SCHOLASTIC REGULATIONS

Academic Advising
Each incoming degree program student is assigned an advisor who seeks to understand the academic and vocational goals of the student, as well as his or her personal needs. At some campuses, returning students are assigned advisors according to their concentrations and are encouraged to attend all of the group advisee/advisor meetings during the year.

Academic Integrity
Written material submitted must be the original work of the student. Academic dishonesty constitutes a serious violation of scholarship standards at Bethel and can result in denial of credit and possible dismissal from the school. Any act that involves misrepresentation regarding the student’s academic work is forbidden. Academic dishonesty includes cheating on assignments or exams, plagiarism, fabrication of research, multiple submissions of work in different courses, misrepresentation of academic records, the facilitation of academic dishonesty, and depriving others of necessary academic resources.

Students are expected to be good stewards of the learning resources available to them. Misuse of library or technological resources will not be tolerated. This includes destroying, hiding, removing, or keeping library materials and damaging or modifying computer programs without permission. Engaging in software piracy, hacking, constructing viruses, and knowingly introducing viruses into a system will be considered breaches of integrity.

Students charged with academic dishonesty have the right to appeal any disciplinary action. Contact the chair of the appropriate academic appeals committee on each campus for details on the appeal process. For more information, consult the Academic Integrity brochure available in the associate registrar’s office.

Academic Load
Bethel Seminary operates on a semester calendar. A three semester-hour course represents 112.5-130 hours of classroom experience, academic preparation, and research.

At the master’s and doctoral levels, academic load is defined as follows:

1. Full time: 6.00 credits or more per term
2. Half time: 3.00-5.99 credits per term
3. Less than half time: 0.25-2.99 credits per term

Credits carried in interim and spring terms maybe combined for the purpose of determining academic load.

Students are not permitted to enroll for more than 15 semester credits per term without permission of the associate dean of student development and support at St. Paul. Students in San Diego should receive permission from the Office of the Dean. If employment or ministry responsibilities conflict with satisfactory school work, a student may be asked to adjust his or her course load. Dropping below full-time academic status may affect the student’s eligibility for certain financial aid programs.

A student whose grade point average is lower than 3.0 (B) is not permitted to carry more than four courses per semester. A reduced load is required when employment, the care of a church, or other activities conflict with satisfactory school work. A student who works 40 hours or more a week must demonstrate his or her ability to earn a B average carrying an academic load of three courses before he or she may increase the course load.

Academic Policy
Each student is responsible for knowing the academic regulations and other program requirements of the school. While the academic dean, the student’s faculty advisor, and the associate registrar’s office may provide appropriate reminders, the primary responsibility for knowing and fulfilling all policies rests with the individual student.

Academic Probation
A student who achieves less than a C (2.0) cumulative GPA is placed on academic probation for the following term. Failure to obtain a 2.0 cumulative GPA for the year may result in dismissal.

Advanced Standing
Students whose undergraduate degree is in a field related to their seminary studies may seek advanced standing. Advanced standing is granted on the basis of a qualifying examination, and applicants should be aware that similarity of course titles does not necessarily mean overlap of content and methodology. If advanced standing is granted, the student will take one advanced course in place of each course for which advanced standing was granted. Advanced courses must be taken in the subject area in which advanced standing was granted. The advanced course(s) must be taken at Bethel Seminary; transferred courses cannot be used. The purpose of such substitution is to provide the student with a better educational experience.
Both student and advisor should seriously consider any substitutions. Forms for advanced standing may be obtained from the associate registrar’s office and must be returned to that office for proper recording on the student’s permanent record.

Students who have completed an approved Bethel bachelor-to-master’s undergraduate degree can apply for advanced standing with credit. If approved this will reduce the number of overall credits needed to obtain a master’s degree. Advanced Standing with credit is only available for designated courses in bachelor programs with which Bethel Seminary has a partnership that is approved by the Academic Programs Committee. Forms for advanced standing with credit can be obtained from the associate registrar’s office and must be returned for proper recording on the student’s permanent record.

Students who have completed Greek language courses before entering the seminary will take an examination covering basic vocabulary, morphology, and elementary syntax to determine readiness for entrance into New Testament exegetical courses. Students who pass the Greek qualifying examination will then receive advanced standing in the Elementary Greek courses and will be able to select other courses in place of the basic language courses.

**Attendance**

Students are expected to attend classes regularly. Those who find themselves unable to do so should drop the course completely. Students participating in a course with a week-long intensive cannot pass the course if they miss more than one day of the intensive.

Since the chapel experience and the Community Life Gatherings are both symbolic and expressive of our corporate life as a Christian community, students are expected to attend when they are on campus. Set within the context of various traditions, the primary emphasis of the chapel service is the worship of God expressed in a variety of ways, including the proclamation of the Word, prayer, music, and meditation. Time is also set aside for focusing on other aspects of our corporate life, such as fellowship, growth in mind and spirit, small group experiences, the sharing of concerns, lectureships, and forums.

**Auditing Courses**

All master’s-level degree students and their spouses may audit courses with the approval of the course instructor. For an audit to be recorded on the transcript, regular attendance at the class sessions and participation in the class, when feasible, are required. Individual instructors may also require some portion of class assignments for auditors. Students in the traditional program and their spouses may audit courses without charge during any semester the student enrolls in a course for credit, with the number of audited courses not to exceed the number of courses taken for credit. To have the auditing fee waived, spouses must complete a registration form for that purpose and complete appropriate financial aid documents. SemPM students should consult with the associate registrar. Pastors and full-time employees of Christian ministry agencies and their spouses, as well as senior citizens (60 years of age or older), may audit courses for a minimal fee.

Other persons wishing to audit courses should possess a four-year degree or its equivalent, and will be required to complete an “Application to Audit.” If the person is not a college graduate, he or she may submit a petition indicating the reason for taking the class and college work completed.

Students who audit a course and then wish to receive credit at a later date must register again for the course. In no case will a student be allowed to change an audited course to a course taken for credit after the first week of the course. Students who have taken Elementary Greek at the undergraduate level may audit NT541-NT542 as a review before entering NT652.

**Change in Degree Program or Campus**

Students at Bethel Seminary are admitted to the degree program for which they apply. A student who desires to pursue a second degree must apply to that degree program through the Office of Admissions and Recruitment.

Should a student’s vocational interests change and he or she wishes to change to another degree program, he or she must make formal application through the Office of the Registrar. A change in campus or delivery system, even while pursuing the same degree, constitutes a change in degree program and requires formal application. Students who change from Master of Divinity to a Master of Arts, or vice versa, must meet the catalog requirements in effect at the time of change to the new program. Students who change between Master of Arts programs, or make changes between Master of Divinity programs, may remain within their original catalog year.

A change from a certificate program to a degree program, or from any program to the Master of Arts in Marriage/Marital and Family Therapy degree, requires a full admissions application through the Office of Admissions and Recruitment.

**Classification of Students**

Master of Divinity degree students are classified at the beginning of the fall semester as juniors, middlers, and seniors on the basis of having completed the following number of credits:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior</td>
<td>0-24</td>
</tr>
<tr>
<td>Middler I</td>
<td>25-45</td>
</tr>
<tr>
<td>Middler II</td>
<td>46-69</td>
</tr>
<tr>
<td>Senior</td>
<td>70-87</td>
</tr>
</tbody>
</table>
Students who complete their Master of Arts programs in two years are classified as juniors the first year (0–27 credits) and seniors the second year (28–54 credits).

Special students are those who are part time and not enrolled in a degree program. No more than 25% of the courses required for a degree may be taken while enrolled under special student status.

Course Numbers
500s – 700s represent master’s level, graduate credit
800s – 900s represent Doctor of Ministry level

Course Papers
All assigned course and term papers in all degree programs (with the exception of those in Marriage and Family Studies) are to be submitted in thesis form in conformity with the most recent edition of Kate L. Turabian’s *A Manual for Writers*. When this manual is not sufficient, the student should refer to *The Chicago Manual of Style*. Students submitting papers in the Marriage and Family Studies, Marital and Family Therapy, and Mental Health Counseling programs should follow the requirements of the sixth edition of *The Publication Manual of the American Psychological Association*. In addition, students are expected to use inclusive language and images when speaking about or addressing human beings.

Courses in Nonacademic Settings
The faculty has established the following policy regarding academic credit for a seminar or course conducted in a nonacademic setting. The course must meet the following stipulations:

1. The amount of time spent in the course must be 65 hours for a 1.5 semester hour course; 130 hours for a three semester hour course.
2. The course must be taken under the direct guidance of a Bethel professor who will oversee the work.
3. Credit must be arranged with the associate registrar before taking the course.
4. A written evaluation must be prepared and submitted to the Bethel professor overseeing the work.
5. Tuition will be billed by Bethel at the current fee for course credit.

Duration of Course Work
Seminary education seeks to achieve a complex goal that includes the personal, vocational, spiritual, and academic formation of the student over a prescribed educational experience. To help ensure a cohesive learning experience, all course credits applied toward Bethel masters level degree requirements should be earned within 10 years of the awarding of the degree.

Earned-To-Required Credits
Degree seeking students are permitted to earn a maximum ratio of 150% of credits required for the degree to which the student is enrolled. All degree requirements must be completed within this limit.

Evaluation of Student Progress
Because of the seriousness of seminary education, all incoming students, including transfer students, are accepted on a provisional basis. Students are evaluated in a variety of formal and informal ways, including developmental assessments and interpersonal communications both inside and outside the classroom. Students are also given an opportunity to report on their thinking and experience in relation to seminary academic work, participation in community life, supervised ministry, growth in life as servants of God, and progress toward their ultimate ministry goals.

In St. Paul, the Student Development Committee acts upon recommendations from faculty and staff. Students who are failing to make adequate progress in areas of development or formation may be placed on probation and required to follow a developmental plan to continue in their degree program. Students will be notified if they are being placed on probation or if their continuance in a degree program is in question.

At Bethel Seminary, we take seriously our goal to prepare whole and holy Christian leaders. Consequently, we are concerned not only with academic preparation, but also with spiritual and personal formation. Students who fail to make adequate progress in areas of development and/or formation may be placed on probation and required to follow a developmental plan to continue in their degree program. Students will be notified if they are being placed on probation or if their continuance in a degree program is in question.

Examinations
No week of final examinations is scheduled, but a professor may elect to give a final examination through a variety of means. Faculty members seek to be sensitive to student needs in the scheduling of examinations.
Family Educational Rights and Privacy Act of 1974 (FERPA)

Bethel Seminary complies with the requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). The purpose of the act is to give students access to their educational records maintained by the school and to protect students’ rights to privacy by limiting the transfer of their records without their consent.

As provided by the act, the seminary has the right to release at its discretion the following information with respect to each student presently or previously enrolled: the student’s name, address, telephone number, email address, date and place of birth, program of study, dates of attendance, enrollment status, degree earned, previous educational agencies or institutions attended by the student, and awards and honors. Students may withhold directory information by filling out a non-disclosure form, which is available at bethel.edu/registrar/ferpa. These forms should be returned to the associate registrar. The non-disclosure form is honored until it is revoked in writing by the student.

The law further provides students with the right to review information contained in their educational records, with the exception of reference forms or other material for which the student has waived his or her right to access for recommendations received prior to January 1, 1975. This information includes but is not limited to: an application for admission, copies of correspondence to the student, and transcripts of college and/or seminary work. In order to review the material belonging to his or her educational record, the student must make written request of the appropriate administrative office, which will set up a time for the student to do so within 45 days.

Visit bethel.edu/registrar/ferpa for more information about FERPA and Bethel’s full policy.

Grades

The faculty has adopted a four-point grading system with 12 levels as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Bethel strives to maintain a grading system that accurately reflects the quality of a student’s work and capacity for advanced study. Students are expected to demonstrate graduate-level writing skills, including correct grammar, spelling, and punctuation, in all coursework and to fulfill course requirements as listed in the course syllabus. Professors are encouraged to define their grading criteria and policy on late work and incompletes in each course syllabus. Grades will be assigned using the full range of letter grades (A-F), representing the following levels of performance:

**A:** Excellent work submitted, evidence of outstanding ability to synthesize and use course knowledge, consistent evidence of creativity and originality, insightful contributions in class, consistent demonstration of integrative and critical thinking skills, regular class attendance, and respectful interaction.

**B:** Good work submitted, evidence of substantial ability to analyze and use course knowledge, evidence of creativity and originality, thoughtful contributions in class, demonstration of integrative and critical thinking skills, regular class attendance, and respectful interaction.

**C:** Acceptable work submitted, evidence of adequate ability to analyze and use course knowledge, appropriate contributions in class, attempts at integration and critique, regular class attendance, and respectful interaction. A grade of C represents satisfactory performance. Students are required to hold a cumulative grade point average of 2.0 or higher (C average) to graduate with a degree from Bethel.

**D:** Poor work submitted, little evidence of ability to analyze and use course knowledge, inconsistent evidence of mastery of course content, few contributions in class, no attempts at integration and critique, inconsistent class attendance, and respectful interaction.

**F:** Inadequate work submitted, insufficient evidence of ability to analyze and use course knowledge, inappropriate and/or disrespectful contributions in class, poor class attendance, or failure to complete course requirements. The grade of F may be superseded by a second grade when the student retakes the course. The first F remains on the transcript but is removed from computation of the grade point average.

**I:** Incomplete (See next page for details.)
Graduation Requirements

Students are responsible for meeting the graduation requirements set forth in the catalog at the time of their matriculation. Students who take extended leaves of absence for four or more consecutive terms are subject to the graduation requirements set forth in the catalog at the time of their reinstatement, unless signed permission was obtained from the Office of the Registrar before the extended leave. If prior permission was obtained, the student may follow the catalog requirements under which the student was initially admitted. Candidates for a degree in the Master of Arts or the Master of Divinity programs must meet residency requirements for their degree.

Commencement is held only in the spring of each year. Students must make written application to graduate during the fall semester of the year in which they anticipate graduation. Any student who fails to do so by February 1 will not be listed for graduation that year. All degrees are voted on by the Board of Trustees upon the recommendation of the faculty.

The associate registrar will complete a curriculum check at the end of the fall semester of the year in which the student has applied for graduation. In addition to academic requirements for graduation, students in the Master of Arts or Master of Divinity programs must fulfill the following requirements:

1. Participate in the required assessment and evaluation program;
2. Participate in formation experiences and assessments as indicated in the degree requirements;
3. Complete Supervised Ministry requirements;
4. Achieve a GPA of 2.0 or above (Students in the M.A.M.F.T. programs in St. Paul and San Diego and M.A.M.H.C. program in San Diego must achieve a cumulative GPA of 3.0 in their M.F.T. program courses);
5. Present a clearance on financial accounts.

Participation in graduation ceremonies is expected. Students must request permission to graduate in absentia in writing to the Office of the Registrar by April 1. Students whose attendance status changes after April 1 must contact the associate registrar’s office to notify it of the change and will be charged a $100 administrative fee. Students must complete all degree requirements in the academic year in which they plan to graduate.

Harassment Policies

Bethel Seminary is committed to providing a Christ-centered community where students, faculty, and staff can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation, including racial and sexual harassment. All members of the Bethel community are expected to educate themselves about sexual and racial harassment. Copies of the harassment policies are available in the Office of the University Provost in St. Paul and the Office of the Dean and Executive Officer in San Diego, as well as in the libraries and the St. Paul Office of Student Development and Support. To file an informal or formal complaint, please contact the compliance officer in St. Paul or the dean at San Diego.

Honors

The following criteria are established by the faculty for the determination of graduation honors for students in the Master of Arts and Master of Divinity programs: minimum cumulative grade point average of 3.60 cum laude, 3.75 magna cum laude, and 3.90 summa cum laude. Honors are based on the cumulative average as of April 1 prior to graduation and will be adjusted at the close of the record on the student’s transcript only, not on the diploma. Students who have committed acts of academic dishonesty are not eligible to receive honors. Students of Hebrew language who meet the scholastic requirements are inducted each spring into the Hebrew Honor Society Eta Beta Rho.

Incomplete

A grade of Incomplete is granted for emergency situations only. Students are expected to submit all work by the dates set by the course instructors and complete all course requirements on or before the last day of the term. The grade “Incomplete” is temporary and will be granted only in unusual circumstances (such as serious illness or critical emergencies) and will not be considered for a student who is simply behind in the assignments.
No Incomplete will be granted automatically, except as noted below. The student must submit the approved Incomplete Contract to the associate registrar's office no later than the last day of the term. The date for completion of the work will be arranged with the professor involved, but that date cannot extend beyond one semester. If the work is not completed by the specified date, the grade indicated on the contract will be entered on the student's record. Special problems regarding a student's eligibility to receive the Incomplete will be referred to the Academic Appeals Committee.


The grade of Incomplete will be awarded for Professional Internship to allow one year maximum extension.

**Independent Study**

An independent study course provides the student with an opportunity to pursue a specialized area that may not be explored through normal course offerings. Approximately 130 hours of study (for a three-semester-hour class) will be involved in such courses over a two-semester period. The student must submit a written proposal to the professor for approval. If the proposal is accepted, both the student and the professor sign the Form for Independent Study Course, attach a syllabus for the study, return it to the Office of the Registrar, and complete the necessary registration. A surcharge of $250, in addition to regular tuition, will be charged for independent studies.

The Institute of Theological Studies offers a program of independent courses in biblical studies, church history, pastoral care, and missions. Each course includes recorded lectures, a printed study guide, and a bibliography, all of which may be ordered for a modest fee. Catalogs of the program are available from the registrar. To receive graduate credit, the student must register for an independent study course at Bethel and study under the direction of one of the school's instructors. Some additional work may be required. These electronically mediated courses are also open to enrollment by those who have not yet entered the seminary.

Only three independent study courses may be taken in the student's degree program. None may be substituted for required courses. Any course that the student takes in a nonacademic setting will count as an independent study course. Students may take a maximum of 15 credits in their degree program in combination of independent studies, correspondence courses, or extension courses.

**International Students**

International students enter the United States on an F-1 visa, and the permit to stay is issued for the duration of full-time study or until 60 days following graduation. Thirty days prior to the expiration date on their visas, students are expected to file an application for extension on Form 1-538, which may be obtained in the Office of Student Life at the College of Arts & Sciences (651.638.6161).

Under the Code of Federal Regulations [8 C.F.R. § 214.2 (f)(6)(i)(G)], for F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per semester, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

**Full Course of Study** – International students with an F-1 student visa are required to carry at least two courses (six semester credits) each semester to maintain their legal status to remain in the United States. Students who require exceptions to the full course of study are required to report to the international student advisor.

**Employment** – A Social Security number is required prior to any type of employment. International students are allowed to work no more than 20 hours per week on campus while school is in session and 40 hours per week during holidays and vacation periods. Off-campus employment without authorization is not allowed.

**Savings Accounts** – Students who wish to open a savings account in a bank or who have permission to work must obtain a Social Security number (or tax account number). This number is obtained by filing form SS-5. Check with the Office of Student Life at the College of Arts & Sciences for further information.

**Medical Insurance** – Medical insurance is required for international students and dependents. It must contain the provision to fly the student home if necessary, or to fly his or her body home in the event of death. This may cost up to $850 per year for an individual student. Contact the seminary's Office of Student Life for health insurance information. Students with any concerns regarding Form 1-20, maintenance of status, medical insurance, Social Security card, on-campus and off-campus employment, curricular practical training, optional practical training, program extension, change of level/degree, transfer, reinstatement, change of status, travel, or dependents should contact the international student advisor at 651.638.6161.

**Military Service**

Upon involuntary military call-up, a student so affected will be granted a withdrawal from courses with a full refund. If 70% of the coursework has been completed, no refund will be granted and an incomplete will be activated and remain in force until one year after completion of active status. If the statute of limitations is exceeded, a grade of W will be assigned automatically.
Registration

New students on both campuses register for their first term classes during the summer or during an orientation session. Advisors can help to plan and grant approval for course selections. Continuing students may change their registration, or register for the upcoming semester, in October, March, and May-July. Those who register outside the regular registration times will be subject to fines. Students not on the official class list will be asked to leave class to complete registration. In no case will students be permitted to register for two classes that overlap meeting times.

Students should consult the associate registrar’s office in their location for information on registration dates and times.

Registration Changes

Students wanting to drop or add courses must fill out a Change in Registration form and submit the form to the associate registrar. Mere absence from class sessions will not constitute withdrawal. Courses may not be added or changed from audit to credit after the first week of the semester, but students may change from credit to audit, or withdraw from the course, through the 11th week of the semester.

After the third week of class, a grade of W will be entered for each dropped course. From the 12th week, a grade of F will be recorded for any dropped course unless the student appeals to the Academic Appeals Committee (AAC) citing exceptional circumstances. Failure to submit a written petition form will result in an automatic F. Students enrolled in year-long courses will be granted withdrawals on a prorated basis, with three weeks of the year-long course being equivalent to one week of a semester course.

Registration for Courses at Other Twin Cities Seminaries

Because Bethel Seminary is a member of the Minnesota Consortium of Theological Schools, consisting of Luther Theological Seminary, St. John’s Divinity School, The St. Paul Seminary School of Divinity, and United Theological Seminary, full-time degree students may take courses at other member institutions. To do so they should:

1. Contact the associate registrar in St. Paul, who will send a form to the appropriate consortium registrar;
2. Register for the course on regular registration materials;
3. Pay the tuition rate of Bethel Seminary;
4. Complete appropriate registration forms at the consortium school on or before the first day of class (in courses with limited enrollment, the Office of the Registrar will work with the appropriate consortium registrar); and
5. Ensure that the consortium registrar sends a transcript back to Bethel.

Courses taken at a consortium school must be electives. Required courses may not be taken without approval of the Academic Programs Assessment and Accreditation Committee.

Residency

Candidates for the Master of Divinity degree are required to take a minimum of 30 semester credits (the equivalent of 10 full courses) in residence at either Bethel Seminary. Candidates for the Master of Arts degree are required to take a minimum of 18 semester credits (the equivalent of 6 full courses) in residence at a Bethel Seminary campus that is approved to grant professional Master of Arts degrees. Candidates for the Doctor of Ministry degree are required to take a minimum of 18 semester credits (6 courses) in residence at either Bethel campus.

Time Limits for Degrees

All requirements for the Master of Divinity degree are to be met within 10 years of the time of the student’s initial enrollment. All requirements for the Master of Arts degree are to be met within eight years of the time of the student’s initial enrollment. The Doctor of Ministry program must be completed within six years of enrollment. Students are encouraged to consider all other commitments, including family, ministry, and work, when planning their course schedules. Requests for extensions in the Doctor of Ministry program require approval of the Faculty Doctor of Ministry Committee. Approvals for extensions of the time limit in the master’s programs require special action of the faculty upon written student appeal.

Transcripts

To request a transcript, visit bethel.edu/registrar (https://www.bethel.edu/registrar) for instructions. No transcripts are issued for students with unpaid accounts. All transcripts from other schools in the student’s file remain the property of Bethel Seminary and cannot be released to the student or other parties. Bethel Seminary releases transcripts only of coursework completed at the seminary.

Transfer of Credit

Complete or nearly complete transfer credit is normally granted for coursework taken at regionally accredited, graduate-level institutions. Upon receipt of an official transcript from another graduate institution, the transcript will be evaluated in terms of required courses and standards of Bethel Seminary. Partial credit may be given for coursework taken at non-accredited seminaries upon completion of validation examinations. Credits for courses graded below C (2.0) will not be accepted. All credits applied toward degree requirements at Bethel must be earned within 10 years of the awarding of the Bethel degree.
Credit from non-accredited institutions will not normally be accepted. Current students who desire to complete coursework at non-accredited institutions must request approval in advance. The associate registrar in each location will provide direction. The request must be accompanied by evidence that demonstrates the academic rigor of the program (syllabi, course descriptions, textbooks, qualifications of instructors, etc.). Approval is not automatically granted. For students transferring to Bethel, partial credit may be given for coursework completed at non-accredited graduate schools on the basis of validation examinations.

Students are expected to complete their courses at Bethel to the greatest extent possible. Two-thirds of the credits required in a Bethel degree may be granted on the basis of transfer credit. Transfer students will normally be required to complete at least one course in each core discipline at Bethel.

A student with a Master of Arts degree (or its equivalent) in religious studies from Bethel or another school may be granted advanced standing toward a Master of Divinity or Master of Arts degree. Not more than half of the credits required for the previous degree may be used toward a second degree at Bethel. To receive the Master of Divinity degree, such persons will be required to take at least two years of full-time academic work (60 semester credits) and meet all of the other requirements. To receive the Master of Arts degree, such persons will be required to take at least one year of full-time academic work (27 semester credits) and meet all of the requirements of the degree. See the associate registrar for complete details.

**Verification of Student Status**

Verification of student status for loans, insurance, and other matters is made through the Office of the Registrar.

**Veterans**

The seminary is approved for veteran’s educational benefits. If a veteran finds it necessary to discontinue school during the course of any semester, tuition will be refunded in accordance with accepted government regulations.

**Withdrawal**

Students in St. Paul withdrawing from the seminary must confer with the Office of Student Development and Support and their advisors, and submit to the Office of the Registrar of their campus a completed petition form before any refunds can be given. Students in San Diego should confer with the associate registrar. If a student withdraws from the seminary and subsequently desires to re-enroll, he or she must submit a letter requesting readmission. This letter must indicate what the student has done since leaving the seminary, current goals, and how the seminary fits into those goals.