

ELECTIVES

Overview

Elective courses are open to all College of Adult & Professional Studies students. They may be taken:

- To fulfill prerequisite or general education requirements.
- To meet minimum credit requirements for graduation.
- To fulfill prerequisites toward admission to a graduate program.
- For personal interest or to foster personal growth.

Taking elective credits which are not required as part of a student's degree requirements (program of study) could affect financial aid eligibility. Students should contact their student success advisor before registering for electives which are not listed on their academic plan.

Elective Credit Options

During the admission process, applicants receive a transcript evaluation to determine whether they have satisfied the general education requirements and whether any elective credits are needed for their degree program. The number of total credits needed for graduation is 60 for all associate's degrees and 122 for all bachelor's degrees (assuming all residency requirements are met).

Applicants who meet all the prerequisite and general education courses required for admission and graduation will not need to pursue additional elective credit options. Applicants pursuing elective credit options may do so using any combination of the following options. Credit is awarded only when the content does not overlap or repeat courses on a student's transcript. Students should obtain approval from their student success advisors in order to avoid overlap or repetition.

Option 1 • Credit from Bethel University or Institutionally Accredited Institutions

Elective courses offered through the College of Adult & Professional Studies at Bethel University are listed in this catalog in the respective academic disciplines. Students may opt to add a minor to their bachelor's degree program. A minor is a series of courses, between 18 and 24 credits, in an academic discipline outside of the student's major. Credit earned in other Bethel University schools is transferable to CAPS. Students may also request transfer of credit to CAPS by submitting official transcripts from an institution that has institutional accreditation that is approved by the U.S. Department of Education for evaluation.

Option 2 • Educational Experiences in the Armed Forces

Students may receive college credit earned through military training if the American Council on Education (ACE) has recommended credit. A Joint Services Transcript (<https://www.military.com/education/timesaving-programs/the-joint-services-transcript.html>) is required.

Option 3 • Standardized Subject Examinations

Students may earn college credits by successfully passing a standardized exam in content areas for which they have not already earned college credit. CAPS students can earn up to 40 credits through any combination of the AP, CLEP, DSST, Excelsior, and IB exams, which are equivalent to college courses. Official transcripts or official score reports from the examination programs are required for credit awards. Bethel awards credit based on recommendations from the American Council on Education (ACE).

- **DSST (DANTES Subject Standardized Tests):** For the convenience of students, Bethel offers online DSST examinations each month. More than 30 DSST examinations are available on a variety of academic subjects. With a passing score, three semester credits are earned. See the DSST website for more details. (http://getcollegetcredit.com/test_takers/)

- **CLEP (College-Level Examination Program):** Examinations are administered at various testing sites in the Twin Cities. More than 30 CLEP examinations are available on a variety of academic subjects. With a passing score, college credit is earned. CLEP scores are valid for 20 years. See the CLEP website for more details (<https://clep.collegeboard.org/>).
- **AP (Advanced Placement), UExcel/ECE (Excelsior), and IB (Higher Level International Baccalaureate):** Students who have passed these exams may earn college credit based on their exam scores. See the respective websites for more information: AP (<https://apstudent.collegeboard.org/home/>), UExcel/ECE (<https://www.excelsior.edu/start-with-more-credit/transfer-more-credits/>), and IB (<http://www.ibo.org/>).

Option 4 - ACE-approved Training

Many career fields offer non-collegiate-sponsored training courses, examinations, or certifications. Students may earn PLA credit for completing such training that has been recommended for credit by the American Council on Education (ACE). Where applicable, Bethel will accept PLA credit at the value recommended by the ACE. For details see the Transfer Credit policy in this catalog.