 807-7425
Located in the Wiekamp Athletic Center.
- **Library** (574) 807-7180
Bowen Library is located in the middle of the campus.
- **Registrar’s Office**..... (574) 807-7410
Located in the Huffman Administration Building, office 218.
- **Student Development Office** (574) 807-7440
Located in the Huffman Administration Building, office 319.
- **Student Financial Services Office**.....(574) 807-7415 or (574) 807-7326
Located in the Huffman Administration Building, lower level.
- **Wellness Center** (574) 807-7370
Located at 624 LaSalle Avenue.
- **Learning Commons** (574) 807-7788
Located in the Miller/Moore Academic Center, lower level.

CAMPUS SAFETY/EMERGENCY CONTACT

- **Campus Safety:** Campus safety is on duty 24 hours a day. Campus safety officers are available in case of an emergency or, if needed, to escort students at any time. They may be reached by dialing ext. 77500 from any campus phone or (574) 807-7500 from an off-campus phone. The campus safety office is located in the brick house directly south of Middleton Hall of Science, at the intersection of Lowell and Webster.

Telephones Available for Students are Located in the Following Buildings:

- **Academic Center** – On the main level down the south hall
- **Art Center** – At the bottom of the steps, basement level
- **Bowen Library** – On the main level of the south hall
- **Dining Commons** – In the entryway of the main level
- **Everest-Rohrer Chapel/Fine Arts Center** – In the student lounge area lower level
- **Middleton Hall of Science** – Inside both the south entry doorway and the west entry doorway main level

The Bethel College Mishawaka campus also has eight **outdoor emergency call boxes**. Students can use an emergency call box to contact campus safety or 911. Students are advised to contact campus safety **first** by

pushing the **campus safety/information button**, then and only if necessary, the **emergency** button which goes directly to 911. Once either button is pushed students are immediately able to ask for help and the blue light comes on and flashes.

Outdoor Emergency Call Box Locations:

- **Bookstore** – In the parking lot outside of the Bookstore
 - **Goodman Gymnasium** – Northwest corner of Goodman Gymnasium
 - **Athletic Field** – Southeast corner of the Athletic Parking lot
 - **Lodge/Shupe** – Parking lot between Lodge and Shupe Halls
 - **Logan Village** – Fenced-in parking lot east of Logan Village
 - **Campus Safety Office** – Outside by the front door
 - **Shupe Hall** – Main entrance
 - **Oakwood Hall** – Main entrance
- **Emergency Contact System:** Adult students who are enrolled in evening and Saturday classes sometimes need to be contacted by persons at home for emergency messages. In this situation, please direct family to reach you by calling an on-duty campus safety officer. They can be reached at (574) 807-7500. Please be sure that family and friends have an idea of which class you are enrolled in so that campus safety can go directly to the classroom and contact you quickly.
 - **Text Alerts:** We encourage all students to register to receive text alerts regarding school closing or delays, severe weather, or other on campus emergencies. Bethel College partners with Rave Mobile to make these alerts available. To register, please go to:
my.BethelCollege.edu/ICS/Student/Student_Services.jnz?portlet=Emergency_Contact_and_Insurance_Waiver

CAREER SERVICES

Résumé and cover letter preparation, job search resources, interviewing skills and effective use of social media are available to adult students desiring to advance in their current job or to find a new position. A large library of online resources is available on the Bethel College website. For individualized assistance, please contact the Adult & Graduate Career Services office at 574-807-7332.

CHILDREN ON CAMPUS

The college does not have childcare facilities on campus. Adult and graduate students are expected to make arrangements off campus for childcare while they are in class. Furthermore, children may not be brought into a classroom or left in the library or athletic center while a class is in session. This prohibition is enforced regardless of extenuating circumstances, such as inability to find a babysitter.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM PURPOSE

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the College will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to demonstrate high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Bethel College community adversely affects the educational environment. Therefore, the College is committed to having a drug-free campus.

The following material will provide you with information concerning:

- The annual distribution of the policy to each student and employee.
- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any college activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.

- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Bethel College will impose disciplinary sanctions on students and employees for violations of this policy.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Bethel College.

STUDENTS

Alcohol, Drugs and Tobacco

Bethel College is committed to maintaining a safe and healthy educational environment free from alcohol, drugs and tobacco.

Health Risks

The use of such products are known to be harmful to one's physical and psychological well-being. Their use is associated with a wide variety of health risks. Some of the most commonly known risks include severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, high blood pressure, stroke, heart problems, damage to the liver and/or lungs, and even death.

Standards of Conduct

The use, possession, or distribution of alcoholic beverages and illicit drugs, all forms of hallucinogenic drugs, or the abuse of legal substances, are prohibited on or away from campus. Furthermore, the college prohibits smoking, including e-cigarettes/vapor cigarettes, and all forms of tobacco use or possession everywhere on-campus. Campus visitors are expected to comply with these standards.

Bethel recognizes there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons while others believe they can use alcohol occasionally and moderately without harm to their body, spirit or relationships with others. Therefore, Adult and Graduate students are encouraged to avoid the use of alcohol and are prohibited from the following:

1. The abusive use of alcohol, which is most often indicated by physical, mental, emotional, or job function impairment attributable to alcohol intoxication.
2. The use of alcohol while representing Bethel College.

In situations where a student's actions, words, behavior, and/or other related factors (such as the smell of alcohol on their person or breath) are consistent with a person who has consumed alcohol or drugs, he/she will be confronted by college personnel. The college reserves the right to require a student to take a breathalyzer or drug test. If a student refuses to take the test, he/she may be held accountable for consumption based on the original evidence. Any charges incurred for an outside assessment or for treatment will be the responsibility of the student. If a student tests negative for drug use, the college will be responsible for the costs of the test.

College Sanctions

Students violating this policy will be subject to the disciplinary procedures ranging from probation to dismissal. A student placed on probation must complete the college's ASAP (Alcohol and Substance Abuse Program), including all recommendations associated with the program. The student is responsible for all costs associated with the program.

Legal Sanctions

In addition to college sanctions, Indiana and Federal law allows for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a number of additional factors.

Support

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to contact someone in the Student Development Office or visit the Bethel College Wellness Center. The Wellness Center is staffed with counselors who have training and experience in this area. In addition, contact information for off-

campus agencies and programs can be provided through the Wellness Center. Most disciplinary cases involving alcohol or drugs result in a counseling referral.

Annual Dissemination

This policy is included in the student handbook which is provided as a link for students at each registration.

The Office of Human Resources will provide a written copy of the Drug and Alcohol Abuse Prevention Policy and Procedures to newly hired employees at the beginning of their employment and distribute an electronic copy annually to all Bethel College employees.

Annual and Biennial Review

The Drug and Alcohol Abuse Prevention Policy and Procedures are reviewed annual in preparation for the publication of the Student Handbook. However, in an effort to comply with Drug-Free Schools and Campuses Regulations a more detailed biennial review will be conducted by Bethel College. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The biennial review will include Vice President for Student Development, Director of Student Life, Director of Campus Safety and Director of Human Resources. Any substantive concerns or findings will be presented to the President’s Cabinet with suggestions for improvements and/or changes to the program.⁹⁸

FOOD SERVICES

Bethel College offers the following food services on campus. For menus, prices and more details please go to BethelCollegedining.com.

- **Acorn** – The Acorn offers made-to-order cold or hot sub sandwiches and a variety of snacks, fresh baked cookies and beverages. Breakfast options are also available throughout the day. Options will be limited the last hour of service. The Acorn is located in the lower level of the Sailor Residence Hall.

Acorn Hours:

Monday – Thursday.....	11:00 a.m. – midnight
Friday	11:00 a.m. – 1:00 a.m.
Saturday.....	1:00 p.m. – 1:00 a.m.
Sunday.....	1:00 p.m. – midnight

- **Dining Commons** - The Dining Commons features a wide variety of fresh food in an all-you-care-to-eat setting. Please ask the dining commons staff about the frequent diner pass. The Dining Commons is located across from Wiekamp Center (Gymnasium) on LaSalle Ave.

Monday - Friday Dining Commons Hours:

Continental Breakfast	7:00 a.m. - 7:30 a.m.
Hot Breakfast	7:30 a.m. - 9:30 a.m.
Lunch.....	10:45 a.m. - 1:30 p.m.
Dinner.....	4:45 p.m. - 7:00 p.m.
Friday Dinner	4:45 p.m. - 6:30 p.m.

Saturday Dining Common Hours:

Continental	9:00 a.m. – 11:00 a.m.
Brunch	11:00 a.m. – 1:30 p.m.

Sunday Dining Common Hours:

Continental	9:00 a.m. – 11:00 a.m.
Lunch.....	11:00 a.m. – 1:30 p.m.
Dinner.....	4:45 p.m. - 6:30 p.m.

- **The Café** - The Café is located on the second floor of the Academic Center in the northeast corner. Students may choose from a light menu which will include sandwiches, salads, desserts, coffee and cold drinks.

Café a la carte Hours:

Monday – Friday 8:45 a.m. – 1:00 p.m.
 Monday – Thursday..... 5:15 p.m. – 8:45 p.m.
 Saturday and Sunday Closed

- **Sufficient Grounds** – Sufficient Grounds is the Bethel College coffee shop. The menu includes hot and cold drinks, smoothies, milk shakes, breakfast items, sandwiches, wraps, pizza, soups and salads. Options will be limited the last hour of service.

Sufficient Grounds Hours:

Monday – Thursday..... 7:00 a.m. – 10:30 p.m.
 Friday 7:00 a.m. – 11:30 p.m.
 Saturday..... 9:00 a.m. – 11:30 p.m.
 Sunday..... Closed

- **Vending Machines** – are located in the lower level of the Academic Center in the south stairwell area.

HEALTH INSURANCE – ADULT AND GRADUATE STUDENTS

Adult and Graduate students are exempt from enrolling in the Bethel College student insurance plan and are not required to pay the fee. However, Adult and Graduate students who are registered for six or more credit hours are permitted to enroll in the student health insurance plan offered by the college. The enrollment period is strictly limited. **The deadline for enrollment is Sept. 15.** Any Adult and Graduate student wishing to enroll in the insurance plan may obtain details about enrollment, coverage and cost online or, from the student development office (third floor of the Huffman Administration Building), phone (574) 807-7885.

IDENTIFICATION CARDS

The student development office issues ID cards. Each student is issued a picture identification card upon enrollment. Pictures are taken in the Adult and Graduate office without an appointment. You will be notified by Bethel email when your ID card is ready to be picked up. This card will be active as long as the student is enrolled at Bethel. A bar code is attached to the back of the ID card for library use. Students are required to present their card in order to check out library materials.

ID cards should be carried at all times. Any Bethel staff member or safety officer may request proof of identification.

LIBRARY

Bethel’s Bowen Library offers full services to all enrolled Bethel College students. Books, periodicals and electronic resources are available for class work and for personal development or enrichment.

In addition to materials housed in the library, the college makes other materials available through networks with other libraries. ID cards will allow a Bethel student to use library facilities at Notre Dame, St. Mary’s, Holy Cross and Associated Mennonite Biblical Seminary in addition to the Bethel library. Library staff is available during library hours to assist in the search and acquisition of needed library materials.

A small computer lab is available in the library for general student use.

The library maintains a set of rules that students and patrons are asked to respect.

The library is not responsible for unattended children. Therefore, any children who are in the library and are unaccompanied by an adult may be asked to leave, if the need arises.

Library Websites:

BethelCollege.edu/Library

LIFESTYLE DISTINCTIVES

Students are expected to reflect a positive lifestyle that is congruent with a Christian college setting in all matters of public conduct. Modesty and good taste are expected in student attire.

Bethel College is a smoke-free campus. The use of tobacco, habitual or harmful drugs, including alcoholic beverages, is not permitted anywhere on the campus, including outdoor locations. In addition, the use of improper and inappropriate language is strictly forbidden. These standards apply to class activities, field trips and all other college-sponsored activities.

MAILBOXES

Campus mailboxes are assigned only to residential students. Mail for commuting students is sent to their home address. Thus, it is essential that adult students inform the office of Adult and Graduate Studies of any change of address or phone.

MOTOR VEHICLE REGULATIONS

- All motor vehicles parked on campus by students must be REGISTERED EACH ACADEMIC YEAR online and must be insured. The parking permit must be permanently affixed to the rear window, lower driver's side exterior. Vehicles not properly registered will be subject to \$25 citations when parked on campus.
- Vehicle registration is accomplished online by following these steps:
 - Go to: *my.BethelCollege.edu* (no www)
 - Log in upper right corner
 - Click on 'Student'
 - Click on 'Student Services'
 - Click on 'Vehicle Registration' right side
 - Click on 'View & Register Vehicles' right side
 - Click on 'Add Vehicle'
 - Fill in information
 - Click on 'Submit Vehicle'
 - Once that is completed, you will wait for a confirmation Bethel email that your decal is ready
 - Take your registration, proof of insurance, and driver's license to BCSD where you will pick up your decal.
 - Place decal on your **rear** window, lower driver's side.
- A student's motor vehicle permit may be revoked or limited at the discretion of the college due to vehicle violations.
- Specific parking lots are designated for student, visitor and faculty/staff parking. Specific areas of the campus are reserved for resident students. Under no circumstances are students to drive or park on the grass, sidewalks or other unauthorized places. Motorcycle drivers are to abide by the same parking regulations as drivers of automobiles.
- There is commuter parking by the Wiekamp Athletic Center, Goodman Gymnasium, the Everest-Rohrer Chapel/Fine Arts Center and the athletic fields.
- Visitor and staff spaces, with the exception of reserved spaces, revert to general parking between the hours of 5 p.m. and 7 a.m. Monday through Friday, and on weekends.
- **Campus speed limit is 10 mph.**
- Motor vehicle regulations are in effect 24 hours a day, seven days a week.
- Levels of regulations:

Parking Fines

- First offense - warning
- Second offense - \$10 fine

- Third offense - \$25 fine
- Fourth offense - \$25 fine plus the student may lose the privilege of bringing a car onto the campus.
- Failure to register vehicle or display permit - \$25 fine

Traffic Fines: Each offense - \$25

- The fine for any violation will be reduced 50 percent if paid within seven calendar days of the date the ticket was issued. Failure to pay a fine within three weeks of the ticketing will result in the fine being doubled and applied to the student's bill in the business office.
- If a student feels that he/she has received a ticket unjustly, an appeal may be made to the student development office. Appeal forms are available in the student development office and must be submitted within one week of the ticketing.
- The college accepts no responsibility for damage, destruction or theft of motor vehicles. Students are urged to make individual insurance arrangements. Cases of theft, vandalism or assault should be reported to the campus safety office immediately.
- Towing of sleds on campus drives and parking lots is forbidden. Refer to the campus safety website for detailed information.

NONDISCRIMINATION POLICY

Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other college-administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairments; however, each school reserves the right to examine applicants for suitability for participation in the educational activities of the school.

SEXUAL MISCONDUCT POLICY

Bethel College believes in the intrinsic value of all human beings. Moreover, the college is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters. This includes a committed to maintaining a learning and living environment that is fair and respectful, and will not tolerate any threats or acts of sexual harassment, sexual assault, sexual violence or stalking. Any reports of such behavior or action should be made to the Director of Human Resources, the Vice President for Student Development or the Director of Student Life.

A report of sexual harassment, assault or violence will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are the college's primary concern. Appropriate action will be taken to discipline an offending party.

Bethel College maintains an on-record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, and sexual assault prevention initiatives.

Definition of Terms

Sexual harassment can be defined as unwelcome gender-based conduct that is severe, persistent or pervasive and limits or denies the individual participation in or benefit from college programs or activities.

Sexual assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting Procedures

A student who has experienced sexual harassment, assault or stalking is encouraged to contact a member of the Student Development staff, Campus Safety, or other Bethel College staff or faculty. Reporting an act of sexual misconduct allows the college to pursue safety and support for the survivor and the community. An individual reporting sexual misconduct (the complainant) may request anonymity, but should recognize this may limit the college's ability to respond. Where the complainant provides consent, college personnel will strive to protect the privacy of any involved students during the reporting and investigation process including recordkeeping. Where strict confidentiality is not possible, discernment and sensitivity will be used in sharing information on a need-to-know basis only.

The safety and well-being of the survivor and the campus community are the college's primary concern. To this end, Student Development may not pursue potential community life violations of the survivor or a reporting individual when they have occurred within the context of a sexual assault.

It is the student's choice (if he or she is of legal age) whether to file a formal complaint with local law enforcement and/or the college. The student has one calendar year from the time of the incident to file a formal complaint with the college.

In cases where college personnel have reason to believe an incident of sexual misconduct has occurred, the college is legally obligated to investigate and respond. This may occur without the receipt of a formal complaint.

Title IX Coordinator

The individual responsible for Title IX compliance at Bethel College is the Director of Human Resources. Formal complaints of Title IX noncompliance (including sexual misconduct) should be reported to the Title IX coordinator, who oversees the investigation, resolution, appeals process and any report of retaliation. The Title IX coordinator can be reached at 574-807-7875.

Investigation Procedures

Upon receipt of a formal complaint, a timely investigation will be conducted. An investigation will begin within 10 work days* of the received complaint and may include, but is not limited to the following steps:

- Fact finding interview with the complainant
- Interviews or written statements from witnesses
- Interview with the alleged offender with opportunity to respond to all allegations

- Written record of all interviews and pertinent information (confidentially maintained)

Each party may choose to have an advisor present to provide support throughout the investigation process.

The complainant has the right to request a change in living arrangements or other modifications to avoid forced contact with the accused. An alleged offender may be suspended or removed from campus housing and/or declared an unapproved guest on campus, pending the outcome of the investigation. Unapproved guests are subject to additional college disciplinary action or arrest if found on campus. Furthermore, the complainant or the college may pursue a restraining or protective order with local law enforcement.

The conclusion of the investigation can be expected within 30 work days* and will be communicated simultaneously in writing to the complainant and the alleged offender. Incidents involving alleged offenders who are nonmembers of the college community will be processed according to local and state laws.

** Work days are defined by the days the college is open for business.*

Institutional Response

Where there is a preponderance of the evidence to conclude that sexual misconduct has occurred, the resolution for a student offender will include disciplinary action. This may include, but is not limited to:

- Written Apology
- Personal Accountability
- Social Probation
- Counseling - a Bethel College Wellness Center staff member will administer counseling for a set amount of time. Wellness staff may recommend additional counseling or testing if needed.
- Suspension
- Removal from campus, but not classes
- Voluntary Withdrawal from campus and classes
- Dismissal from campus and classes

The college will assist a student survivor in the following ways:

- Counseling services through the campus Wellness Center or a local provider
- Ongoing no-contact order for the offender (where applicable)
- Follow up support for continued educational pursuits

Appeal Procedures

If either student party believes the resolution of the investigation to be unfair or unsubstantiated, he or she may contact the Title IX coordinator to appeal this decision. An appeal will be processed through a hearing with the Student Development Committee. All appeals will be promptly processed and typically resolved within 30 days of their receipt.

Each party may choose an approved advisor (or an approved guest) to provide support throughout the appeals process. Incidents involving perpetrators who are nonmembers of the college community cannot be appealed through college proceedings, but rather will be processed according to local and state laws.

All participants will be reminded during the hearing that their participation and testimony must remain confidential following the hearing. Committee members shall not discuss the case with anyone outside of the hearing.

Retaliation

Bethel College strictly prohibits any form of retaliation against individuals who report sexual misconduct or assist in the investigation. Retaliation is any action that could be perceived as intimidation, hostility, harassment, retribution,

threats or violence in connection with the report or investigation of an incident of sexual misconduct. The college will respond to retaliation as a separate incident.

Aftercare for Survivors of Sexual Assault

Survivors of sexual assault will be treated with dignity and respect. Individuals who have been sexually assaulted should immediately consider the following important steps:

1. Get away from the attacker to a safe place as fast as you can.
 - On-campus students should call their resident director/resident assistant immediately or go directly to the nearest emergency room.
 - Off-campus students are encouraged to call a trusted friend or a member of the Student Development or Wellness Center staff.
 - A friend or Student Development staff member may help transport the survivor to the emergency room.
 - If immediate medical attention is needed, call 911 and Bethel College Campus Safety at 574-807-7500.

2. Seek medical care due to factors including pregnancy and the risk of sexually transmitted diseases and physical injuries –some of which may not be visible.
 - Survivors should be aware of the importance of preserving evidence. Do not wash, comb, or clean any part of your body. If clothes have been changed, they should be placed individually in paper bags and brought to the hospital.
 - Costs of medical care and counseling are covered by the state of Indiana’s Crime Victim Compensation Program if the assault/rape occurs in Indiana and is reported to a local hospital emergency room **within 120 hours of the assault.**
 - Survivors are encouraged to report all incidents of rape and/or sexual assault. It is strongly advised that any student who is raped or sexually assaulted have a medical examination, even if they think that no physical injury has occurred or they do not wish to file formal charges of any kind.
 - Filing a report with any agency does not commit the survivor to any subsequent course of action. The final decision is left to you.

3. Survivors are encouraged to talk with a counselor due to the inevitable emotional trauma that results from facing a crime of aggression and violence. Staff from the Wellness Center, as well as S-O-S Family Justice Center are available.
 - Call 574.289.HELP (4357) Family Justice Center for S-O-S Crisis Line – 24 hours a day, seven days a week
 - Call 574.807.7370 for the Wellness Center – normal business hours
or 574.236.5717 – after hours

Even if the decision to report is delayed days, weeks or months after the assault, students are still encouraged to file a report with the Student Development Office, Campus Safety and the appropriate police department.

WELLNESS CENTER

The Wellness Center provides a variety of counseling services offered to students to assist them in developing their fullest physical, intellectual, emotional and spiritual potential while attending Bethel College. There is a limit of 8 sessions per year. All counseling services are under the direction of the student development office with professional counselors available for personal, wellness and health counseling.

Counseling sessions are free of charge to all registered full-time students. There is a charge for part-time students: at 6-11 credit hours per semester, the charge is \$15 a session, and at 5 and under credit hours per semester, the charge is \$30 a session. The center is located at 624 LaSalle Avenue (red brick house across from the Everest-Rohrer Chapel/Fine Arts Center).

To learn more about the wellness center go to: BethelCollege.edu/wellness
To make an appointment, please call (574) 807-7370.

ACADEMIC SERVICES

ACADEMIC ADVISORS

Each Bethel Adult and Graduate student has an academic advisor who is assigned by the associate registrar. Academic advisors provide guidance for students with both the admissions and registration processes. If you have questions regarding academic advising, you may contact the registrar at (574) 807-7325.

ACADEMIC COMPLAINT AND APPEALS PROCESS

When a student has a concern about an academic issue, there is an established process whereby that concern will be heard and appropriate action taken. Academic issues include decisions made by individual faculty (e.g., grades) or by committees (e.g., admission to a program), as well as more general concerns with performance by faculty. The process is as follows:

I. Attempted Resolution

The first step in any complaint or appeals process for an academic issue is for the student to attempt to resolve the issue with the faculty member responsible within five (5) business days of receipt of the grade. If it is not resolved to the student's satisfaction, she/he may appeal to the Program Director or Coordinator for area in which the student is enrolled.

II. Appeal to the Program Director or Coordinator

The student will bring a written appeal to the Program Director or Coordinator for area in which the student is enrolled (if the faculty member in question is the director, then the appeal should be made to the vice president of adult and graduate studies) within five (5) business days of the attempted resolution with the faculty member. The student will submit written documentation concerning the academic issue, the attempted resolution of the issue and the desired outcome. The director or coordinator will review the appeal, may request additional information from the faculty member, and may schedule a meeting with the student and the faculty member to allow both parties to present their cases. The director or coordinator will render a decision in writing within twenty (15) business days from the time the complaint was made and notify the student and the faculty member. Either the student or the faculty member may appeal the director's decision to the vice president of academic services.

III. Appeal to the Vice President for Adult and Graduate Studies

Any party involved in a decision rendered by a dean may appeal that decision to the vice president for adult and graduate studies (VPAGS). This appeal must be presented in writing within five (5) business days of the written statement from the dean/director in the previous appeal, and it should include all of the documents submitted in the previous appeal. The VPAGS will review the submitted documents and consult with any relevant parties. The VPAGS may 1) render a decision immediately and send it in writing to both parties; 2) appoint a designee to investigate the issue and make a recommendation back to the VPAGS; or 3) refer the matter to an ad hoc committee appointed by the VPAGS to render a decision.

IV. Appeal to the President

If either party is not satisfied with the decision of the vice president for adult and graduate studies or the ad hoc committee she/he may appeal to the president. Such an appeal must be presented in writing within five (5) business days after receiving the VPAGS decision. The president reviews all documents and

processes relative to the case and upholds, overturns, or modifies the decision that was made. The president's decision is presented in writing to all parties involved within 20 days after receipt of the appeal. The decision of the president is final.

ACADEMIC POLICIES

A large section of the college catalog is devoted to academic policies and procedures. Your attention is called to that section as the primary source of information in this area. The catalog is available on the Bethel College website at BethelCollege.edu/Academics/Academic-Catalog.

ATTENDANCE POLICY

FOR THE SEVEN-WEEK COURSE SCHEDULE

Classes are accelerated, and there are no "free" or "automatic" absences. Student success in the course work and in personal and small group relationships requires regular class attendance. A student may be considered absent if he/she attends only a part of the class.

In the case of an unavoidable absence in a seven-week course, the following procedures are followed:

For one absence – the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor's academic discretion will prevail in such determinations.

For the second absence – same as above, with the additional warning to the student that any further absence will result in a failing grade, and the student is advised to withdraw, if possible.

For the third absence – The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor's discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the VPAGS approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of unavoidable absence in a 14-week course, the following procedures are followed:

For the third absence – the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor's academic discretion will prevail in such determinations.

For the fourth absence – same as above, with the additional warning to the student that any further absence will result in a failing grade, and the student is advised to withdraw, if possible.

For the fifth absence – The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor's discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the VPAGS studies approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of an unavoidable absence in a five-week course, the following procedures are followed:

For one absence – the professor will determine, based on course content, make-up work required of the student. This may include submitting written analyses of readings or alternative assignment(s). The professor's academic discretion will prevail in such determinations. In addition, the student is warned that any further absence will result in a failing grade, and the student is advised to withdraw, if possible.

For the second absence in a five-week course – The normal course of action will be a failing grade if the student cannot withdraw from the course. In extreme circumstances, at the professor's discretion, the professor may issue a grade of incomplete if a sufficient amount of work has been accomplished by the student, the reason(s) for the absenteeism is justifiable, and the VPAGS approves of the arrangement for extension, special tutoring or other individualized instruction.

In the case of a course of less than five weeks, no absence is allowed.

ONLINE ATTENDANCE

If the course moves online for a given session, the following will be required for attendance:

Online attendance is recorded each time that you log into the learning management system. The academic week is seven days for an online session and is based on the night the class normally meets (i.e. if the class meets on Monday night then the online session will be from Monday night through Sunday night of the following week). To receive full credit for attending online, you must login AND one of the following items must be completed as directed by the instructor:

- Submit an academic assignment.
- Submit a quiz or exam.
- Participate in a posted online academic discussion.

Note that the following actions will not count as attendance:

- Logging into class without active participation does not constitute attendance.
- Work done in a lab or other outside environment will not count toward online attendance.
- Assignments completed the week after the online assignment is due will not count toward attendance for the previous week.
- Students are strongly encouraged to log into the course a minimum of three days during the week the course is “online” in order to understand the subject fully and to be successful in class.
- An online absence is counted the same as an in-class absence.

BILLS AND CHARGES

The student financial services office keeps student financial accounts. The office is located on the lower level in the Huffman Administration Building. Charges are placed on a student’s account when the class registration form clears the registrar’s office or when a change of registration occurs.

If you need financial aid to fulfill these obligations, see the “Financial Aid” section.

CLASS CANCELLATIONS

Classes are seldom cancelled due to weather. However, whenever weather conditions become so severe that it is unsafe for off-campus students to drive to the campus, classes may be cancelled at Bethel’s discretion. In addition, announcements will be made by 6:00 a.m. for day classes and by 4:00 p.m. for evening classes. Cancellations will be posted on the Bethel College home page (BethelCollege.edu) or sent as a text alert ([please visit text alerts under Campus Safety to verify your cell number](#)). Or you can tune into one of the following local radio or television stations:

WHME – 103.1 FM	WNSN – 101.5 FM	WNDV – 92.9 FM	WUBU – 106.3 FM
WBYT – 100.7 FM	WFRN – 104.7 FM	WRBR – 103.9 FM	WNDU – Channel 16
WSBT – Channel 22	WSJV – Fox Channel 28	WAOR – 95.7	

Make-up Classes: If classes are missed due to cancelation or due to a holiday schedule, students will be required to make up the time by completing online assignments provided by the instructor.

COMPLETING CREDITS OUTSIDE OF BETHEL COLLEGE

General Transfer Policy

Students may have coursework earned outside of Bethel College evaluated and posted to their Bethel College transcript. Transferred courses will be recorded on the student’s Bethel transcript provided a grade of C- or better is earned unless the age of the course excludes it from acceptance. Accepted credit hours are not included in the computation of the student’s Bethel GPA. All work completed prior to transferring to Bethel must be submitted during the application process. Work completed at other institutions while attending Bethel must be submitted prior to two months of the anticipated degree conferral date.

General Transfer Credit Categories

The following will be reviewed for general transfer credit to meet the 120 credits required for the bachelor degree:

- Coursework completed at a college or university with regional, national, professional, or specialized accreditation, or with candidacy status.

- ACE-military credit recommendations.
- CCRS (formerly ACE/PONSI) professional credit recommendations.
- Documented learning (Certificate) that occurs outside the college classroom that has been evaluated by ACE, or has been evaluated by the Associate Registrar and has been determined to be comparable to an ACE-evaluated course.
- Credits earned through credit by examination: CLEP, DSST, etc.
- Documented prior learning (PLA Essay) that meets Bethel College documentation requirements and the Council for Adult and Experiential Learning's (CAEL's) ten qualitative standards.

TRANSFER CREDIT

Accredited Colleges and Universities

Bethel College evaluates credits from regionally accredited colleges and universities for applicability toward General Education, major or elective requirements. In addition, Bethel College evaluates coursework from schools and colleges which are accredited by other agencies, provided the institution is listed in Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE). No more than 30 semester credits may be accepted from vocational-technical fields of study, and these credits will be considered as electives. For General Education consideration, credits earned from non-regionally accredited institutions and which receive a grade of "C-" or higher, are evaluated on a course-by-course basis by faculty in the appropriate academic areas. Lower division courses will be counted as lower-division credit (i.e., 100 or 200 level). Upper division and graduate courses taken at a baccalaureate institution may be used to satisfy upper division (i.e., 300 or 400 level) requirements. Lower-division credit may not satisfy upper division requirements.

Non-Academic Credit Limit

Students may receive limited credit for coursework in nonacademic areas, including vocational coursework, up to 30 semester credits, unless the courses are part of an articulated two-year degree in which case more than 30 credits may be accepted.

Alternative Credit

Several alternative credit programs are available to the Bethel College student. These non-graded credits will be limited to a total of 30.

Military

The American Council of Education (ACE) has worked cooperatively with the Department of Defense and the Armed Services to establish standards for recognizing learning acquired in military service. This learning may be worth college credit. The student must submit a military transcript (e.g., AARTS, College of the Air Force, etc.), DD214, and/or DD295 to the college for evaluation.

Transfer of CCRS (formerly ACE/PONSI) Credit Recommendations

Transfer credit may be granted for professional training programs, courses, licenses, and certifications that have been evaluated by, or are comparable to, the American Council on Education's College Credit Recommendation Service (CCRS – formerly ACE/PONSI).

Students who have completed courses at organizations that are participating in the ACE/CCRS program may obtain a transcript from ACE's Registry of Credit Recommendations.

Credit may be granted if the subject matter meets the Adult Degree Program's transfer policies, if the submitted documentation officially verifies successful course completion, and if the information matches, or is comparable to, the ACE Guide's course exhibit.

Bethel uses ACE's National Guide to Educational Credit for Training Programs and the University of New York, Board of Regents' Directory on the National Programs on Non-Collegiate Sponsored Instruction, to determine the amount of transfer credit.

Assessment of Documented Prior Learning (see [PLA](#))

The student-prepared prior learning portfolio is the most commonly accepted method used to evaluate prior learning. It is a collection of narratives and written documentation that articulates a student's academically relevant, non-

college classroom learning on a per course basis. Students must gain prior approval from their advisor prior to completing the portfolio.

Agency-Sponsored Learning (Certificates)

Credit may be awarded for some types of courses which are determined to be college-level and which are listed in, or comparable to, guidelines provided by the American Council on Education (ACE). Official documentation of course completion is required.

Credit by Examination

Students are eligible to take exams throughout their program until two months prior to their intended degree conferral date. Students who plan to complete elective credits after Bethel coursework is completed have two years from their program closure to complete exams with the same deadlines prior to their graduation.

College-Level Examination Program (CLEP)

The College Level Examination Program evaluates what a student has learned through nontraditional or independent study (i.e., study for which the student has not received college credit) and determines whether the student has acquired college-level knowledge in a given subject area. CLEP gives the student the opportunity to demonstrate that knowledge by taking an examination for possible credit. These are standardized, multiple-choice tests, one of which also contains an essay portion. Bethel College recognizes the American Council on Education guidelines for scoring CLEP tests. Students must wait six months before retaking any exam.

DSST Standardized Subject Tests

Originally developed for the voluntary education programs of the U.S. Armed Forces, the DSST standardized subject tests are now available for civilian use to evaluate what students have learned through non-traditional or independent study (i.e., study for which the student has not received college credit). Bethel College uses the ACE-recommended guidelines to determine passing scores and number of credits awarded for DSST. Students must wait six months before retaking any exam.

Proficiency Examination

Some academic departments at the Bethel College offer challenge examinations that allow a student to demonstrate college-level competency by means of internally constructed examinations. These are not available in all departments; students should advisor to coordinate this process.

DROP/WITHDRAWAL POLICY

Drop Policy

- A student “drops” a class during the first week (seven calendar days) of a semester or session. The course is not listed on the academic record when the class is dropped within this period. Refer to the tuition refund schedule to figure out if a drop fee will be charged.

Withdrawal Policy

- A student “withdraws” from a class after the first week (seven calendar days) of classes. The course is listed on the academic record as a “W” and does not affect the student GPA. Refer to the refund schedule. After the last date to withdraw has passed, a student may not withdraw from classes regardless of when they last attended. The student will receive the grade earned.

Fourteen-week course: Last date to withdraw is the 10th Friday after the semester begins.

Seven-week course: Last date to withdraw is the fifth Friday after the session begins.

DROPPING A CLASS AND ITS FINANCIAL AID IMPLICATIONS

All tuition refunds are subject to the student’s current financial aid award standing. The student financial services office determines the eligible amount of the refund in concert with the business office. Part-time students should be aware that dropping below 6 credit hours may have an adverse effect on financial aid awards. This is also true for full-time students who drop below 12 credit hours.

DROP PROCEDURES

Adult students may drop a class through any of the listed steps below:

- Submit an add/drop form to the office of Adult and Graduate studies.

- Send an email to your academic advisor through your Bethel College email account. The email document will provide verification of the date the class was dropped. You must provide your name, ID or Social Security number and the class to be dropped.
- Submit a request to drop a class by fax, (574) 807-7551, to your academic advisor. The faxed document will provide verification of the date the request to drop a class was received. You must provide your name, ID or Social Security number and the class to be dropped. The fax must be signed by you, the student.

ELECTRONIC USE POLICY IN THE CLASSROOM

- Cell phones are not to be used in the classroom, however, professors may grant permission at their discretion.
- In the case of expected emergencies, students may seek permission from the professor to leave their cell phones on during class.
- Laptops, Tablets, or Smartphones may be used in class for note-taking, presentations or other class-related activities. Professors may restrict use of laptops, tablets, smartphones, or other electronic devices at their discretion.

HONORS

Graduation honors are granted to baccalaureate students. Three levels of achievement based on the cumulative grade point average are recognized:

- **Cum Laude** – At least a 3.50 grade point average
- **Magna Cum Laude** – At least a 3.75 grade point average
- **Summa Cum Laude** – At least a 3.90 grade point average

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel College in order to be eligible for graduation honors. Credit hours earned through prior learning papers and credits awarded through merely completing a test or examination may not be included in these hour requirements.

Please Note: *To receive honors recognition at the commencement service, all graded classes must be completed and final grades received by the registrar by Tuesday noon before the commencement ceremony.*

INSTRUCTOR EMAIL RESPONSE POLICY

Any course-related email sent to the instructor will have a response either by email, phone, or within the class (i.e. announcements or discussion forums) within 48 hours.

NO-SHOW REFUNDS

- Each adult seven-week session will be considered separately when applying tuition and no-show refunds.
- Students starting a semester who do not attend any classes in one course but do attend one class or more in another course that semester (including the first and second seven-week sessions) will not be considered a no-show and will be subject to the applicable refund schedule.

PLAGIARISM

Any act of deceit, falsehood or stealing by unethically copying or using someone else's work in an academic situation is prohibited. A student found guilty of plagiarism will receive an "F" for that paper, assignment or exam. The professor will have an interview with the student and submit a written report to the Program Director or Coordinator for the area in which the student is enrolled. If a second offense should occur, the student will be required to appear before the professor, the director and the vice president for adult and graduate studies. At this point the student's continuation in the course and academic career are in jeopardy. Students are encouraged to refer to the Bethel Library's online help for proper citation at the following link: BethelCollege.edu/library/info/citation.html.

PRIOR LEARNING ASSESSMENT (PLA)

Bethel College awards academic credit for learning that has occurred outside a college classroom. The process is formally called Prior Learning Assessment (PLA). Learning that occurs outside a college classroom, commonly referred to as experiential learning, is validated through PLA. Two steps are essential in the PLA process:

- Accurate and precise documentation must be provided to demonstrate college level learning.
- After the written documentation is submitted, a qualified Prior Learning Assessment evaluator may either award or deny credit.

At Bethel College the following two approaches are used to validate written documentation:

- **WRITTEN DOCUMENTATION**

- **Structured Learning**

This is structured college-equivalent learning for which academic credit has not been awarded. It is comprised of continuing education courses, professional workshops, company-sponsored seminars, apprenticeships, licensing preparation and other structured instructional experiences for which verification can be obtained and significant learning demonstrated. Credit is not given for attendance but only upon verification of college level learning which demonstrates a balance between theory and practice.

- **Self-Directed Learning**

This learning may come from professional positions, volunteer work, civic responsibilities, travel and other significant life developments. Verification of college level learning is accomplished through essays which are presented to appropriate PLA evaluators in related disciplines. A balance between theory and practice must also be demonstrated.

Please note that validation through written documentation cannot be used for all academic majors. Check with your advisor to see if you can petition for credit. **All PLA credit must be approved through the Director of PLA and Career Services and final submissions must be received before the student starts their final semester.**

- **EXAMINATIONS**

- **Externally Developed Examinations**

College credit may be earned through CLEP, DANTES, ACT-PEP, Regents and Advanced Placement tests. CLEP tests are administered by the office of Adult and Graduate studies. You may call the office for further information.

- **Internally Developed Examinations**

College credit may be earned through specially prepared course examinations arranged with a Bethel College faculty member.

- **RECOGNITION OF NONCOLLEGIATE-SPONSORED INSTRUCTION**

College credit is awarded based on recommendations by the American Council on Education (ACE), the National Program on Non-collegiate Sponsored Instruction (PONSI) and the *Guide to the Evaluation of Educational Experiences in the Armed Services*.

- **PRIOR LEARNING EVALUATION PROCEDURE**

Please refer to the Prior Learning Assessment Manual found at BethelCollege.edu/students/adult-and-graduate/adult/pla/ for the evaluation procedure.

REGISTRATION PROCEDURE

Adult and Graduate students must contact their advisor to register. A late fee may be charged to Adult and Graduate students registering within one week of the start of classes.

To Register:

- Contact the student financial services office, (574) 807-7415, to pay off any balance.
- Review the course schedule before meeting with your advisor.
- Contact your academic advisor.
- Late registration fees for undergraduate nontraditional classes begin one week before the start date of each session.
- If you want to drop your class, must contact your advisor. Simply failing to attend a class does not “drop” or withdraw you from that class.

REGISTRATION CHANGES OR WITHDRAWAL

Please be sure to follow proper procedures if you decide to add or drop/withdraw classes. Correspondence with your advisor can be done through your official Bethel College email account or by fax (574-807-7551). The amount of refund, if any, is determined by the week in which the forms are completed and filed. Unauthorized withdrawal from any class results in a grade of “F” on the permanent academic records.

SUBMISSION OF WORK POLICY

It is important for students to submit work on time as scheduled in the class. This allows the instructor time to grade the material and provide feedback if necessary. Circumstances may interfere with the ability to submit an assignment on time. However, as a student you agree to take the class and therefore agree to submit work on time. In the event you are late on submission of a work, exam, or other assignment the following points will apply: Any work submitted after the due date will receive an automatic 50 % deduction from the work final grade. All work must be completed and submitted by the end of Week 7 of the course. No work will be accepted after the last day of the course.

TRANSCRIPTS

Transcripts are the work of the registrar’s office, which is located in Room 213 in the Huffman Administration Building. **Bethel will soon be moving to an online transcript ordering process** which will provide students with the option to have their transcript sent electronically or mailed. A minimal processing fee will be charged. More information will become available once the system becomes operational. Until that time the following process is in place.

To Receive Transcripts:

- All financial obligations to the college must be met prior to the release of a transcript.
- You may submit your transcript request by:
 - **Form:** Available in the registrar’s office
 - **Mail:** Office of the Registrar
Bethel College
1001 Bethel Circle
Mishawaka, IN 46545
 - **Fax:** (574) 807-7950
 - **Email:** Submitted through a student’s Bethel College email account.
- The first five transcripts are provided at no cost. However, each additional one will cost \$5.

Information Needed:

- Name
- Address including zip code
- Maiden name (or other names used while at Bethel College)
- Social Security number or student ID number
- Name and address where the transcript should be sent

- Your signature
- Method of payment (check, cash or credit card), address and phone number.

You may pay by cash, check or credit card. Bethel accepts Discover, MasterCard or Visa. When paying by credit card, please include the following information in addition to the information requested above:

- Name of credit card issuer
- Name of card holder as listed on the credit card
- Credit card number
- Three-digit security code on the back of credit card
- Expiration date of the credit card (month/year)
- Your address including zip code

There is a one- to two-day turnaround on requests once received.

Expedited Service:

If you want your transcript to be sent in that day's mail, the registrar's office offers an expedited service for an additional fee of \$10. If a faxed request is received by 2:00 p.m., we will mail your transcript that same afternoon by USPS regular mail. The signed request will need to have all the information requested by the registrar's office as well as the credit card information necessary for the transaction. Should you desire for us to overnight the transcript via UPS Next Day Air, you will need to pay the expedited service fee as well as the overnight charge from the carrier. Shipping charges will vary according to the destination. Because of this, we cannot provide you with shipping costs. The total cost for the transaction will appear on your credit card statement.

TUITION REFUND SCHEDULE

- **Fourteen and Seven-Week Classes:**
 - A course dropped during the first week (seven calendar days) receives a 100 percent refund.
 - During the second week of the session and succeeding weeks, the refund is reduced by 25 percent each week.
 - After the fourth week, no refund is granted.
- **Classes Meeting Five Weeks or Less:**
 - To receive a 100 percent refund, the course must be dropped by the end of the next business day after the class has met for the first time.
 - No refund is granted after the time period listed above.

WRITING STYLE FORMAT

All writing assignments within Adult and Graduates Studies will utilize APA (American Psychological Association) format style.

The Online Writing Lab (OWL) at Purdue University

The Online Writing Lab (OWL) at Purdue University houses writing resources and instructional material, provided as a free service for users worldwide. Students will find information to assist with many writing projects.

Access OWL through the following link: <https://owl.english.purdue.edu/owl/resource/560/01/>.

FINANCIAL SERVICES

AGS TUITION RATE GUIDELINES

AGS students are charged tuition at the rate established for their program of study. Please refer to a current fee sheet (available from the office of Adult and Graduate studies or online) for applicable tuition rates considered paid in full if a payment plan has been established by the first day of class. Any unpaid balance will begin to accrue interest at the rate of 1.75 percent per month (21 percent APR). A balance is considered overdue after the first day of class. Students who end a semester with an unpaid balance are not permitted to register for further classes until the account is paid in full.

Costs change on a yearly basis. The college catalog has a full list of charges for tuition, fees and services. If a monthly financial statement appears to be incorrect, students should contact the student financial services office at (574) 807-7214.

Financial aid that has been awarded should be listed as a credit on the monthly financial statement. If an award has been made but the entry does not appear on the financial statement, call the financial aid office at (574) 807-7326 to be sure all the paperwork has been completed.

Note: Bethel College accepts the following credit cards for payment of tuition only: Visa, Master Card and Discover.

FINANCIAL AID

Financial aid programs are administered through the student financial services office in the lower level of the Huffman Administration Building. Students requesting scholarships, grants or loans should contact the student financial services office. The student must assume the initiative to complete and submit the Free Application for Federal Student Aid (FAFSA) and the Bethel College Financial Aid Application each academic year.

Please complete these forms online at:

- The FAFSA form: <http://www.fafsa.ed.gov/>
- The Bethel College Financial Aid Application: Go to *MyBethel* > *Financial Information* > *Online Forms*

Please note you will not be able to register for fall, spring or summer classes without completing the Bethel College Financial Aid Application online.

For your convenience, Arlene Duerksen, Assistant Director of Financial Aid, is located in the office of Adult and Graduate Studies, room AC 151. She is here to assist you with your financial aid questions and concerns. Her office hours are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m., Monday through Friday. If you have any questions regarding financial aid, please contact Arlene Duerksen at (574) 807-7326 or by email, <mailto:duerksa@BethelCollege.edu>.

Academic Qualifications

Students receiving financial aid must maintain good academic standing with the college in order to qualify for continued financial awards. The following scale is used to determine satisfactory progress for all students:

- Satisfactory 2.0 or above
- Unsatisfactory 2.0 to 1.20
- Dismissal Below 1.20

To maintain eligibility for Federal Title IV and/or other college-administered financial aid assistance, the following conditions must be met:

- A student enrolled full time (12 hours per semester) must earn at least 24 credit hours per 12-month period.
- A student enrolled three-quarter time (9-11.5 hours per semester) must earn at least 18 hours per 12-month period.
- A student enrolled half time (6-8.5 hours per semester) must earn at least 12 credit hours per 12-month period.
- Credit hours completed during summer enrollment are counted toward fulfillment of the above requirements.

For additional information, please refer to the “Satisfactory Academic Progress” section in the current Bethel College catalog posted on the website at BethelCollege.edu/academics/academic-catalog/.

TECHNOLOGY SERVICES

BETHEL INFORMATION TECHNOLOGY

The Information Technology Department is responsible for the proper operation and configuration of all College-owned computers, software, network equipment, classroom A/V, telephone equipment, computer labs, and information infrastructure on the Bethel College campuses. We also support the My.Bethel, Canvas, and Administrative Computing systems.

To access Bethel College Information Technology Offices & Services access the following link:

BethelCollege.edu/computer/

Computer Guidelines

Network and e-mail accounts will only be given to current Bethel College students, faculty, and staff. Use of Bethel College computers, our campus network and Internet must conform to the Bethel Lifestyle Covenant Agreement. In the event of any misuse of network or computer account usage, Bethel College may disable or suspend the user's computer account.

To review Bethel College Information Technology guidelines access the following link:

BethelCollege.edu/visitors/guide/computer-information/guidelines.html

Online Student Computer Support

Computer support is available to enrolled students only. We are not able to perform physical repairs or in depth scans on computers. Campus policy strictly prohibits the use of file sharing utilities. The helpdesk reserves the right to refuse service/network connectivity to computers with file sharing and torrent programs installed, or computers without antivirus programs. Contact the helpdesk for further information.

BC Online Support: OnlineHelp@BethelCollege.edu

CANVAS - BETHEL'S LEARNING MANAGEMENT SYSTEM (LMS)

All coursework is made available through Canvas. Students can access Canvas through two ways.

- My.BethelCollege.edu
 - Go to My.BethelCollege.edu
 - Click on CANVAS COURSES under Quick Links on left side
- Website/URL
 - Enter the following web address into your web browser – <https://BethelCollege.instructure.com>

KATHERINE J. GRIBBIN LEARNING COMMONS

The Learning Commons is a study space designed for individual and group work with access to technology and tutors. The Learning Commons may be used only for work that is directly related to Bethel College course work.

What does the Learning Commons have for you?

- Small group study rooms
 - Reserve a small group study room for a group project on our online tutoring schedule (bethel.mywconline.com). Four seats and plug-in access to a large flat screen monitor available in each room. Rooms can be reserved for up to two hours.
- Laptop bar and rental

- Our laptop bar has easily accessible electric and Ethernet outlets. Rent a laptop from the Information desk to use anywhere in the Learning Commons.
- Student conference room
 - The student conference room can be reserved for official or unofficial student groups of six or more. Reservations managed by the Information desk consistent with the Learning Commons Student Conference Room policy.
- Peer tutors
 - Peer tutors in a variety of subject areas will be available in the Learning Commons. Reserve time with a peer tutor on our online schedule: bethel.mywconline.com.
- Study space
 - The Learning Commons has many computer workstations and soft seating work spaces.

The Katherine J. Gribbin Learning Commons is located in the lower level of the Academic Center and is now offering online appointments. You can make an appointment in person at the information desk or online by visiting their website, BethelCollege.edu/Academics/center-for-academic-success/LearningCommons and clicking the “Make an Appointment” link. During tutoring hours you may drop in without an appointment to work with a learning commons tutor, if one is available, but scheduling of appointments is encouraged.

For hours of operation please visit the website BethelCollege.edu/academics/center-for-academic-success/learningcommons/hours-learning-commons.html or call (574) 807-7788.

STUDENT EMAIL

Bethel College provides email accounts to all registered students.

Login:

- Go to: My.BethelCollege.edu
 - Click on the Link labeled Email under Quick Links on the left hand side
 - Enter your user name: firstname.lastname
 - Enter your password: first five digits of your Social Security number
 - Then press the enter key. This will open your inbox.

It is important to check your Bethel email. **ALL** communication is through your email account.

If you are unsure of your user name, you can call the computer Help Desk at (574) 807-7777 or by email, helpdesk@BethelCollege.edu.

STUDENT WEBSITE

For your convenience, Bethel College has a student website that will enable students to do the following: access their grades, print unofficial transcripts, check schedules, etc.

Login:

- Go to: My.BethelCollege.edu
 - Login at the top right of the page
 - Enter your user name: firstname.lastname
 - Enter your password: first five digits of your Social Security number
 - Press the enter key
 - Click on the Student tab for course and grade information

If you need help, please contact the computer Help Desk at (574) 807-7777 or email helpdesk@BethelCollege.edu

Some of the Options:

- Access your grades – click on “Student Information” and then “Grade Report.”
- Print an unofficial transcript – click on “Student Information” and then “View Academic Record.”
- Check your schedule – click on “Student Information” and then “Student Schedule” Be sure that you change the “Current Option Settings” to reflect the proper session, year and program that you want to view.
- Find out who your advisor is – click on “Academic Services” and then “Academic Record.”