

COURSE POLICIES AND GRADES

Accommodations Policy

Disability-related accommodations are determined by the Office of Disability Resources and Services (DRS). Students are responsible to contact the Office of Disability Resources and Services. Once DRS determines that accommodations are to be made, they will notify the student and the instructor via e-mail. Students choosing to use the disability-related accommodations must contact the instructor no later than five business days before accommodations are needed. The instructor will provide accommodations, but the student is required to initiate the process for the accommodations.

Adding a Course

Students may add a course up through the add/drop date published for the term without consent from the Office of the Registrar.

Attending Classes

Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed because of absence. Since class sessions function not merely for individual learning but also for group interaction, absences can become a serious problem for both the individual and for the group.

For information on dropping a course see "Dropping a Course" below. For information on withdrawing from a course, including Administrative Academic Withdrawal, see "Withdrawing From a Course" and "Withdrawal (Academic Administrative)" below.

Auditing a Course

Students wishing to audit a course must secure the consent of the instructor. A student may change to or from audit status with the instructor's approval only during the first five weeks of the semester. Auditing at Bethel is defined as observation in the classroom setting. Auditors are required to meet the attendance requirements set by the instructor. Participation beyond attendance in class activities is at the

instructor's discretion. The grade *AU* is given when a student audits the course. Students who do not meet the attendance requirements will be graded *WZ*.

Course by Arrangement

In special circumstances (e.g. a course has not been offered the terms indicated in the catalog or on academic plans) students may request to take a course by arrangement. To be eligible to take a course by arrangement, a student must have a cumulative GPA of 3.25 or higher and have junior or senior standing. Only courses that are requirements for a major or minor can be taken by arrangement. A student may take only one course by arrangement while completing their undergraduate degree in the College of Arts and Sciences. A course by arrangement is graded on an A/F or S/U basis.

A completed course by arrangement form must be submitted to the Office of the Registrar by the add/drop day of the term in which the course is taken. The form must be approved by the Faculty Supervisor, Academic Advisor, the Department Chair of the department offering the course, and by the Registrar. If the course by arrangement is at an international site, the student must complete required activities in the Office of Off Campus Programs/International Studies office and obtain approval from the Associate Dean of Off Campus Programs. The Associate Dean of Off Campus Program's signature on the course by arrangement form indicates approval. For an international summer or fall course by arrangement, the deadline date for the submission of the completed form to the Office of the Registrar is March 1. For an international interim or spring course by arrangement, the deadline date for the submission of the completed form to the Office of the Registrar is November 1.

Course Time/Conflict

If there is a partial overlap of time for two academic courses a student may request adjustments to one or both courses. The partial overlap must be less than half the scheduled time of either course and the course must be a requirement for a student's major or minor or for the Honors Program. Prior to the beginning of the term, students should complete a Course-Time/Conflict form available in the Office of the Registrar, discuss the situation with the instructors of both courses to arrive at a

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workable solutions, and obtain the signature of both instructors. The completed form must be returned to the Office of the Registrar by the add/drop date for the term. If the time conflict is greater than 50% for either course, students can pursue a course by arrangement.

Disenrollment from a Course

Students who do not meet requirements may be administratively dropped from future course(s) in a program at the request of the department chair.

Dropping a Course

There are two ways for a student to have a course dropped.

Administrative Drop

Any student with no documented academic activity in a course (according to the course requirements) by the semester's drop date may be dropped from the course.

Student Initiated Drop

Students may drop a course up through the add/drop date published for the term without consent from the Office of the Registrar. Though not required, it is recommended that students consult their advisor before dropping a course. When a student drops a course by the drop date, there will be no grade or other indication on transcripts that a student was enrolled in the course. Course drops are official on the date that written notice is received by the Office of the Registrar or when a student drops the course electronically. (See also withdrawing from a course.)

Dual Enrollment

Dual enrollment provides an opportunity for students enrolled in one Bethel school (CAS, CAPS, Seminary, or GS) to take specific courses in another Bethel school with a *guest* status.

Students must consult their Academic Advisors in CAS or Student Success Advisors in CAPS, Seminary, or GS before undertaking the dual enrollment process. Requests are subject to approval by advisors, department chairs or program directors, and deans. Limitations may include prerequisites, available space, and program restrictions. Students are also limited to the number of courses for which they may dual enroll.

Grades and Grading

The scale below is used to define letter grades as well as the grade points assigned. The scores or points required in a course to earn a particular letter grade are determined by the instructor. All grades are considered final and are not subject to change except for errors in calculation, or as a result of a formal grade appeal process (see the Academic Appeals section of this catalog):

Grade	Definition	Grade Points
A	Exceptional	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Minimally Acceptable	1.0
F	Failing	0.0
I	Incomplete (courses with letter grades)	
IN	Incomplete (courses graded S/U)	
S	Satisfactory	
U	Unsatisfactory	
W	Withdrawal	
WZ	Withdrawal from an audited course	
AU	Audit	

Grade Appeals, Course Concerns

Appeals related to grades and decisions of the registrar in applying academic policies to a course should be made as soon as possible following the decision in question. The student will seek to resolve the matter first with the instructor or with the party directly responsible for the decision, and then with the department chair. (If the instructor is the department chair, the student should contact the appropriate divisional dean.) If after talking with the instructor and the department chair the matter is not resolved, the student may appeal in writing to the appropriate divisional dean. This written appeal must be received within three weeks of the decision.

Concerns about course content and course procedures should be addressed first to the instructor and then to the department chair. If after talking with the instructor and the department chair, the issue has not been resolved, the student should contact the appropriate divisional dean.

Grades for Music Components

For the sake of consistency among instructors, the grading of private lessons, performance groups, and artistic experiences (in all departments) will be graded as follows: credits will be assigned letter grades, non-credits are assigned grades on an S/U basis.

Grade Replacement

When a student repeats a course the grade and credits for the earlier course are excluded from the student's GPA. If the repeated course is taken at Bethel, the new grade and credits are included in the GPA. If the repeated course is taken at a different institution, the new grade and credits are not included in the GPA. Grades for all courses remain on the student's transcript.

Incompletes

If a student has been regular in class attendance and submission of assignments, but is unable to complete requirements for a course in the regular time due to causes that are beyond the student's control, the student may petition to receive a grade of Incomplete. A petition for a grade of Incomplete is only considered after the last day to withdraw. All remaining work must be of a kind that can be done largely through the independent efforts of the student. The student must submit the Petition for Incomplete form to the course instructor for approval. If approved, the instructor indicates on the petition the work that must be completed and also the grade to be assigned if the work is not completed by the deadline set by the instructor. This deadline can be no later than eight weeks after the start of the next full semester (fall or spring). For courses with letter grades, the instructor submits a grade of *I*. For courses graded on an S/U basis, the instructor submits a grade of *IN*. Both the student and the instructor sign and keep a copy of the petition. If the student completes all requirements specified on the petition before the deadline, the newly earned grade replaces the grade of *I* or *IN*. Otherwise, the grade on the petition replaces the

grade of *I* or *IN*. (See the Office of the Registrar for petition forms.)

Major/Minor Overlap

Students may not earn a minor in a program in which they are also receiving or have received a major, except where specifically noted in the catalog.

Prerequisites

Many courses have prerequisites in order to ensure that students have the appropriate academic preparation and experience for the course. Course prerequisites are listed with each course description. In some instances, the prerequisite may be waived by consent of the instructor.

Registration Changes

Full Term Course

Students may not add courses after the 6th day of the term (excluding weekends and holidays) without the consent of the Registrar. Courses added after the 6th day with the consent of the Registrar will be assessed the Late Registration/Late Course Change Fee. Courses dropped after the 6th day and through the end of the 12th week will be graded "W". No full term course may be dropped after the 12th week of class.

Half Term Course

Students may not add a new course after the 6th day of the start of the half-term (excluding weekends) without the consent of the Registrar. Courses added after the 6th day of classes with the consent of the Registrar will be assessed the Late Registration/Late Course Change Fee. Courses dropped after the first and through the end of the 12th week will be graded "W". No half term course may be dropped after the 6th week of classes. Course registrations, drops and adds are official on the date written notice is received by the Office of the Registrar.

S/U Grading

The S/U grading option is used in student teaching and internships as well as music performance organizations and private lessons taken without credit. Other courses are graded on an A-F basis unless the S/U option is indicated in this catalog. The S grade indicates at least D level achievement.

Withdrawing from a Course

The grade W is given to a student who officially drops a course after the add/drop day of the term. Though not required, it is recommended that students consult their advisor before withdrawing from a course. No course withdrawals are accepted after the 12th week of the term in fall or spring. (See also dropping a course.)

Withdrawal (Academic Administrative)

Any student with no documented activity in a course (according to the course requirements) for a period of three weeks during fall or spring or one week during interim, where the last date of documented activity is prior to the course withdrawal deadline date, may be administratively withdrawn from the course.

Any student with no documented activity in all courses (according to the course requirements) for a period of three weeks during fall or spring, where the last date of documented activity is prior to the course withdrawal deadline date, may be administratively withdrawn from Bethel.

Non-Z Companion Course

With approval of the instructor, students may fulfill the Cross-cultural (Z) Experience requirement through an independent cross-cultural experience connected to a non-Z companion course. This may be done during the academic year or during summer school. In addition to registering for the non-Z companion course students must also register for, and successfully complete, two half-credit courses designed to help them gain the most benefit from the experience as well as future cross-cultural experiences (GES 101 and GES 102Z). (See the chart below for terms when courses should be taken.)

A non-Z companion class is an already existing course that has not been approved as a Z course. But which includes some cross-cultural interaction as part of a required or optional assignment. (These courses do not have a Z as part of their course number.) The faculty member teaching the course must approve a student's request to use the course as a non-Z companion class, but will not be responsible for overseeing or evaluating Z-related activities and assignments beyond any assignments and activities already required for the class.

The chart below may help determine when to enroll in GES 101 and GES 102Z based on when a student participates in an independent cross-cultural experience through in conjunction with a non-Z companion course.

Experience	GES 101	GES 102Z
Summer	Preceding spring	Fall after
Fall	Fall or preceding spring	Spring after
Interim	Preceding fall	Spring after
Spring	Spring or preceding fall	Fall after