



# BETHEL UNIVERSITY CATALOG

**BUILD PROGRAM**

2018-2019



**BETHEL**  
UNIVERSITY



# ACADEMICS

## **BETHEL BUILD PROGRAM**

Bethel's a place where we challenge each other and support each other. Where we're committed to spreading Christ's love and serving the people around us. Where we work side-by-side with professors and other students to learn in the classroom and beyond. Where we have a lot of fun and make friends and memories to last a lifetime.

The Bethel University Inclusive Learning and Development (BUILD) program provides a supportive and comprehensive educational experience for individuals with intellectual disabilities. Students in the BUILD program live and learn alongside students in the College of Arts & Sciences (CAS), experiencing dynamic and engaging instruction in classes with their BUILD cohort and in classes with students without disabilities. Bethel takes a whole-person approach to education—encouraging each person to achieve academic goals, grow deeper in faith, and engage in a lively community, all with Christ at the center. Students benefit from career-oriented curriculum, meaningful internships, and on-campus living in a supportive Christian environment.

## GENERAL INFORMATION

This academic catalog relates to the academic components of the BUILD program and communicates academic requirements, policies, and procedures. The BUILD Handbook, found in the back of this publication, along with the CAS Student Handbook outline university procedures and expectations of all students.

Every student is to be familiar with and will be held responsible for conforming to the expectations contained in “A Covenant for Life Together at Bethel,” the BUILD academic catalog, as well as both the BUILD and CAS student handbooks (<https://confluence.bethel.edu/display/stulife/Student+Life+Policies+and+Procedures>).

It is the official policy and commitment of Bethel University not to discriminate on the basis of race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The president of Bethel University has designated the director of human resources as the compliance officer for the institution. Inquiries regarding compliance may be directed to:

The Compliance Officer, Bethel University  
3900 Bethel Drive  
St. Paul, MN 55112  
Phone: 651.638.6119

Bethel University adheres to the provisions of the federal Family Educational Rights and Privacy Act of 1974, (FERPA). For a copy of Bethel policy, contact the Office of the Registrar.

## Bethel University’s Philosophy of Higher Education

Bethel University is a Christian learning community committed to pursue and practice what is true; to excel in its educational programs; to collaborate as partners in learning; to integrate Christian faith into every area of life; and to nurture every person toward Christian maturity in scholarship, leadership, and service.

As a Christian learning community, we honor God by the way we work together at our calling. We rejoice in discovering the character and glory of our Creator as we explore His creation. As people who bear God’s image, we pursue the truth of His revelation. That revelation comes to us in the person of Christ, the wonder and beauty of creation, and the Spirit-directed words of the Bible. But it is not enough to know truth. We are called to live with hope, faith, love, mercy, humility, and justice, which put truth into practice. We believe that Christian faith is relevant to every area of life, the integrative principle for the entire curriculum, and a foundational area of study for all learners.

Our commitment to learning leads us to pursue breadth and depth of insight, education in and beyond the classroom, and opportunities on and beyond the campus. In bearing His image, in pursuing and living the truth, we strive for excellence because God's name and character are excellent.

The nature of community reminds us that we are not alone. We are likely to achieve more together than we could in isolation. We acknowledge only one true Master, and as we strive together to bring all of life under His lordship, we respect each other as partners and friends in learning. Thus, learning becomes an act of worship, and community worship becomes part of learning. As members of this community, we join to spur each other on toward Christian maturity.

## **An Overview of How to Use this Catalog**

### **Course Numbers, Levels, Credits, and Prerequisites**

The primary purpose of Bethel's subject code and course number system is to identify the academic subject being studied and the sequence of courses. The catalog also lists the number of credits and any prerequisites. Courses to earn the Applied Studies Certificate are all designed to be at a developmental level.

#### **Subject**

<b>Code</b>	<b>Description</b>
BBT	BUILD Bible and Theology
BEL	BUILD Elective
BIL	BUILD Independent Living
BIN	BUILD Internship
BIS	BUILD Independent Study
BJE	BUILD Jobs and Employment
BMF	BUILD Math and Finance
BPE	BUILD Health and Physical Education

#### **Prerequisites**

Prerequisites are courses or other requirements that must be met before enrolling in a particular course. In this catalog, a comma between items in a list of prerequisites indicates that students may choose any of the items on the list to meet the prerequisites. A semicolon between items indicates that each item in the list is required before enrolling in the course.

# BETHEL UNIVERSITY COMMITMENTS

## Mission

Boldly informed and motivated by the Christian faith, Bethel University educates and energizes men and women for excellence in leadership, scholarship, and service. We prepare graduates to serve in strategic capacities to renew minds, live out biblical truth, transform culture, and advance the gospel.

## Vision

Bethel will be the Christ-centered university of choice for this century.

Rooted in faith. Committed to excellence. Bethel will become the leader in Christian higher education by building stronger communities, equipping confident leaders and gracious servants, and preparing passionate world-changers. Through our thoughts, words, and actions, we'll demonstrate what it means for a university to be centered on Jesus Christ.

## Values

We are **Christ-followers** - orthodox, conversionist, and evangelical; rooted in the authority of Scripture.

We are **character-builders** - concerned with personal and spiritual formation and therefore committed to the development of whole and holy persons.

We are **truth-seekers** - recognizing that all truth has its source in God as revealed in creation and Scripture, and personified in Christ.

We are **learners** - committed to academic excellence within a community characterized by teaching, scholarship, and service.

We are **reconcilers** - honoring the worth and dignity of people from all races and purposely seeking to create a community that reflects the diversity of the body of Christ.

We are **salt and light** - relating to the world and society in culturally relevant ways while being informed by our pietistic denominational heritage and characterized by an irenic spirit.

We are **world-changers** - driven to prepare graduates who will shape and change the world through exemplary leadership in the church and throughout society.

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# ACADEMIC CALENDAR

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Bethel operates on an early semester calendar with two 15-week semesters and a three-week interim in January.

## Fall Semester 2018

Residence halls open (Year 2 Students)	August 21
Residence halls open (Year 1 Students)	August 22
Classes begin	August 27
Labor Day (no classes)	September 3
Last day to add/drop a first-half or full-term course	September 4
Last day to withdraw from a first-half course	October 5
Homecoming	October 5-7
Fall break	October 12
Family Weekend	October 19-21
Last day to add/drop a second-half course	October 24
Advising Day <i>(no day classes; night classes are held)</i>	October 31
Registration for Interim and Spring	November 6, 8, 12, 14
Last day to withdraw from a full-term course	November 16
Thanksgiving break begins <i>(Tuesday night classes are held)</i>	November 21
Classes resume	November 26
Festival of Christmas	November 29- December 1
Last day to withdraw from a second-half course	November 30
Last day of classes	December 7
Final examinations	December 10, 11, 13, & 14
Study day	December 12
Commencement	December 14
Residence halls close, noon	December 15

**Interim 2019**

Residence halls open, noon	January 2
Classes begin	January 3
Last day to add/drop a course	January 4
Last day to withdraw from a course	January 18
Martin Luther King Jr. Day (no classes)	January 21
Last day of classes	January 25

**Spring Semester 2019**

Residence Halls Open (noon)	February 3
Classes begin	February 4
Last day to add/drop a first-half or full-term course	February 11
Last day to withdraw from a first-half course	March 15
Residence halls close, noon	March 16
Spring Break	March 18-22
Residence halls open, noon	March 24
Spring break ends/Classes resume	March 25
Last day to add/drop a second-half course	April 5
Registration for Fall classes	April 15, 17, 23, 25
Good Friday (no classes)	April 19
Monday after Easter (no classes)	April 22
Last day to withdraw from a full-term course	April 26
Last day to withdraw from a second-half course	May 10
Last day of classes	May 17
Final examinations	May 20, 21, 23, & 24
Study day	May 22
Senior Celebration	May 24
Commencement	May 25
Residence halls close for graduating Year 2 students, 1 p.m.	May 26

# BETHEL UNIVERSITY SCHOOLS

## **Bethel University**

Bethel University is a leader in Christ-centered higher education with approximately 5,200 students from 46 states and 24 countries enrolled in undergraduate, graduate, seminary, and adult education programs. Based in St. Paul, Minnesota, with an additional seminary location in San Diego, California, Bethel offers a certificate of applied studies, bachelors, and advanced degrees in nearly 100 fields. Educationally excellent classroom-based and online programs equip graduates to make exceptional contributions in life-long service to God and the world.

## **College of Arts & Sciences**

The College of Arts & Sciences (CAS) is Bethel's undergraduate college for over 2,500 recent high school graduates and transfer students. We take a whole-person approach to education—encouraging each person to achieve academic goals, grow deeper in faith, and engage in a lively community, all with Christ at the center. Distinctives include more than 90 majors in inviting fields—such as the arts, humanities, business, natural sciences, and social sciences—small class sizes, and a robust study abroad program. Highly credentialed faculty members are dedicated to teaching, integration of faith and learning, and the translation of Christian belief into global service. The college consistently ranks among top Midwestern Universities in the “America’s Best Colleges” issue of U.S. News & World Report, and is listed in “Top Colleges for Top Students” in Peterson’s Competitive Colleges.

Bethel University Inclusive Learning & Development (BUILD) Program is a two-year program for post-secondary students with intellectual disabilities administered by the Office of Academic Affairs in the College of Arts and Sciences. It is a residential comprehensive transition program designed to follow a cohort model that focuses on academic, vocational, residential, spiritual, and social learning experiences. Students who complete the requirements of the BUILD program earn a Certificate of Applied Studies with a concentration in Arts and Communication, Business, or Human Services. Students develop skills and understanding necessary to live as independently as possible, maintain meaningful employment, and continue in lifelong learning. At the same time, students in Bethel's BUILD program bring diverse experiences, skills, and attributes to our campus.

## **College of Adult & Professional Studies**

For more than 25 years, the College of Adult & Professional Studies (CAPS) has helped adults beginning or returning to school to earn their bachelor's or associate's degree. Bethel's academic programs are accessible and supportive for busy students and grounded in ethics and personal development. We offer six associate and bachelor's degree-completion programs taught from a Christian

worldview in the areas of business and leadership, communication, healthcare and human services, and Christian ministries, along with a General Studies program. Nearly 600 students are enrolled in the Twin Cities or online.

## **Bethel Seminary**

Founded in 1871, Bethel Seminary is among the 15 largest accredited seminaries in the U.S. with over 600 students from more than 70 denominations enrolled on campuses in St. Paul and San Diego and through the distance learning program, a blend of online and face-to-face coursework. Offering a doctor of ministry degree (with six concentrations), nine master's degrees, and six certificates, its programs focus on many aspects of ministry preparation, including leadership, marriage and family therapy, and ministry practice. Bethel Seminary is orthodox and evangelical, with roots in pietism and characterized by an irenic spirit. Our passion is to prepare men and women to lead with excellence who will advance the gospel of Jesus Christ among all people in culturally sensitive ways.

## **Graduate School**

The Graduate School provides rigorous graduate education in a supportive Christian environment. Our 1,500+ adult students come from many backgrounds, experience levels, and career fields with the common goal of developing as whole professionals. Specialties include relevant degree programs in business and leadership, health and human services, and education. The school offers 13 graduate programs, including master's programs, a doctoral program in educational leadership with two majors, and numerous certificates and licensures. Courses are taught by experienced full-time faculty or working professionals, whose recent experience focuses on principles that students can apply directly to their careers, and class schedules are convenient for working adults.

## **ACCREDITATION AND MEMBERSHIP**

Bethel University has been continuously accredited by the Higher Learning Commission since 1959. This “regional accreditation,” recognized by the United States Department of Education, demonstrates that the university meets quality educational standards. The Bethel BUILD program is approved as a Comprehensive Transition Program by the United States Department of Education.

The academic program at Bethel University is enriched by its membership and participation in programs of the Christian College Consortium, the Council for Christian Colleges and Universities, the Upper Midwest Association for Intercultural Education, the Jerusalem University College, and the Au Sable Institute of Environmental Studies.

Bethel University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Information in this catalog is descriptive only and not contractual. All listed courses and programs are current at the time of printing, but are subject to change without notice based on enrollment, faculty availability, and other considerations. Bethel reserves the right to withdraw a course or program or to limit its enrollment. Bethel reserves the right to add a new program and related courses to this catalog after publication, upon approval from the related state and/or accrediting organizations. In this event, the new program and courses will be provided, with their effective terms, at, <https://www.bethel.edu/academics/build/>.

While Bethel publishes program information and materials and assigns advisors, the student is ultimately responsible to ensure that he or she has fulfilled all graduation requirements. Bethel reserves the right to withdraw a previously awarded degree if it subsequently determines that the student did not complete degree requirements.

# MISSION AND GOALS

## MISSION

BUILD's mission is to provide students with intellectual disabilities a two-year postsecondary, residential college experience. This experience includes academic, vocational, residential, and social learning experiences with students without disabilities, in order to prepare students to live more independently, maintain meaningful employment, and value lifelong learning.

## GOALS

BUILD provides students with the skills and education necessary to live more independently, maintain meaningful employment, and value lifelong learning. After successfully completing the program's requirements, students earn an Applied Studies Certificate with a concentration in Arts and Communication, Business, or Human Services.

## BUILD Program Goals

1. Increase in independent living
  - a. Skills to care for self
  - b. Skills to care for living space
  - c. Skills to choose, budget, shop for and prepare meals
  - d. Skills to live with others
2. Meaningful Employment
  - a. Skills to be employed at half-time or more while earning minimum wage or greater
  - b. Experience and skills to work in a career field and position that is meaningful to the student

## AN AFFIRMATION OF OUR FAITH

1. **The Word of God.** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. **The Trinity.** We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.
3. **God the Father.** We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
4. **Jesus Christ.** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
5. **The Holy Spirit.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.
6. **Regeneration.** We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.
7. **The Church.** We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world.
8. **Christian Conduct.** We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ.

9. **The Ordinances.** We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.
10. **Religious Liberty.** We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.
11. **Church Cooperation.** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.
12. **The Last Things.** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.



# BECOMING WHOLE AND HOLY PERSONS: A COVENANT FOR LIFE TOGETHER AT BETHEL INTRODUCTION

Bethel University is an educational community committed to integrating evangelical Christian faith with learning and life. As people created in the image of the covenant-making God, we covenant together to discover the mind of Christ and to become like Christ. We pursue this mission as people called by Jesus to live holy lives according to the values, expectations, and goals of the kingdom of God. A crucial part of our mission is to develop whole and holy persons who will go into the world to serve others.

To be whole and holy means to be dedicated to God with purity of thought and action. It means that we are to serve God using the gifts and abilities we have been given. Our community has a special calling to discover, teach, learn, and live what is true. We strive to understand the world in light of the life, death, and resurrection of Christ. This gives us a distinctive worldview, educational mission, and calling.

Our calling includes a commitment to nurture one another. We strive to elevate kingdom values over personal agendas. We attempt to measure every decision and priority in terms of our loving submission to the lordship of Christ and our commitment to one another. Christ's power within us and a clear sense of our calling give us a joyful freedom to do God's will.

Jesus taught us that right motives and loving relationships are at the core of whole and holy living. His two greatest commands are to love God with all of our hearts, souls, and minds and to love our neighbors as ourselves. These commands connect serving God with serving others. In grace, Scripture also gives us specific rules to guide us in living. Jesus taught that keeping these rules is an expression of love for God. The Bible condemns legalistic rule-keeping. It emphasizes loving relationships and pure motives in living out these rules.\*

## Living a Biblical Lifestyle

The Bible frequently speaks about a holy lifestyle. Such passages are found throughout the Old and New Testaments." *The Bible describes character qualities and actions that should be present in the lives of believers.* These include prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, study of God's Word, accountability to one another, sharing our faith with others, recognition of the rights of others, commitment to justice, regular gathering for worship, and living in harmony.

*The Bible also identifies character qualities and actions that should not be present in the lives of believers. For example: destructive anger, malice, rage, sexual immorality, impurity, adultery, evil desires, greed, idolatry, slander, profanity, lying, homosexual behavior, drunkenness, thievery, and dishonesty.”*

## **Special Expectations for the Bethel Community**

Because of Bethel’s commitment to Christ, our unique calling as an educational community, and our understanding of what it means to live in today’s world, we want to state clearly some of Bethel’s rules and expectations. These are based on:

- our understanding of the Bible and its authority for our faith and life;
- our desire to promote wellness and health in all areas: social, emotional, mental, physical, and spiritual;
- our theological and cultural heritage;
- our understanding of our mission and calling.

We recognize that not all devout Christians share these rules and expectations. However, certain issues are important for our educational mission and our life together at Bethel. They are designed to facilitate our growth, development, and learning as a community.

We view learning and the pursuit of truth as a special calling.

- We commit ourselves to integrity, excellence, consideration of different points of view, and collegiality in all of our academic work.
- We will not tolerate plagiarism and other forms of academic dishonesty.

We believe that life is sacred and people have worth because they are created in God’s image.

- We will value human life in all its diversity and fullness, recognizing that women and men of all races, ages, and ability levels reflect the creative genius of our Maker.
- We view racism and sexism as sinful and reflective of some of the most harmful aspects of our culture. We will abstain from discrimination based on race, ethnicity, gender, age, and disability. We will also abstain from gossip, deliberate divisiveness, and malicious humor.

We believe that our relationships should reflect our connection in the body of Christ.

- We affirm mutual respect and promise keeping in relationships among students, colleagues, teachers and learners, spouses, and friends.
- We grieve the hurt and destructiveness of broken relationships, especially those involving divorce and abuse. We will strive to be a community where healing occurs.

We believe our minds and bodies should be used in God-honoring ways.

- We will promote the health of our bodies, minds, and emotions.
- We will abstain from illicit or nonmedical use of drugs, narcotics, and other substances.
- We will also abstain from use or possession of tobacco in any form.

We view sexuality as one of God's good gifts.

- We believe that sexual intercourse and other forms of intensely interpersonal sexual activity are reserved for monogamous, heterosexual marriage. We recognize that sexual purity involves right motives as well as right behaviors.
- We prohibit the possession and use of pornographic material. In addition, we condemn sexually exploitive or abusive behavior and sexual harassment in any form.

We value the wise stewardship of resources.

- We believe all human and natural resources are a trust from God. We value work; creative expression; and wise use of time, ability, and money. We believe in wise use of natural resources. We will use them to do God's work and to benefit God's creation.
- We prohibit gambling and vandalism. In addition, we reject materialism and harmful exploitation of natural resources.

We believe that maturity calls for us to exercise discretion in our behaviors.

- We believe that God is honored by careful thinking and joyful use of our creativity and imagination. While the media and the arts can be valuable forms of recreation, our commitment to learning calls us to think critically about them and to see them as empowering and liberating ways to understand truth and beauty.
- We believe that certain forms of leisure, entertainment, and recreation are not congruent with holy living. We will make choices that are consistent with our pursuit of holiness in activities such as theatre, dance, and music, or in the use of media and technology such as film, television, radio, and computers.

At times we will need to follow the biblical mandate to sacrifice our individual liberty for the good of the community. When differences arise, we will choose the course that demands greater personal restraint and self-discipline. We will strive to resolve those differences in a gracious and just manner.

## **Conclusions about Community Life**

Community life at Bethel should be marked by mutual encouragement, sensitivity, and consideration for others. This is particularly important when dealing with our differences. One of the special values of this community is the opportunity to learn from one another, including those within other Christian faith traditions. We celebrate our diversity as well as what we hold in common.

Within committed Christian communities 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 body, spirit, or relationships with others. As a community that honors Holy Spirit-led diversity among Christians, Bethel University employees and students in the Seminary, Graduate School, and College of Adult & Professional Studies are not prohibited from using alcohol in moderation when away from campus and not engaged in official Bethel University activities. Further, employees are expected not to drink alcohol in the presence of Bethel students. Because of the special community nature of the College of Arts & Sciences and the ages of the majority of its students, students in the College of Arts & Sciences will abstain from the use or possession of alcoholic beverages during the school year or while participating in any Bethel sponsored activity.”

Living out the call to whole and holy living is challenging. No one does it perfectly. Community members who struggle to follow Bethel’s lifestyle expectations and who would like help in living within them are encouraged to talk with appropriate Bethel personnel to seek help in changing.’

As a community we recognize that worship, fellowship, spiritual nurture, and Christian service are all essential to our growth in holiness. As members of the Bethel community we are expected to participate in these types of activities regularly. Chapel stands out among these opportunities because it is a unifying spiritual experience for our Christian community. All students, faculty members, and administrative leaders are expected to attend chapel regularly. Chapel is a learning experience that is enriched by the diversity of background and worship styles within the community.

As we join the Bethel community we accept these responsibilities and conditions of membership. We agree to live according to this document and other stated expectations as they are applied to us in the student and employee handbooks. If we find ourselves unable to honor these commitments, withdrawal may be in order. We recognize that we have an obligation to hold each other accountable to biblical standards and to the commitments we have made. Appropriate action will be taken to teach, influence, discipline, or even dismiss those who disregard these community expectations. We will strive to have all disciplinary procedures characterized by Christian love and a redemptive spirit.

As we celebrate this covenant calling to whole and holy living, we encourage and challenge each other with these three verses.’

*Let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom, and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.*

Because of its crucial role in influencing the ethos of the school, this statement of expectations is subject to change only by action of the Board of Trustees. The board holds these standards to be binding for all who voluntarily choose to become a part of the Bethel community.

- Matthew 22:37-40
- John 14:15, 21
- Micah 6:8; Matthew 23:23-24
- Examples of such passages are: Exodus 20; Proverbs 6:16-19; Matthew 5-7; Galatians 5:13-25; Ephesians 4:22-5:21; Colossians 3:1-17
- Colossians 3:5-8; 1 Corinthians 6:9-10. Employees will not practice, advocate, or affirm these and other biblically proscribed behaviors.
- Exodus 20:15; Romans 13:9; 1 Corinthians 13:5-6; 1 Peter 1:22
- Genesis 1:27; Ephesians 4:1-7, 15-16; James 2:1-13
- Romans 12:3-21; 1 Corinthians 12:12-31; Ephesians 4
- Romans 12:1-2; 1 Corinthians 6:14-15; 1 Timothy 4:8
- Genesis 1:27-28, 2:24-25; Exodus 20:14; Song of Songs; Matthew 5:27-30; 1 Corinthians 6:15-20, 7:3-5
- Genesis 1:28-31
- Romans 14:1-23; 1 Corinthians 6:12, 10:23-24
- Ephesians 5:18
- See the Bethel University Student Handbook for information on Bethel's Non-Disciplinary Policy. College students may find the staff in the Office of Student Life, the Office of Campus Ministries, and the Counseling Center to be particularly helpful. Seminary students may find help in the Office of Student Life. In addition, many faculty are willing and able to assist. Employees may find help from peers, the Office of Human Resources, and administrative staff.
- Colossians 3:15-17

# THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## Purpose and Applicability

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, (“The Act”) is a federal law enacted to establish procedures for disclosing information contained in student records and to protect the privacy of these records. The Act applies to currently enrolled students, beginning on the first day of attendance, and former students.

The Act does not apply to individuals who have applied for admission but never attended Bethel University or applicants for admission who are denied enrollment.

Information obtained on a former student subsequent to graduation or termination of enrollment is not covered under The Act (e.g., data accumulated on alumni). All rights under The Act cease when a person dies; Bethel will decide on a case by case basis what records of deceased students can be released and to whom they will be released.

## Definitions

**Eligible Student:** A student who has reached 18 years of age or is attending an institution of postsecondary education.

### **School Official:**

A person employed by Bethel University in an administrative, supervisory, academic or research, or support staff position including security and safety personnel and health services staff.

- A person or company with whom Bethel University has contracted, such as auditors, attorneys, or the National Student Clearinghouse.
- A person serving on the Board of Trustees.
- A student serving in an official committee or assisting another University official in performing his or her tasks.

**Education Records:** Records that directly relate to a student and are maintained by an educational institution.

### **Education records may include:**

- class lists;
- grade rosters;
- student schedules;
- correspondence; and
- data in an electronic database.

**Education records do NOT include:**

- records about students made by instructors, professors, and administrators for their own use and not shown to others (sole possession records);
- Office of Security and Safety records maintained solely for law enforcement purposes and kept separate from the education records described above;
- employment records, except where a currently enrolled student is employed as a result of his or her status as a student;
- records of a physician, psychologist, or other recognized professional made or used only for treatment purposes and available only to persons providing treatment (while not education records, these records are subject to FERPA);
- records that contain only information relating to a person's activities after that person is no longer a student at the University;
- financial information submitted by parents(s)/guardian(s);
- directory information not restricted by the student; and
- confidential letters and recommendations placed in the student's record if the student has waived in writing his or her right to inspect those letters and recommendations. Students may revoke such a waiver at a later time, but the revocation must be in writing and is only effective with respect to actions occurring after the revocation.

**Personally Identifiable Information:** All information that is directly related to a student. This information includes both "directory information" and "non-directory information."

**Directory Information:** Information contained in a record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. At Bethel University, directory information includes:

- student's name;
- home and local address;
- home and local telephone listing;
- personal and campus electronic mail address;
- photograph or digital image;
- date and place of birth;
- major field of study;
- grade level (freshman, sophomore, etc.);
- enrollment status (e.g.; undergraduate or graduate; full time or part time);
- dates of attendance;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received;
- most recent educational agency or institution attended; and

- Bethel Community Account username, which is used by the student for purposes of accessing or communicating in electronic systems, since this identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**Non-Directory Information:** Any personally identifiable student information that is not directory information. At Bethel University, non-directory information includes, but is not limited to, a student's Social Security number or student identification (ID) number.

**Legitimate Educational Interest:** An educationally related purpose, which has a directly identifiable educational relationship to the student involved and underlies a request for the disclosure of education records.

## Student Rights

Currently enrolled and former students have the right to:

- inspect and review information contained in education records within 45 days after Bethel receives a request for access;
- request the amendment of the student's education records that a student believes is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- consent to disclosure, subject to certain exceptions specified in The Act, of personally identifiable information from education records; and
- file a complaint with the Department of Education concerning an alleged failure by Bethel to comply with The Act.

### Procedure for Inspecting Records

Students must request permission in writing to inspect their records and must present that request to the Registrar's Office, who will coordinate the inspection of records.

- The records will be made available to the student for inspection not more than 45 days following the receipt of the request.
- A Bethel employee must be present while the student inspects his or her records.
- Students may request copies of available records when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. Students may be required to pay a per copy fee. A copy may be refused, but only if, in doing so, the institution does not limit the student's right to inspect and review that record.

A student may inspect records of disclosure, which will be kept by the office in which the record is maintained unless such inspection is prohibited under the terms of a court order or lawfully issued subpoena.



## **Procedure for Requesting the Amendment of Records**

With the exception of grades or disciplinary actions, if a student believes that information in his or her record is inaccurate, misleading, or otherwise in violation of his or her privacy rights, he or she may request that a change in the record be made.

- Such a request must be in writing, clearly identify the part of the record the student wants changed, and submit the request to the appropriate University official in whose office the record in question is located.
- If Bethel decides not to amend the record as requested, Bethel will notify the student in writing that he or she may make a written request to that official for a hearing to contest the record.
- A hearing will be conducted within 30 days of the written request (or as soon thereafter as is practical) with the student having an opportunity to present all relevant evidence. The hearing panel will consist of the University official in charge of the record in question and two other officials selected by the official in charge.
- The student will be notified within two weeks of the hearing (or as soon thereafter as is practical) as to the decision of the official or hearing panel. The decision of the hearing panel is final.
- If the student disagrees with the action taken by the hearing panel, he or she may place a statement in his or her educational record giving the reasons for disagreeing with the decision.

NOTE: An appeal of grades or disciplinary action should follow the processes outlined in the student handbook and/or academic catalog.

## **Procedure to Request Withholding of Directory Information**

- In the fall semester, before the printed roster is published, students will be notified about the opportunity to request that Directory Information be withheld.
- The request can be completed at any time; however, if the printed roster has been published for the academic year, the student's Directory Information cannot be removed from the printed roster.
- Students may request to withhold disclosure of Directory Information by completing a form online or in the Registrar's Office.
- Bethel will continue to honor a student's last request with regard to the disclosure or non-disclosure of Directory Information made while the student was in attendance at Bethel. Bethel cannot assume the responsibility to contact the student for subsequent permission to release Directory Information. Regardless of the effect upon the student, Bethel assumes no liability for honoring an instruction to restrict/withhold Directory Information.
- A student who is no longer enrolled cannot request that Directory Information be withheld. A student who is no longer enrolled can rescind their request to withhold Directory Information.

## Parent Rights

The Act generally does not guarantee any rights to parents or guardians of students who are attending post-secondary institutions.

However, at Bethel's discretion, the Act does allow Bethel to provide parents with access to their student's educational records provided the parents claim the student as a dependent on their federal income tax return. If a student is claimed as a dependent for federal income tax purposes by either parent (regardless of the parents' current marital status), then, at Bethel's discretion, Bethel may disclose information in the student's education records without the student's consent.

As a matter of general practice, Bethel does not release student education records to parents of dependent students without the student's written authorization. Bethel does provide all students with the ability to give parents and other third parties online proxy access to their education records.

## Offices that Maintain Records

For information about records, contact the Registrar's office, or the office in which the records are maintained. Types of records maintained by Bethel University are as follows:

- Office of the Registrar—Personal information data, course registration, records of all courses taken including grades, documents related to degree completion requirements, and other related information.
- Office of Financial Aid—Financial aid applications, records of financial aid awarded, and related documents.
- Business Office—Records related to charges, payments, emergency contact information, and Perkins loans for educational services rendered by Bethel.
- Office of Career Development and Calling—Placement data completed by the student, resumés, information on courses taken toward degree, letters of recommendation from faculty and/or employers
- Academic Departments—Student applications to program, copies of grades, notes from student interviews, faculty recommendations, department recommendations, records of field experiences, clinicals, practica, internships, and other related documents.
- Health Services—Student medical forms, copies of athletic physicals, and records of medical services rendered to the student through the university.
- Office of Student Life—Photograph, ID card information, evaluations from residence hall personnel, interest test results, housing applications, Covenant for Life Together and miscellaneous correspondence, disciplinary information.
- Office of Development—Personal data on alumni of the university and records of financial giving.
- Faculty Advisors—Notes from advising sessions; copies of various communications to and from advisee, faculty, and other offices; and related advising material.

## **Disclosure of Education Records**

### **Conditions Under Which Directory Information May Be Released**

Directory Information may be released at the discretion of University officials without the written permission of the student, unless the student has requested that directory information be withheld. If the student has requested that directory information be withheld, the information will not be released without their written consent.

### **Conditions Under Which Directory and Non-Directory Information May Be Released**

Directory and Non-Directory Information may be released without the written consent of the student to:

- Authorized representatives of the Comptroller General of the United States.
- The Attorney General of the United States.
- The Secretary of Education.
- State or local educational authorities, for audit and evaluation of federal- and state-supported education programs, or for the enforcement of or compliance with federal legal requirements that related to those programs.
- Bethel University personnel or other school officials who have a legitimate educational interest in the records. This category includes a person or organization retained to be an agent for, or under contract with, Bethel University, such as financial auditors, attorneys, or National Student Clearinghouse. Disclosure to a school official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party.
- Officials of another school in which the student seeks to enroll.
- Persons or organizations involving financial aid in order to determine the student's eligibility for financial aid; to determine the amount of financial aid; to determine conditions to be imposed regarding financial aid; and to enforce conditions of financial aid.
- State and local officials as allowed by state statutes concerning the juvenile justice system.
- Organizations that are conducting studies to develop, validate, and administer predictive tests; administer student aid programs; and improve instruction. Those organizations cannot redisclose personally identifiable information of students.
- Accrediting agencies carrying out their accrediting functions.
- Parents of dependent students (that is, students who are claimed as dependents on their parents'/guardians' most recent federal tax return). However, as a matter of general practice, Bethel does not release student education records to parents of dependent students without the student's written authorization. Instead, Bethel provides all students with the ability to give parents and other third parties online proxy access to their education records.

- To comply with a judicial order or lawfully issued subpoena. The University will notify the student when such a request occurs without the student's knowledge unless prohibited by law.
- Appropriate persons in a health or safety emergency. If Bethel determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from educational records to any person whose knowledge of the information is necessary to protect the health or safety of the student or others, provided that Bethel will only exercise this authority for the duration of the emergency.

The University can release information related to a student contained in law enforcement records so long as such records are created by a law enforcement unit, created for a law enforcement purpose, and maintained by a law enforcement unit in a manner that segregates them from records maintained by other components of the University.

#### **Conditions Under Which Education Records Will Not Be Released**

Unless otherwise required by law, Bethel University official transcripts will not be issued to students who are delinquent in paying University charges for educational services or who are behind in financial loan repayments.

Copies will not be provided of education records (e.g., transcripts) that were issued by other educational institutions unless authorized by the Registrar.  
**UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORD OF ANY STUDENT IS PROHIBITED.**

#### **Criteria Used to Determine the Legitimate Educational Interest of School Officials**

The following criteria shall be taken into account in determining whether a school official has a legitimate educational interest in the disclosure of student education records:

- The official must seek the information within the context of the responsibilities that he or she has been assigned;
- The information sought must be used within the context of official University business and not for purposes extraneous to the official's area of responsibility or to the University;
- The information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment;
- The task must be determined to be consistent with the purposes for which the data are maintained. Requests related to institutional research and studies are subject to this criterion;

## Other Faculty and Staff Responsibilities

Bethel University will notify students annually of their rights under The Act by publishing such information in the University catalog and E-Announcements. A complete policy is available from the Office of the Registrar.

Bethel University will maintain a record of requests for access to and disclosure of a student's Non-Directory Information to anyone other than:

- the student;
- University officials with a legitimate educational interest;
- a party with the student's written consent; and
- a party seeking or receiving the records as directed by a court order or lawfully issued subpoena that directs the University to refrain from disclosing the contents of the subpoena or the information furnished in response to the subpoena.

## Enforcement

Enforcement of this Act is the responsibility of the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

Further information concerning The Family Educational Rights and Privacy Act is available at [www.ed.gov](http://www.ed.gov).

## Other Directives

Directives outlined on legal documents, such as power of attorney, should be shared during the application process and are followed throughout the program.

# ACADEMIC INFORMATION

## Academic Honesty

Since Bethel University is a Christian academic community, its fundamental purpose is the pursuit of knowledge and the development of growing Christian persons. Essential to the success of this educational mission is a commitment to principles of ethical academic integrity. Every member of the university community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty. Violation of honesty standards can result in denial of credit (U or F) in a course, as well as dismissal from the university. Penalties are given at the discretion of the faculty member, and offenders will be referred to the appropriate academic dean. Students charged with a violation have the right to appeal any disciplinary action. Contact the Office of Academic Affairs for details on the appeal process. The appeals process is as follows:

1. As soon as possible following the disciplinary action 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 program director. (If the instructor is the program director, the student should contact the appropriate divisional dean.)
2. If after talking with the instructor and the program director the matter is not resolved, the student may appeal in writing to appropriate divisional dean. This written appeal must be received within three weeks of the decision or incident in question.

## Academic Honesty Violation Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

1. Cheating - Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. *Example:* using a cheat sheet on a quiz or exam.
2. Plagiarism - Using the ideas, data, or language of another without specific and proper acknowledgment. *Examples:* misrepresenting another's work (paper, lab report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate.
3. Fabrication - Submitting contrived or altered information in any academic exercise. *Examples:* making up data for an experiment; fudging data, citing nonexistent resources, or padding bibliography.
4. Multiple submission - Submitting, without prior permission, any work submitted to fulfill another academic requirement. *Example:* submitting the same paper for two different classes.

5. Misrepresentation of academic records - Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record, either before or after coming to Bethel University. *Example:* entering an unauthorized change to a grade.
6. Unfair advantage - Attempting to gain unauthorized advantage over fellow students in an academic exercise. *Examples:* gaining unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; misrepresenting the need for an absence or extension; continuing an exam beyond the prescribed time limit; destroying, hiding, removing, or keeping academic resources.
7. Digital offenses - Unauthorized destruction, modification or duplication of digital assets. *Examples:* software piracy; hacking; constructing or utilizing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others.
8. Facilitating academic dishonesty - Knowingly helping or attempting to help another violate any provision of this code. *Example:* unauthorized working together on a take-home exam or other individual assignment; sharing exam content with someone who has not yet taken the exam.

## Academic Appeals

### Appeals of Academic Dismissal

Students who have been academically dismissed are notified by the Registrar. They may appeal the academic dismissal to the BUILD Academic Appeals Committee by submitting a written appeal to the Office of Academic Affairs. Students may choose to be present at a hearing for the purpose of responding to specific requests for information from committee members. Written notification of the committee's decision will be sent to students via their Bethel email address. Complete instructions and forms for the appeal process are sent by the Registrar when the students are notified of their dismissal; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c).

### Appeals of Grades and Other Academic Policies for a Course or Applied Studies Certificate

Appeals related to grades and decisions of the registrar in applying academic policies to a course or requirements for the applied studies certificate should be made as soon as possible following the decision in question; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). 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 program director. (If the instructor is the program director, the student should contact the appropriate divisional dean.) If after talking with the instructor and the program director 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 procedures should be addressed first to the instructor and then to the program director. If after talking with the instructor and the program director, the issue has not been resolved, the student should contact the appropriate divisional dean.

### **Appeals of Other Academic Policies**

Appeals related to decisions of the registrar applying policies that are not related to a particular course or to the applied studies certificate should be made as soon as possible after the registrar's decision; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). Students should use the form found on the registrar's website and submit the form to the appropriate academic dean.

### **Appeals of Disciplinary Action Related to Academic Honesty**

Students charged with a violation have the right to appeal any disciplinary action; the appeals process complies with the Minnesota Statutes, section 122A.09, subdivision 4, paragraph (c). As soon as possible following the disciplinary action 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 program director. If after talking with the instructor and program director, the matter is not resolved, the student may appeal in writing to appropriate divisional dean. (If the instructor is the program director, the student should contact the appropriate divisional dean, and may appeal in writing to the vice president and dean.) This written appeal must be received within three weeks of the decision or incident in question.

## **Course Policies and Grades**

### **Accommodations Policy**

Disability-related accommodations are determined by the Office of Disability Resources and Services (DRS). Students requesting disability-related accommodations work with their advisor to request needed accommodations. Once DRS determines that accommodations are to be made, they will notify the student and the instructor via e-mail.

### **Adding a Course**

Students may add a course up through the add/drop date published for the term.

### **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.



## Course by Arrangement

In special circumstances students may request to take a course by arrangement. Only courses that are requirements for the applied studies certificate can be taken by arrangement. A student may take only one course by arrangement while completing their Applied Studies Certificate. 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 Academic Advisor, the Program Director, and the Registrar.

## 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. Students should 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.)

## Grades and Grading

The scale below is used to define letter grades. 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
A	Exceptional
B	Good
C	Satisfactory
D	Minimally Acceptable
F	Failing
I	Incomplete (courses with letter grades)
IN	Incomplete (courses graded S/U)
S	Satisfactory
U	Unsatisfactory
W	Withdrawal

## **Grade Replacement**

When a student repeats a course at Bethel the grade and credits for the earlier course are excluded from the student's academic record when determining satisfactory progress. 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.)

## **Prerequisites**

Some 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**

Courses are graded on an A-F basis or S/U as 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. Students should 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 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.

## **Internships**

An academic internship is a learning/practicing experience in an on- or off-campus setting during which students explore and/or apply a body of knowledge and skill in a structured non-classroom setting. It can take place in many settings and may make use of almost every knowledge and skill area in Bethel's BUILD program curriculum. The work provides an opportunity to meet learning objectives.

An acceptable internship is one that expects students to explore career aspirations and make a deliberate application of their academic knowledge and skills; continue to learn as stimulated by the problems and issues encountered; grow in their personal maturity and confidence in one's abilities; and develop empathy with and understanding of persons, groups, and settings. An internship is conducted under joint supervision of a Bethel staff member and an on-site supervisor. Both parties agree on the specific objectives by the end of the first 1/3 of the term of the internship. Both parties stay in communication throughout the internship experience. There is a plan for on-going processing of the experience (internship daily progress form, evaluation forms, etc.).

Job mentors work to support students in the BUILD program with job related skills during student internships. They provide transportation to/from the job site (when necessary) and remain with the students as needed to offer on-the-job support and coaching during their shift.

**Requirements for the internship courses:**

- Each internship credit requires a minimum of 45 on site hours.
- Completion of learning objectives.
- Internships are graded S/U.

In preparation for the on- or off-campus internships the other three semesters of the program, students spend their first semester engaging in an internship lab where they explore and strengthen their work skills and interests.

## **Commencement Ceremony Participation**

Students who have not completed all required courses for graduation may participate in the commencement ceremony provided they have no more than a total of four (4) credits remaining. Students must plan to complete their courses by the end of the Fall term of the next academic year.

## **Final Examinations**

At the close of the Fall and Spring semesters, one week is provided for final examinations. Students are required to take examinations at the time indicated for each course by the instructor in the syllabus or through other communication. Exceptions necessitated by conflicts with an established work schedule, severe personal hardships, or academic hardship (in the form of having three examinations on one day) must be approved by the faculty member. Faculty approval must be obtained at least two weeks prior to the date of the exam in cases where the hardship is known in advance. Exams are not rescheduled merely for the economy and/or convenience of the student.

Final examinations are usually given in Interim, but no special days are specifically set aside for this purpose.

Bethel's policy on final exams is that every regular academic course must include a final exam or other final appropriate academic exercise within the final exam schedule. In lieu of a final exam which covers the entire course, the following have been declared to be appropriate academic exercises: a paper due at the time of the regularly scheduled final exam period; a unit test similar to others given during the term which covers only apart of the course; or a required class meeting or academic exercise during the regularly scheduled final exam period. Final exams should not be advanced into the last week of classes because this impacts negatively on student performance in other classes.

## **Leaving the University Prior to Graduation**

### **Withdrawal**

A student who decides to discontinue their studies prior to completing their program must officially withdraw. To officially withdraw from Bethel University, a student should complete the appropriate forms available from the Office of Student Life, or call the office at 651.638.6300 and schedule an appointment for an exit interview. Failure to notify the institution of an intent to withdraw may result in loss of financial aid and housing deposit.

### **Stop Out**

On occasion, it may become necessary for a student to leave school for one or two semesters for a variety of reasons. A student who finds it necessary to discontinue their studies for only one or two semesters, with the intent to return to Bethel after that time, may be eligible for a stop-out status rather than officially withdrawing from the university. A student interested in receiving a stop-out status should inquire about eligibility with a dean in the Office of Student Life. To be granted a stop-out, a student must be in good standing academically and financially, must have been at Bethel at least one full semester, and must plan to be away no more than one or two full semesters.

A stop-out status allows a student to return to Bethel after one or two semesters away without reapplying for admission. Students also retain their class-level status for housing sign-up and academic registration. The stop-out procedure may only be utilized once by a student during the course of their academic studies, unless special approval is granted by the university.

### **Readmission**

Students who have officially withdrawn from the university must apply to be readmitted if more than one semester has passed since their last enrollment. Requirements for students who re-enter Bethel are based on the catalog of the year they re-enter.

Students who have been academically dismissed may apply to be readmitted no sooner than one semester after their dismissal. Readmission requires evidence of academic success, including employment readiness and independent living success in another setting. Readmission of students who have been academically dismissed is reviewed by the Office of Student Life, the Office of the Registrar, the Office of Academic Affairs, and the Business Office.

## ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Academic standing is calculated at the end of fall and spring terms. When students are placed on Academic Warning, Academic Probation, or Academic Dismissal, the student, their advisors, and financial aid staff are notified by the Office of the Registrar. If the student has signed a FERPA waiver, designated a proxy, and/or has provided direction in other legal document(s), the advisor will notify the parents or other designated person(s). Academic standing appears on unofficial transcripts of all students.

1. *Good Academic Standing*: Students who are not on academic probation or academic dismissal are considered to be in good academic standing.
2. *Academic Warning*: Students who earn a grade of U or F in one class and/or do not successfully complete  $\frac{2}{3}$  of attempted credits in one semester receive an academic warning. Students receive normal financial aid while on academic warning.
3. *Academic Probation*: Students who earn a grade of U or F in any two classes and/or do not successfully complete  $\frac{2}{3}$  of attempted credits in any two semesters are placed on academic probation. Students receive normal financial aid while on academic probation.
4. *Academic Dismissal*: Students who earn a grade of U or F in any four classes and/or do not successfully complete  $\frac{2}{3}$  of attempted credits in any three semesters may be subject to academic dismissal. Academic dismissal of any student is the decision of the Bethel University Registrar. Academic warning and academic probation may not always immediately precede academic dismissal.
5. *Appeal of Academic Dismissal*: Students who have been dismissed may appeal to the BUILD Academic Appeals Committee. Instructions for the appeals process are provided by the Registrar when students are notified that they have been dismissed. Decisions of the academic appeals committee affect academic and financial aid policies.

Academic standing is determined upon initial submission of final grades for Fall and Spring semesters. Students who have received a change of grade, or who repeated a course during interim, may petition the Office of the Registrar to have their current academic standing reassessed.

When a student repeats a course, both grades for the course will remain on the transcript. The most recent grade will replace the previous course grade when determining academic standing.

# BUILD COURSE LISTING

## Core Courses:

Successful completion of all Core Courses is required to earn the Applied Studies Certificate and complete the BUILD Program. Some Core Courses are taken with students without disabilities.

### **BBT 023: BUILD Bible, Theology, & Spiritual Formation: Old Testament..... 2 Credits**

Utilize the biblical narrative and specific Old Testament character studies to learn about the redemptive nature of God's Word and personal salvation through relationship with Jesus Christ by identifying and analyzing important theological elements, specific contextual understandings, and historical biblical criticism.

*Offered: Spring.*

### **BBT 033: BUILD Bible, Theology, & Spiritual Formation: New Testament.... 2 Credits**

Utilize the biblical narrative and specific New Testament character studies to learn about the redemptive nature of God's Word and personal salvation through relationship with Jesus Christ by identifying and analyzing important theological elements, specific contextual understandings, and historical biblical criticism.

*Offered: Fall*

### **BIL 010: BUILD Independent Living 1..... 2 Credits**

Learn to make choices that lead to opportunities for living independently. Gain tools needed to make good decisions about personal safety and avoiding home and health hazards so that students can enjoy success in all aspects of life. During lab hours, students practice self- and home-care and cooking skills.

*Offered: Fall*

### **BIL 017: BUILD Independent Living 1 Lab ..... 1 Credit**

Lab experience accompanying BIL010.

*Offered: Fall*

### **BIL 020: BUILD Independent Living 2..... 2 Credits**

Learn to make choices that lead to successful adult life including choosing leisure activities and living independently. Students gain an understanding of free-time activities that help them to learn to have fun, relax, grow and learn. Students examine how healthy free-time activities link to self-care and explore home-care tasks, learning to divide them into daily, weekly, and monthly tasks. During lab hours, students explore leisure time options on and off campus, and practice home care and cooking skills.

*Offered: Spring*

### **BIL 027: BUILD Independent Living 2 Lab ..... 1 Credit**

Lab experience accompanying BIL020.

*Offered: Spring*

**BIL 030: BUILD Independent Living 3..... 2 Credits**

Learn to make choices that lead to opportunities for living independently and living a satisfying life. Students are involved directly in independent living skills practice through each activity. Students choose a job, then learn to live on the pay they receive from that job. While experiencing each activity students also have to problem solve typical challenges that individuals experience when starting out on their own. During lab hours, students explore living options and practice home care and cooking skills.

*Offered: Fall*

**BIL 037: BUILD Independent Living 3 Lab ..... 1 Credit**

Lab experience accompanying BIL030.

*Corequisite: BIL030. Offered: Fall*

**BIL 040: BUILD Independent Living 4..... 2 Credits**

Learn to make choices that lead to opportunities for living independently and having a satisfying family life. Gain tools needed to make good decisions about relationships and learn the importance of maintaining a stable and healthy personal life so one can enjoy success in all aspects of life. During lab hours, students practice self-care, home care and cooking skills.

*Offered: Spring*

**BIL 047: BUILD Independent Living 4 Lab ..... 1 Credit**

Lab experience accompanying BIL040.

*Offered: Spring*

**BIN 018: BUILD Internship Lab 1 ..... 1 Credit**

Begin exploration of the areas of concentration in order to confirm or refine personal area of interest. Students complete learning modules focused on Self Awareness, Career Exploration and Development, Employability: resume writing, interview skills, soft skills, and labor laws and safety.

*Offered: Fall*

**BIN 026: BUILD Internship 2..... 2 Credits**

Build skills and knowledge related to area of concentration through completion of a minimum of 90 internship hours with nondisabled individuals. Students are set up in internships based on their interests and work-readiness. Specific job duties, support, and feedback are provided by a job mentor.

*Offered: Spring*

**BIN 036: BUILD Internship 3..... 2 Credits**

Continue building skills and knowledge related to area of concentration through completion of a minimum of 90 internship hours with nondisabled individuals. Students are set up in internships based on their interests and work-readiness. Specific job duties, support, and feedback are provided by a job mentor.

*Offered: Fall*



**BIN 046: BUILD Internship 4..... 2 Credits**

Continue building skills and knowledge related to their area of concentration through completion of a minimum of 90 internship hours with nondisabled individuals. Students are set up in internships based on their interests and work-readiness. Specific job duties, support, and feedback are provided by a job mentor.

*Offered: Spring*

**BIS 017: BUILD Independent Study 1 ..... 1 Credit**

Begin exploration of the area of concentration in order to confirm or refine area of interest. Students with and without disabilities engage in online learning modules and hands-on learning, which focus on skills and knowledge needed for employment and future learning in the students' areas of concentration.

*Offered: Fall*

**BIS 027: BUILD Independent Study 2 ..... 1 Credit**

Build skills and knowledge related to area of concentration. Students with and without disabilities engage in online learning modules and hands-on learning that are related to skills needed for current or future internships, and/or other job opportunities.

*Offered: Spring*

**BIS 037: BUILD Independent Study 3 ..... 3 Credit**

Continue building skills and knowledge related to area of concentration. Students with and without disabilities engage in online learning modules and hands-on learning that are related to skills needed for current or future internships, and/or other job opportunities.

*Offered: Fall*

**BIS 047: BUILD Independent Study 4 ..... 1 Credit**

Continue building skills and knowledge related to their area of concentration. Students with and without disabilities engage in online learning modules and hands-on learning that are related to skills needed for current or future internships, and/or other job opportunities.

*Offered: Spring*

**BJE 012: BUILD Jobs & Employment 1 ..... 2 Credits**

Gain knowledge of methods of effective communication, steps to take to enter a career of choice, actions to take to become valued and successful employees, and ways to become responsible members of their community. Learn about advocating for your future. Learn, apply, practice, and evaluate skills to become a self advocate.

*Offered: Fall*

**BJE 022: BUILD Jobs & Employment 2..... 2 Credits**

Learn a process for finding a specific job in the career of choice. Seek out possible job positions and companies for future job opportunities. Learn to make contacts within the business world and then prepare for the interview.

*Offered: Spring*

**BJE 032: BUILD Jobs & Employment 3..... 2 Credits**

Gain skills to become a valued employee, such as getting along with co-workers, listening to the supervisor, and learning on the job. In addition, students learn about going the extra mile and advancing. Spend time practicing communication skills as well as other skills needed to become successful on the job. Gather information about how to build a positive reputation and leave a job with style. Develop a growth goal for keeping a job and self-evaluating performance until the goal has been obtained.

*Offered: Fall*

**BJE 042: BUILD Jobs & Employment 4..... 2 Credits**

Learn how to give to the community through volunteering, recycling, and conserving the environment. Gain knowledge about the resources available including personal resource, community organizations, and public agencies. Spend time exploring available community agencies and services that may provide assistance with goals. Gather information about the requirements and offerings of these agencies and services for future access. Develop a community participation growth goal and self-evaluate your performance in accomplishing this goal.

*Offered: Spring*

**BMF 011: BUILD Math & Finances 1 ..... 2 Credits**

Learn and practice the basics of money management including how to identify the most commonly used coins and bills, how to add, subtract, multiply and divide combinations of dollars and cents, and how to make change.

*Offered: Fall*

**BMF 021: BUILD Math & Finances 2..... 2 Credits**

Get the best value for your money and learn how to create and balance a personal budget, including how to compare products and services through comparison shopping, reading labels, making complaints, and shopping around.

*Offered: Spring*

**BMF 031: BUILD Math & Finances 3..... 2 Credits**

Gain knowledge about different types of loans including how to establish good credit and avoid getting into too much debt. Learn about interest, credit cards, credit applications and credit bureaus.

*Offered: Fall*

**BMF 041: BUILD Math & Finances 4..... 2 Credits**

Learn how to earn the most interest on money in a savings account, how to complete basic tax forms, different types of insurance, how to write checks, maintain a check register, and balance a checkbook.

*Offered: Spring*

**BPE 015: BUILD Physical Education 1..... 2 Credits**

Collaborative lab experience with HAS 450 Physiology and Interventions in Disabilities and Chronic Disease to learn skills necessary to maintain physical health and put those skills into practice as part of developing a personal physical fitness plan for how to stay healthy and active at Bethel.

*Offered: Fall*

**BPE 045: BUILD Physical Education 2..... 2 Credits**

Collaborative lab experience with HAS 450 Physiology and Interventions in Disabilities and Chronic Disease to learn skills necessary to maintain physical health and put those skills into practice as part of developing a personal physical fitness plan for how to stay healthy beyond Bethel.

*Offered: Spring*

**Elective Courses:**

BUILD Electives are listed as BEL and are taken at the developmental level (0##). Participation in elective courses requires students to meet the attendance requirements set by the instructor. Students are also expected to engage in out-of-class work that enables them to contribute to and learn from future class sessions. Participation beyond attendance in class activities is described in the course syllabus. Some electives are graded using A-F and some are graded with S (for students who earn a grade of 65% on class requirements) or U (for students who earn less than a grade of 65% on class requirements). All elective courses are taken with students without disabilities. The descriptions below include the terms when each course is usually offered. However, terms may vary from year to year.

**BEL 010: Introduction to Psychology..... 2 Credits**

Demonstrate a beginning understanding of psychological investigation and identify major themes and theories of psychology through exploration of methods, theories, and principal findings of psychological investigation.

*Offered: Fall, Spring*

**BEL 011: Introductory American Sign Language ..... 2 Credits**

Allows students to function comfortably in a variety of communication situations. Focuses on development of visual readiness skills, expressive, and receptive skills in basic ASL. Includes introduction to conversational vocabulary, finger-spelling, grammatical principles, and syntax. Information related to deaf culture is included.

*Offered: Fall, Spring*

**BEL 012: Basic Communication ..... 2 Credits**

Provides students an introduction into some of the fundamental areas of Communication studies. Students explore the basic concepts of public speaking, group communication, and interpersonal communication. Students use critical thinking, analytical, speaking, and practical skills to explore the elements of this course.

*Offered: Fall, Spring*

**BEL 013: Personal and Community Health ..... 2 Credits**

Increase student knowledge and understanding of the principles of health and exercise behavior. The primary focus is on health and fitness as a lifelong habit. Various factors related to physical, mental, and social health are explored. Students are required to participate in class and outside of class. Participation in discussions, daily activities, and the process of learning expected. Discussion of personal opinions and experiences are encouraged.

*Offered: Fall, Spring*

**BEL 015: Ballet ..... 1 Credit**

Increase artistic awareness and learn to use, work with, and know your body better through the art of ballet.

*Offered: Fall, Spring*

**BEL 017: Introduction to Business Applications ..... 1 Credit**

A basic understanding of business application software. Students gain a working knowledge of word processing, presentation software, spreadsheets, desktop publishing, and Internet Research.

*Offered: Spring*

**BEL 022: Badminton ..... 1 Credit**

Basic badminton skills, player position, and strategy. Includes instruction, drills, practice, playing time, a class tournament, history, rules, etiquette, and equipment needs.

*Offered: Spring*

**BEL 023: Exploring the Living World..... 2 Credits**

Study of fundamental concepts and processes of life science: plants, animals, and microscopic organisms, and their interactions. Emphasis is on building science knowledge through inquiry-based activities

*Offered: Fall, Spring*

**BEL 025: Introduction to Creative Arts..... 2 Credits**

Introduces the creative arts and their crucial role in human experience. Art forms included each semester are chosen from music, visual arts, theatre, dance, literature, or film, and highlight their crucial role in human experience. Creative works spanning stylistic, social, and historical contexts are examined in light of such issues as relationships, religion, death/despair, and humor. Students experience and interact with creative works and reflect on them from a Christian worldview.

*Offered: Fall, Interim, Spring.*

**BEL 030: Women's Choir ..... 1 Credit**

Be part of an ensemble that specializes in the historic and contemporary treble choral music repertory. Rehearsals promote vocal development, musicianship training, vocal development, teamwork, artistic expression, and spiritual reflection. Participation is open by audition.

*Offered: Fall, Spring*

**BEL 031: Handbell Ensemble ..... 1 Credit**

Be part of a Handbell Ensemble to learn and perform Handbell music. Participation is open by audition.

*Offered: Fall, Spring*

**BEL 032: Beginning Golf ..... 1 Credit**

Become familiar with the golf course, practice-putting area, driving range, club selection, and shot selection as part of developing enthusiasm for golf as a lifetime sport.

*Offered: Fall, Spring*

**BEL 033: Disc Golf ..... 1 Credit**

Learn the history, equipment, etiquette, rules, techniques, strategy, and scoring of Disc Golf through playing of the sport at the disc golf course.

*Offered: Spring*

**BEL 034: Men's Choir ..... 1 Credit**

The Bethel Men's Choir is an ensemble that specializes in the historic and contemporary TTBB choral music repertory. Rehearsals promote vocal development, musicianship training, vocal development, teamwork, artistic expression, and spiritual reflection.

*Offered: Fall, Spring*

**Special Note:** Participation is open by audition.

**BEL 044: Beginning Tennis ..... 1 Credit**

Basic tennis strokes. Includes instructions, drills, practice, and playing time. Covers rules, simple strategy, player position, etiquette, and guidelines for equipment selection.

*Offered: Fall, Spring*

**BEL 051: Soccer ..... 1 Credit**

Introduction to the history, rules, and fundamental skills of soccer.

*Offered: Fall, Spring*

**BEL 052: Yoga ..... 1 Credit**

Development of physical fitness and self-awareness through core stabilizing and strengthening exercises as an integral part of health and wellness. Emphasis on the integration of Christian faith and exercise while learning correct postures, alignments, and focus.

*Offered: Spring*

**BEL 024: Individual Music Lessons ..... 5 Credits**

Private lessons may be offered in voice, piano, pipe organ, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, English horn, trumpet, euphonium, tuba, harp, percussion, and guitar. Lessons are offered in 30-minute sections with credit. Students receive 12 lessons per semester if they register before or during the first week of the semester. To receive a satisfactory grade, a student must have a minimum of 10 lessons. Students registering late are not allowed to make up the lessons they missed. Lessons cannot begin or be registered for after the third week of the semester. Instructor approval is required prior to registration.

*Offered: Fall, Spring*

## CONCENTRATIONS

Based on their interests and career paths, students select only one of the following areas of concentrations: Arts and Communication, Business, or Human Services. These areas of concentrations align with some of Minnesota's Career Fields, Clusters and Pathways.

To meet the requirements of their concentration, students successfully complete Independent Study and Internship courses in their areas of concentration. Working with their advisor, students also choose and successfully complete at least one elective from the list of options related to their chosen concentration. This elective course is included in the count of the electives required (19 credits) to earn the Applied Studies Certificate. Students are encouraged to consider their concentration when selecting clubs and other student life opportunities.

### Arts & Communication

Students with an Arts and Communication concentration may be interested in careers in digital, print, and audio/video communication, information technology, visual arts, and/or performing arts. Students develop skills and knowledge to increase their own communication, artistic enjoyment, and production, and learn to support others in these fields.

### Required Courses

BIN 026 BUILD Internship 2: Arts & Communication  
BIN 036 BUILD Internship 3: Arts & Communication  
BIN 046 BUILD Internship 4: Arts & Communication  
BIS 017 BUILD Independent Study 1: Arts & Communication  
BIS 027 BUILD Independent Study 2: Arts & Communication  
BIS 037 BUILD Independent Study 3: Arts & Communication  
BIS 047 BUILD Independent Study 4: Arts & Communication

### Choose one of the following electives:

- BEL 011 Introductory American Sign Language
- BEL 012 Basic Communication
- BEL 015 Ballet
- BEL 017 Introduction to Business Applications
- BEL 025 Introduction to Creative Arts
- BEL 030 Women's Choir
- BEL 031 Handbell Ensemble
- BEL 034 Men's Choir
- BEL 024 Individual Music Lessons

## Business

Students with a Business concentration may be interested in careers in hospitality, tourism, recreation, or retail sales. Students develop skills and knowledge related to food service, sales, the travel industry, and/or businesses providing recreation and entertainment.

### Required Courses

BIN 026 BUILD Internship 2: Business  
BIN 036 BUILD Internship 3: Business  
BIN 046 BUILD Internship 4: Business  
BIS 017 BUILD Independent Study 1: Business  
BIS 027 BUILD Independent Study 2: Business  
BIS 037 BUILD Independent Study 3: Business  
BIS 047 BUILD Independent Study 4: Business

### Choose one of the following electives:

- BEL 010 Introduction to Psychology
- BEL 011 Introductory American Sign Language
- BEL 012 Basic Communication
- BEL 017 Introduction to Business Application
- BEL 023 Exploring the Living World

## Human Services

Students with a Human Services concentration may be interested in careers in education, ministry, security, maintenance/facilities management, or other helping professions. Students develop skills and knowledge related to working with people, communication, meeting needs, and additional skills specific to a particular field of employment.

### Required Courses

BIN 026 BUILD Internship 2: Human Services  
BIN 036 BUILD Internship 3: Human Services  
BIN 046 BUILD Internship 4: Human Services  
BIS 017 BUILD Independent Study 1: Human Services  
BIS 027 BUILD Independent Study 2: Human Services  
BIS 037 BUILD Independent Study 3: Human Services  
BIS 047 BUILD Independent Study 4: Human Services

### Choose one of the following electives:

- BEL 010 Introduction to Psychology
- BEL 011 Introductory American Sign Language
- BEL 012 Basic Communication
- BEL 013 Personal and Community Health
- BEL 017 Introduction to Business Application



# APPLIED STUDIES CERTIFICATE

<b>Course</b>	<b>Description</b>	<b>Credits</b>
BBT 023	BUILD Bible, Theology, & Spiritual Formation: ..... Old Testament	2
BBT 033	BUILD Bible, Theology, & Spiritual Formation: ..... New Testament	2
BIL 010	BUILD Independent Living 1 .....	2
BIL 020	BUILD Independent Living 2 .....	2
BIL 030	BUILD Independent Living 3 .....	2
BIL 040	BUILD Independent Living 4 .....	2
BIL 017	BUILD Independent Living Lab 1 .....	1
BIL 027	BUILD Independent Living Lab 2 .....	1
BIL 037	BUILD Independent Living Lab 3 .....	1
BIL 047	BUILD Independent Living Lab 4 .....	1
BIN 018	BUILD Internship Lab 1 .....	1
BJE 012	BUILD Jobs & Employment 1 .....	2
BJE 022	BUILD Jobs & Employment 2 .....	2
BJE 032	BUILD Jobs & Employment 3 .....	2
BJE 042	BUILD Jobs & Employment 4 .....	2
BMF 011	BUILD Math & Finances 1 .....	2
BMF 021	BUILD Math & Finances 2 .....	2
BMF 031	BUILD Math & Finances 3 .....	2
BMF 041	BUILD Math & Finances 4 .....	2
BPE 015	BUILD Physical Education 1 .....	2
BPE 045	BUILD Physical Education 2 .....	2
BEL	Electives.....	19
Choose one Concentration as listed below .....		10
<b>Total</b> .....		<b>66</b>

## Arts & Communication

BIN 026	BUILD Internship 2: Arts & Communication .....	2
BIN 036	BUILD Internship 3: Arts & Communication .....	2
BIN 046	BUILD Internship 4: Arts & Communication .....	2

BIS 017	BUILD Independent Study 1: Arts & Communication.....	1
BIS 027	BUILD Independent Study 2: Arts & Communication.....	1
BIS 037	BUILD Independent Study 3: Arts & Communication.....	1
BIS 047	BUILD Independent Study 4: Arts & Communication.....	1

**Choose one of the following electives:**

BEL 011	Introductory American Sign Language
BEL 012	Basic Communication
BEL 015	Ballet
BEL 017	Introduction to Business Application
BEL 025	Introduction to Creative Arts
BEL 030	Women’s Choir
BEL 031	Handbell Ensemble
BEL 034	Men’s Choir
BEL 024	Individual Music Lessons

**Business**

BIN 026	BUILD Internship 2: Business.....	2
BIN 036	BUILD Internship 3: Business.....	2
BIN 046	BUILD Internship 4: Business.....	2
BIS 017	BUILD Independent Study 1: Business.....	1
BIS 027	BUILD Independent Study 2: Business.....	1
BIS 037	BUILD Independent Study 3: Business.....	1
BIS 047	BUILD Independent Study 4: Business.....	1

**Choose one of the following electives:**

BEL 010	Introduction to Psychology
BEL 011	Introductory American Sign Language
BEL 012	Basic Communication
BEL 017	Introduction to Business Application
BEL 023	Exploring the Living World

## Human Services

BIN 026	BUILD Internship 2: Human Services .....	2
BIN 036	BUILD Internship 3: Human Services .....	2
BIN 046	BUILD Internship 4: Human Services .....	2
BIS 017	BUILD Independent Study 1: Human Services.....	1
BIS 027	BUILD Independent Study 2: Human Services.....	1
BIS 037	BUILD Independent Study 3: Human Services.....	1
BIS 047	BUILD Independent Study 4: Human Services.....	1

### Choose one of the following electives:

- BEL 010 Introduction to Psychology
- BEL 011 Introductory American Sign Language
- BEL 012 Basic Communication
- BEL 013 Personal and Community Health
- BEL 017 Introduction to Business Application

# ACADEMIC PLAN

<b>FALL Year 1</b>	<b>Credits</b>
BIL 010 - BUILD Independent Living .....	2
BIL 017 - BUILD Independent Living Lab 1 .....	1
BIN 018 - BUILD Internship Lab 1 .....	1
BIS 017 - BUILD Independent Study 1 .....	1
BJE 012 - BUILD Jobs & Employment 1 .....	2
BMF 011 - BUILD Math & Finances 1 .....	2
BPE 015 - BUILD Physical Education 1 .....	2
Electives .....	2
<b>Total .....</b>	<b>13</b>

<b>Interim Year 1</b>	
Electives .....	3
<b>Total .....</b>	<b>3</b>

<b>Spring Year 1</b>	
BBT 023 - BUILD Bible, Theology, & Spiritual Formation: Old Testament.....	2
BIL 020 - BUILD Independent Living 2 .....	2
BIL 027 - BUILD Independent Living 2 Lab .....	1
BIN 026 - BUILD Internship 2 .....	2
BIS 027 - BUILD Independent Study 2.....	1
BJE 022 - BUILD Jobs & Employment 2 .....	2
BMF 021 - BUILD Math & Finances 2 .....	2
Electives .....	2
<b>Total .....</b>	<b>14</b>

**Fall Year 2**

BBT 033 - BUILD Bible, Theology, & Spiritual Formation: New Testament .....	2
BIL 030 - BUILD Independent Living 3 .....	2
BIL 037 - BUILD Independent Living 3 Lab .....	1
BIN 036 - BUILD Internship 3 .....	2
BIS 037 - BUILD Independent Study 3 .....	1
BJE 032 - BUILD Jobs & Employment 3 .....	2
BMF 031 - BUILD Math & Finances 3 .....	2
Electives .....	4
<b>Total .....</b>	<b>16</b>

**Interim Year 2**

Electives .....	3
<b>Total .....</b>	<b>3</b>

**Spring Year 2**

BIL 040 - BUILD Independent Living 4 .....	2
BIL 047 - BUILD Independent Living 4 Lab .....	1
BIN 046 - BUILD Internship 4 .....	2
BIS 047 - BUILD Independent Study 4 .....	1
BJE 042 - BUILD Jobs & Employment 4 .....	2
BMF 041 - BUILD Math & Finances 4 .....	2
BPE 045 - BUILD Physical Education 2 .....	2
Electives .....	5
<b>Total .....</b>	<b>17</b>

<b>Total Credits .....</b>	<b>66</b>
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# ADMISSIONS PROCEDURES

To consider your application for admission, Bethel University must receive the following in most cases:

## First-Year Students Applying to the BUILD Program

1. **Submit your online application.**
  - Applications for the 2019-2020 academic year will be accepted until December 1, 2018.
2. **Submit your Transcript/IEP/Evaluation Request Form (pdf) and supporting documents.**
  - If you have the most recent IEP and Evaluation Report, these can be emailed to [build-apply@bethel.edu](mailto:build-apply@bethel.edu). Transcripts must be submitted through a secure online portal or in a sealed envelope to the Office of Admissions.
3. **Complete a Physical Form (pdf).**
  - Through our partnership with the Special Olympics, we use the “Application for Participation in Special Olympics” to prepare students for signing up for SOFit as part of their Health & Fitness Course. This also allows you to be ready to join our Unified Bowling Team and any other Special Olympic sports if you choose to do so.
  - Mail your completed form to the Office of Admissions. This information is also shared with Health Services to be sure we have a complete health history on file.

<https://www.bethel.edu/undergrad/admissions/apply/build/>

## FINANCES

The Bethel University Board of Trustees reserves the right to change any financial charges or regulations listed in this catalog.

### Student Cost for 2018-2019

FT = full-time enrollment (12-18 credits per semester)

Tuition	Fall	Interim	Spring	Summer
FT Fall and FT Spring	\$18,576	No charge	\$18,570	NA

Students enrolled in the BUILD program are enrolled in 12 to 18 credits per semester. Enrollment in 12 to 18 credits is considered Full Time Enrollment. Tuition amounts are assigned to each of the six Core BUILD course in the amount of \$2,446. Three support fees of \$1,300 are also assigned to BUILD students.

### Bethel Student Activity Fee

The Bethel Student Activity fee is charged per semester when a student is enrolled full time (12-18 credits). This fee is determined by the Bethel Student Government (BSG).

Fee	Fall	Interim	Spring	Summer
Bethel Student Activity fee (full time)	\$80	NA	\$80	NA

### Room (first-time residents in Bethel housing)

	Fall	Interim	Spring
In Bethel Housing Fall, Spring, and Interim	\$2,915	No Charge	\$2,915

### Room (second consecutive year in Bethel Housing)

	Fall	Interim	Spring
In Bethel Housing Fall, Spring, and Interim	\$2,915	No Charge	\$2,915

### Meal Plan

More information regarding meal plans is available at [bethel.edu/dining-services/meal-plans](http://bethel.edu/dining-services/meal-plans)

Students with Bethel housing will be auto-assigned the meal plan "Block Plan B" (\$4,690 per year) with the option to change their plan based on their housing selection.

To manage your meal plan:

MyBethel>Student Services tab>Housing channel>My Housing and Meal Plans

## Music Instruction

Lesson	Semester
1/2 hour per week private lesson	\$480 per semester
<ul style="list-style-type: none"> <li>No refund is given after Friday of the second week of the semester for students who withdraw from private music instruction. Copies of the complete Refund Policy for Private Instruction are available from the Department of Music.</li> </ul>	

## Special Fees

Description	Cost
Enrollment Deposit (nonrefundable after May 1)	\$300
Additional Course Fees (indicated in registration materials)	Amount varies
Student Health Insurance Fee (if proof of student's own health insurance plan is not provided by the 10th day of class)	Policy cost varies per year
Official Transcript: <a href="https://www.bethel.edu/registrar">https://www.bethel.edu/registrar</a>	\$8 per copy
Non-Sufficient Funds Fee (NSF)	\$25 per item

## Bethel Student Activity Fee

The Bethel Student Activity fee is charged per semester when a student is enrolled full time (12-18 credits). This fee is determined by the Bethel Student Government (BSG).

## Transcript Fee

Official transcripts are available showing all academic work completed to date at Bethel University. Both electronic and paper versions of official transcripts are available for \$8. Electronic transcripts are processed instantly. Paper transcripts will be printed and mailed the next business day. Some exceptions apply. Transcripts can only be sent if all outstanding financial obligations are met. Questions regarding transcripts should be addressed to the Office of the Registrar. To order an official transcript, please visit: <https://www.bethel.edu/registrar>.

## Student Health Insurance

Students enrolled in the Bethel's BUILD Program are required to report that they have health insurance with a minimum of \$50,000 coverage for each accident or sickness. Student health insurance can be through a family plan, an individual plan, or the accident and sickness plan that Bethel provides through Student Assurance Services. Student athletes are required to have health insurance that meets the NCAA requirement minimum of \$90,000 for each accident or injury and does not exclude intercollegiate sports accidents or injuries.



**Each year students must complete an online waiver form to meet this important requirement. If the waiver is not completed by the deadline, the student will be automatically enrolled in the plan Bethel is making available, and the yearly premium will be billed to their student account.** Note: Charges for this student health insurance plan are not refundable.

To provide health insurance information, students complete their waiver form through My Bethel > Banner icon > Student tab > Student Health > Insurance Waiver Form.

For complete information about this requirement, including important reporting deadlines and current costs, visit [bethel.edu/offices/health-services/health-insurance/requirement](http://bethel.edu/offices/health-services/health-insurance/requirement), or contact Health Services at 651.635.8532 (800.255.8706, ext. 8532), or [health-insurance@bethel.edu](mailto:health-insurance@bethel.edu).

## TUITION AND PAYMENT OPTIONS

Full payment or contact with the Business Office to verify anticipated resources is required by August 15, 2018 for the fall term and January 15, 2019 for the Spring term. The bill may include, but is not limited to: tuition, room, meal plan, Student Activity fee, course fees, music lessons, and health insurance. Students and their power of attorneys are responsible for payment reaching the Business Office when due, regardless of the source of payment. Payment must be received in U.S. dollars. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid. Loan applications should be made well in advance for the funds to be disbursed by the beginning of the term. All students enrolled in the Fall term are required to complete their Enrollment Checklist by August 15, 2018. For Spring term, all incoming (new students only) are required to complete their Enrollment Checklist by January 15, 2019. Enrollment for succeeding terms is dependent on payment of the previous term's expenses.

### Payment Options

#### Full Payment (Option 1)

- Full payment for **fall semester is due August 15, 2018.**
- Full payment for **interim/spring semester is due January 15, 2019.**

#### Individualized Payment Plan (Option 2)

Please contact the Business Office to set up a payment plan which incorporates anticipated resources such as: Financial Aid, Vouchers, Waivers, etc.

### Online Monthly Statements

Around the 17th of each month, an email will be sent to the student's Bethel email address alerting them that the monthly statement is available to view with a link to access the statement. Monthly statements will not be mailed to the home address. Students are responsible for forwarding monthly statement information to parents or others who are helping to pay their bill. Proxies may also go online to view monthly statements.

To view online monthly statements:

MyBethel > Student Services tab > My Statement channel > Statement and Payment History > Select Statement Bill Date > View Statement

### Ways to Make a Payment

Students can view their account, enroll in a Semester Payment Plan, and pay online through **MyBethel > Student Services tab > MyBethel Account channel > "Make a Payment."** This will direct you to the Touchnet/Bill-Pay site. To make a payment click "Make a Payment" and follow the prompts. To enroll in a Semester Payment

Plan click “enroll in payment plan” and follow the prompts.

- Online by electronic check: Authorize automatic withdrawal from your checking or savings account with no fee.
- Online by credit card: MasterCard, Visa, American Express, or Discover with a non-refundable fee of 2.85% or \$3 minimum, charged by PayPath (processing service).
- In person: Pay by check, or money order at the Business Office (Anderson Center, 5th Level), 8 a.m. - 4:30 p.m., M-F. Credit cards accepted online only.
- A drop box is located next to the ATM machine near the entrance of the Campus Store. Items in the drop box will be delivered to the Business Office one time per business day.
- Mail a check to:
  - Bethel University, Business Office
  - 3900 Bethel Drive
  - St. Paul, MN, 55112-6999

Please include your student ID number in the memo portion of the check.

## **Enrollment Checklist**

All students enrolled in the fall term are required to complete their Enrollment Checklist by August 15, 2018. For Spring term, all incoming (new students only) are required to complete their Enrollment Checklist by January 15, 2019.

To view the Enrollment Checklist, go to: MyBethel> Home tab > Enrollment Checklist.

## **Registration Hold**

Registration for classes in succeeding terms is dependent on payment of the previous term’s expenses. A student whose account is in arrears will have a registration hold on the account and will not be permitted to register for the subsequent term.

Any student who pays an outstanding balance by check will have their registration dropped (for future terms) if the check is returned from the bank due to non-sufficient funds. The student will not be permitted to re-register until full payment is received. If repayment is made via check registration will be granted in ten business days.

Any student in good standing on a payment plan (current on their monthly payment installments) will be allowed to register for future terms. If the student fails to pay their remaining monthly installments, their registration may be dropped.

Be advised that students whose registrations have been dropped have no guarantee that the same course(s) will be available when they re-register.

## **Transcript Hold**

When full payment has not been received, a transcript hold is placed on the student account. A transcript hold will prevent an official transcript from being printed by the Office of the Registrar.

## **Finance Clearance for Graduation**

A student will not be issued an official transcript or receive their diploma until all financial obligations have been met.

## **Financial Suspension**

Bethel reserves the right to suspend a student from a program, course(s), housing, and meal plan if there is failure to provide full payment on the student account when due. Any student who is financially suspended during a semester will be withdrawn from their classes, removed from their meal plan, and required to move out of Bethel housing.

## **Non-Sufficient Funds**

If payment is returned from the bank for non-sufficient funds, a \$25 returned check fee will be assessed on the student account. Any student (or parent/guardian) who has two checks returned due to non-sufficient funds will not be allowed to make future payments by personal check.

## **Enrollment Deposit**

A one-time enrollment deposit of \$300 is required of all students. The deposit allows students to register for each succeeding semester, provided all financial obligations have been met.

## **Refunds and Withdrawals**

Students who withdraw from classes during the term may be eligible for a refund. There are two types of refunds: billing refunds (tuition, room, meal plan, etc.) and financial aid refunds. A billing refund credits funds to the student account, thereby decreasing the amount that is owed on the student account. A financial aid refund reduces the amount of financial aid available to pay the billing charges, thereby increasing the amount that is owed on the student account.

A student seeking to withdraw from all classes at Bethel must notify the Office of Student Life. This date of notification will serve as the student's withdrawal/stop-out date. The student will be provided with a packet of information regarding the withdrawal and stop-out processes and will be scheduled for a withdrawal/stop-out interview with one of the student life deans. Students are asked to read through all materials provided in the packet in advance of their interview with the dean. Once the interview is complete the dean will process the student's withdrawal/stop-out.

## Tuition and Housing Refund Schedules

### Fall/Spring

Week	Refund
Through the sixth business day	100%
Through Friday of the third week	75%
Through Friday of the fifth week	50%
Through Friday of the seventh week	25%
After Friday of the seventh week	No refund

### Fall First Half and Spring First Half

Week	Refund
Through the sixth business day	100%
Through Friday of the third week	75%
Through Friday of the fifth week	50%
Through Friday of the sixth week	25%
After Friday of the sixth week	No refund

### Fall Second Half and Spring Second Half

Week	Refund
Through the sixth business day	100%
Through Friday of the third week	75%
Through Friday of the fifth week	50%
Through Friday of the seventh week	25%
After Friday of the seventh week	No refund

The Bethel Student Activity fee, course fees, science lab fees, and nursing department fees (if applicable) are refunded in full through the 100% refund period. Thereafter, there is no refund of the fees.

Students who withdraw from Bethel or drop below full-time status may incur additional tuition and housing costs for interim. Please see the “Student Costs” section or contact the Bethel Business Office for additional information.

Students with a meal plan who officially withdraw or choose to cancel their meal plan must notify the Office of Campus Services. A student may receive a prorated refund of their meal plan.

## Account Questions?

More student account information is available at [bethel.edu/business-office](http://bethel.edu/business-office).

Contact the Business Office at 651.638.6208 (800.255.8706, ext. 6208) or at [business-office@bethel.edu](mailto:business-office@bethel.edu).

## Financial Aid Refunds

There are four sources of financial aid: federal government (Title IV funds), state governments, Bethel University, and private third-party organizations (e.g., Dollars for Scholars). Financial aid is refunded in accordance with policies established by each entity. Refunds are first calculated for federal funds, then state funds, then Bethel and third-party funds.

Students who withdraw from all classes during the 100% tuition refund period are presumed to have not attended their classes. These students will receive a full refund of all their financial aid unless they complete a Supplemental Withdrawal Form (available in the Office of Student Life), documenting their attendance at each class. Upon receipt of the Supplemental Withdrawal Form, the federal financial aid refund policy will be calculated using the last date of class attendance as the official date of withdrawal. If students receive a full (100%) refund of tuition, they are ineligible for any state, institutional, or private sources of financial aid.

1. **Federal (Return of Title IV Funds) Refund Policy.** If a student withdraws or is expelled from Bethel after a term has begun, the school or the student may be required to return some of the federal funds awarded to the student.
2. The federal formula requires a return of Title IV (federal) aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Perkins Loan, Direct Subsidized Loan, Direct Unsubsidized Loan, or Direct PLUS Loan and withdrew on or before completing 60% of the term. Students retain funds earned through the Federal Work Study Program prior to withdrawing from Bethel.
3. For semester-long courses the percentage of Title IV aid to be returned is equal to the number of days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of more than four consecutive days are excluded. For modular courses (e.g., interim), the same principle applies that students earn federal financial aid based on the percent of their enrollment period, but the number of course days in the numerator and denominator only includes days for courses the student is registered to attend when the withdrawal is initiated.
4. **Minnesota Office of Higher Education (OHE) Financial Aid Refund Policy.** Bethel is required to use the OHE financial aid refund policy when calculating refunds for the Minnesota Public Safety Officer's Survivor Grant Program, Minnesota GI Bill, Minnesota State Grants, and Minnesota SELF loans. After applying Bethel's "billing refunds" and the "Return of Title IV Funds" refund calculations to the student's account, a proportionate share of the state aid is refunded. Students who withdraw during a 100% tuition refund period are not eligible for any Minnesota state financial aid. Students retain funds earned through the Minnesota State Work Study Program prior to withdrawing from Bethel.
5. **Financial Aid Refunds for Institutional and Third-Party Funds.** After calculating the federal and Minnesota financial aid refund policies, Bethel reduces institutional and third-party sources of gift aid using the Tuition and Housing Refund Schedule. Institutional and third-party gift aid is reduced by the same

percent as the student's tuition was reduced. Private educational loans are first used to pay any remaining balance on the student's account. If, after all refund calculations, there is a credit on the student's account, a portion of the private loan may be refunded to the lender.

**Sample refund calculation.** Because there are several different refund policies involved in most withdrawals, students may still owe money to the school after all calculations are completed. Students considering withdrawal are encouraged to visit a financial aid counselor and simulate the financial effect of withdrawing before officially withdrawing from the university.

Suppose a student is enrolled full time and withdraws from all classes on the 10th day of a 110-day semester. The student lived on campus and had a meal plan. Sample charges and financial aid are listed in the "original" columns below. After applying all the refund calculations, this student will owe \$717.88.

## Sample Refund Calculation

(Student withdraws from all 15 credits on 10th day of classes.)

Institutional Charges	Original	Refund	Refund	Net Charges
Tuition	\$17,505	75%	(\$13,128.75)	\$4,376.25
Room	\$2,795	75%	(\$2,096.25)	\$698.75
Meal Plan	\$1,805	95%	(\$1,713.88)	\$91.12
Bethel Student Association Fee	\$75	0%	0	\$75
Lab Fee	\$50	0%	0	\$50
Total Charges	\$22,230		(\$16,938.88)	\$5,291.12

Financial Aid and Cash	Original	Refund	Refund	Net Payments
Direct Subsidized Loan	(\$2,700)	-100%	\$2,700	\$0
Federal Pell Grant	(\$2,900)	-82%	\$2,368	(\$532)
Subtotal: Federal Aid	(\$5,600)	-91%	\$5,068	(\$532)
Minnesota State Grant	(\$2,900)	-85%	\$2,452	(\$448)
Minnesota SELF Loan	(\$1,000)	-85%	\$846	(\$154)
Bethel Grant	(\$7,000)	-75%	\$5,250	(\$1,750)
Private Scholarship	(\$500)	-75%	\$375	(\$125)
Total Financial Aid	(\$17,000)	-82%	\$13,991	(\$3,009)
Cash Paid	(\$3,000)	0%	0	(\$3,000)
Total Payments on Account	(\$12,000)	\$13,991	(\$6,009)	

Summary	Original Bill	Refund	Revised Bill
Total Charges	\$22,230	(\$16,938.88)	\$5,291.12
Total Payments on Account	(\$12,000)	\$13,991	(\$6,009)
Difference	\$10,230	(\$2,947.88)	\$717.88

## FINANCIAL AID

- BUILD is a Comprehensive Transition and Postsecondary Program which means that students in the BUILD program are eligible for Financial Aid in the form of the Pell and Minnesota State Grant. To apply for aid, families must complete a FAFSA.
- BUILD has both endowed scholarship and annual scholarship funds that are renewable and awarded annually based on need. Half of each annual award will be credited to the student's account each semester.
- Students are considered for these scholarships based on need and do not need to complete a separate application outside of the application to BUILD.
- Additional information regarding Private Scholarships can be found on Financial Aid's Website.



## **SATISFACTORY ACADEMIC PROGRESS**

### **See Academic Progress, Probation, and Dismissal**

While privacy laws prohibit the Financial Aid Office from sharing financial aid award information with students' parents, spouse, or other third party. Students may authorize others to view such information in their student account: proxy access. Signing up for proxy gives permission for the Financial Aid Office to communicate with parents or other designated proxies. Routine updates are sent to students via email. Students are encouraged to share these emails with parents when appropriate. <https://www.bethel.edu/undergrad/financial-aid/apply-fall-build>

**Proxy website: <https://www.bethel.edu/financial-aid/proxy>**

Prior to the 2018-2019 academic year BUILD financial aid Satisfactory Academic Progress policies were administered by the financial aid office. Beginning with the 2018-2019 academic year, the BUILD Academic Progress policies encompass all the federal and state requirements for monitoring Satisfactory Academic Progress, removing the need for a separate financial aid satisfactory academic progress policy.

## SCHOLARSHIPS FOR STUDENTS WITH DISABILITIES

These BUILD scholarships are awarded to students in the spring of the year to be applied toward the coming school year. Students are selected by the BUILD director, BUILD assistant director, and financial aid staff. Applications are distributed by the Office of Financial Aid each fall. Further information may be obtained from the Office of Financial Aid.

**BUILD Endowed Scholarship.** In recognition of their lifelong interest in young people, their interests in education, their passion for honoring God's example of serving the least of these, and devotion to the cause of Christ, this scholarship is awarded to a worthy Bethel student in the College of Arts & Sciences enrolled in the BUILD program with financial need. (EAB286)

**Mayme Okken Scholarship Fund.** This scholarship was established in memory of Mayme Okken, older sister of Joyce DeHaan, who as a Down syndrome adult, achieved beyond her limitations, and loved Jesus and others well. This scholarship is to be awarded students with financial need that are enrolled in Bethel's BUILD program. (EAO272)

**Glory to God.** The To the Glory of God Scholarship Fund was established by a special passion for BUILD students and a desire to see each one grow, learn and reach their full God-given potential to be salt and light in this world. The fund is to assist annually one worthy Bethel University student with financial need who has been accepted to the Bethel BUILD Program. (EAG277)

**Emily White Scholarship Fund.** This scholarship was established by Dale and Julie White in recognition of their special passion for BUILD students and their desire to see each one grow, learn, and reach their full God-given potential and are prepared to be salt and light in this world. This scholarship is to be awarded to students with financial need who have been accepted to the Bethel BUILD Program. (EAW274)

## ADMINISTRATION

### Office of the President

James (Jay) Barnes III, Ed.D.

President

John Addleman, Ph.D.

Special Assistant to the President

### Provost

Debra K. Harless, Ph.D.

Executive Vice President and Provost

### Diversity and Inclusion

Ruben Rivera, Ph.D.

Chief Diversity Officer

### Academic Affairs

Deborah L. Sullivan-Trainor, Ph.D.

Vice President of Academic Affairs  
and Dean

Julie Finnern, Ed.D.

Dean of Professional Programs

Barrett Fisher II, Ph.D.

Dean of Arts and Humanities

Carole Young, Ph.D.

Dean of Natural and Behavioral Sciences;

Dean of Faculty Development

Diane Dahl, Ph.D., R.N.

Dean of Nursing and CAPS/GS Health,  
Medical, and Social Sciences

Joel D. Frederickson, Ph.D.

Associate Dean of Institutional  
Assessment and Accreditation

### BUILD Program

Dawn Allen, M.Ed.

Program Director

Lisa Bjork

Assistant Program Director

### Career Development and Calling

Dave Broza, M.A.

Director of Career  
Development and Calling

Will O'Brien, M.A. LPCC

Associate Director of  
Career Development and Calling

**Off-Campus Programs/International Studies**

Vincent Peters, M.S.W.	Associate Dean of Off-Campus Programs/ International Studies
Tanden Brekke, M.Div.	Assistant Director of Community Engagement and Service-Learning
Melanie Eslinger, M.A.	Assistant Director of Off-Campus/ International Studies

**Library**

David R. Stewart, M.L.I.S.	Director of Libraries
Rhonda E. Gilbraith, M.L.I.S.	Associate Director and Collection Development Librarian
Karen M. Dubay, M.L.S.	Reference and Instruction Librarian
Lyndi Fabbri, M.L.I.S.	Public Services Librarian
Kent T.K. Gerber, M.S.	Digital Library Manager
Scott A. Kaihoi, M.L.I.S.	Reference and Instruction Librarian/ Copyright Liaison
Michael R. Mitchell, M.L.I.S.	Reference and Instruction Librarian/ Assessment
Amy L. Reinhold, M.L.I.S.	Materials Services Librarian
Earleen J. Warner, M.L.S.	Reference Librarian
Serena K. Giese, M.L.I.S.	Reference and Instruction Librarian/ User Experience

**Office of Christian Formation and Church Relations**

Laurel Bunker, M.A.	Associate Vice President for Christian Formation and Church Relations
Matthew C. Runion, M.Div.	Associate Dean of Campus Ministries
Jason Steffenhagen, D.Min.	Associate Campus Pastor
Donna E. Johnson, M.S., M.A.	Assistant Campus Pastor
Paul Kong, M.Div.	Assistant Campus Pastor

**Registrar**

Diane Krusemark, Ed.D.	Registrar
Natalie Gomez	Assistant Registrar

## Student Life

William O. Washington, Ph.D.

Miranda Powers, M.A., L.P.C

James A. Benjamin, M.A.

Robert B. Bjorklund, M.A.

Kwai-Yung Carol Chang, M.S.

Bryan Dennis, M.A.

Lani Moua, M.B.A.

Rick Meyer, M.A.

Jennifer Hillier, M.A.

Miriam Hill, Ph.D, LMFT

Scott Kirchoff, M.A.

Erica Green, M.A.

Elizabeth K. Miller, R.N.

Kara Fifield, M.A.

Sara Wanous

Pang Moua, M.A.

Vice President for Student Life

Dean of Student Programs

Associate Dean for Residence Life

Director of Athletics

Associate Dean for International

Student Programs and Services

Assistant Dean for Residence Life

Associate Dean for

Intercultural Programs

Wellness Center Director

Assistant Dean for Residence Life

Director of Counseling Services

Assistant Dean for

Leadership Development

Associate Dean for

Campus Engagement

RN/Health Services Director

Director of Disability Resources

and Services

Director for Student Activities and

Campus Engagement

Diversity and Inclusion Associate

## Teaching and Learning Technology

Matthew Putz, Ph.D

Justin Heglund

Kara Wicklund, M.A.

Director of Teaching and

Learning Technology

Lead Media Designer

Lead Instructional Designer

# FACULTY

## A

**Leigh Anne Adams**, 2007. Adjunct Assistant Professor of Theatre Arts. B.A., University of Kentucky, 1983. M.A., University of Kentucky, 1985. M.F.A., University of North Carolina at Greensboro, 1987.

## B

**Becki Beckman**, 2017, Adjunct Professor. B.A. in Elementary Education, Bethel College, 2003. M.Ed. in Special Education-Deaf Education, University of Minnesota, 2005.

**Steven C. Bennett**, 2017. Associate Professor of Education. B.S. in Crop and Soil Sciences, Michigan State University, 1984. M.S. in Crop and Soil Sciences, Michigan State University, 1986. Ph.D., Michigan State University, 2017.

## F

**Drew Fernelius**, 2012. Adjunct Instructor of Human Kinetics and Applied Health Sciences. B.A. in Speech Communications/Education and Coaching, University of St. Thomas, 1993. M.Div., Bethel Theological Seminary, 2000.

**Joel Frederickson**, 1996. Professor of Psychology. B.A., Bethel College, 1989. M.A., University of Minnesota, 1992. Ph.D. in Educational Psychology/Social Psychology, University of Minnesota, 1997.

## H

**Jon Herbrechtsmeyer**, 2002. Adjunct Instructor of Human Kinetics and Applied Health Sciences. B.A. in Business. Organizational Management, Gustavus Adolphus College, 1992. M.S. in Physical Education/Sport Management, Wayne State College, 1994.

## J

**Herbert Johnson**, 2008. Professor of Music. B.M.E., Evangel University, 1978. M.M., University of Missouri-Kansas City, 1980. D.M.A., Manhattan School of Music, 1992.

## K

**Lisa Kepple**, 2015. Instructor of Human Kinetics and Applied Health Science. B.A., Bethel University, 2010. M.A., Bethel University, 2014.

## L

**Katelyn Lane**, 2014, Adjunct Instructor of BUILD. B.A. in Communication, Bethel University, 2009. M.Ed. in Student Affairs, Regent University, 2016.

## M

**Amanda Maxwell**, 2012. Adjunct Instructor of Human Kinetics and Applied Health Sciences. B.S. in Elementary Education, University of Minnesota, 2004. M.A. in Education, Elementary Education, University of Minnesota, 2008.

**Elisabeth Meier**, 2012. Adjunct Instructor. B.S. in Exercise Science, Bethel University, 2012.

**Jan R. Mrozinski**, 2016. Adjunct Instructor of BUILD. B.A. in Individual/Family Studies, Kent State University, 1993. M.A. in Professional Counseling, Colorado Christian University, 1997. M.Ed. in Emotionally and Behaviorally Disordered, Specific Learning Disabilities, Bethel University, 2003.

## O

**Bethany Opsata**, 2001. Associate Professor of Business. B.A. in Business, Bethel College, 1993. M.A. in Human Resources and Industrial Relations, University of Minnesota, 2000. Certified as Senior Professional in Human Resources (SPHR), Human Resource Certification Institute.

## P

**James Pearson**, 2013. Adjunct Instructor of Human Kinetics and Applied Health Science. B.S. Physical Education, University of Minnesota, 1964.

## S

**Jessica Samens**, 2009. Instructor of Communication Studies. B.A., Communication, Winona State University, 2004. M.A., Speech Communication, Minnesota State University-Mankato, 2006. Ph.D., University of Wisconsin-Milwaukee, 2017.

**Kevin Shull**, 1997. Manager of Music Organizations. Bachelor of Music Education, University of Kansas, 1987. Master of Music, Southwestern Baptist Theological Seminary, 1996.

**Ripley Smith**, 2008. Professor of Media Communication. B.A., University of Dubuque, 1986. M.A., University of Minnesota, 1990. Ph.D., University of Minnesota, 1996.

**Jason D. Steffenhagen**, 2015. Adjunct Instructor of BUILD. B.A. in Business, Bethel College, 2004. M.A. in Theological Studies, Lee University, 2010. D.Min. in Church Leadership, Bethel Seminary, 2017.

**Jeffrey Stitt**, 2016. Adjunct Professor of Business and Economics. B.A. in Psychology/Biology, University of Minnesota, 1976. M.A. in Sociology (Social Psychology and Criminology), University of Minnesota, 1980.

## W

**Steve Whiting**, 2006. Associate Professor of Business. B.S. in Electrical and Electronics Engineering, North Dakota State University, 1988. M.S. in Engineering Management, University of Dayton in Ohio, 1994. M.A. in Pastoral Counseling, Minnesota Graduate School of Theology, 2003. M.A. in Theological Studies, Bethel Seminary, 2007.





# HANDBOOK

*The BUILD program is part of the Bethel Community and therefore follows all of the same Student Handbook College of Arts and Sciences commitments, policies and procedures unless otherwise noted in this BUILD Handbook. We're excited to partner with students and families as we all work together to support the journey toward independence. The information contained in this handbook will help to provide an overview of some BUILD expectations for staff, parents, and students. In the event that an exception to these guidelines needs to be considered, please see the exception request process as listed at the end of this handbook. The BUILD program reserves the right to modify any of these policies as needed. As always, since this is a partnership between BUILD and your family to work toward successful outcomes please keep in touch: [build-program@bethel.edu](mailto:build-program@bethel.edu); 651-635-8799*

*“Therefore  
encourage one another  
and BUILD each other up,  
just as in fact  
you are already doing.”*

1 Thessalonians 5:11

## BENCHMARKS

The BUILD program provides a supportive and comprehensive educational experience for individuals with intellectual disabilities. Through this program students experience dynamic and engaging instruction, a career-oriented curriculum, specialized mentorship, and on-campus living - all within a supportive Christian environment. As students continue in the program they are expected to progress along a continuum of developmental benchmarks. Student growth, as indicated by the levels on these benchmark, is tracked throughout the program. This begins with the BUILD application and continues with ongoing measurement of progress by mentors, professors, advisors, students, and parents. This information is reviewed as part of each Personal Learning Plan meeting to identify student progress and assist in the development of future goals. Typically students enter the program with skills rated at an early level, progressing to a middle level by the second to third semesters, and then to late level by the final semester of the program and graduation.

**Self-Care:** the care and keeping of the body, spirit, and mind

### 1 Timothy 4:8

*For while bodily training is of some value, Godliness is of value in every way, as it holds promise for the present life and also for the life to come.*

### 1 Corinthians 6:19-20

*Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.*

**Early (Semesters 1-2):** With assistance, student sets electronic reminders for hygiene tasks including showering, dressing, wearing seasonally appropriate clothing, brushing teeth, shaving, and using deodorant. With assistance, student can identify nutritious foods and works toward limiting non-nutritious intake. With prompts and reminders, student participates in planned activities in each of the four areas: fun and play, exercise, quiet time and reflection, and learning and productivity. With assistance, student is able to recognize appropriate times to go to bed and wake up and sets alarms accordingly.

**Middle (Semesters 2-3):** Student independently sets electronic reminders for hygiene tasks and is able to identify seasonally appropriate clothing. Student is able to plan, with assistance, meals that include a variety of nutritious foods and limits treats and snacks. Student is able to identify preferred or enjoyable activities from each of the four areas and participates in a sampling of activities on a regular basis. Student is independently able to follow a bedtime and waking time schedule.

**Late (Semester 4 and beyond):** Student independently showers, takes care of basic hygiene, and dresses appropriately for the season and activities. Student independently plans balanced meals and actively participates in seeking nutritious foods. Student independently plans leisure time to include a variety of activities from each of the four areas. Student goes to bed and gets up at appropriate times.

**Home Care:** maintaining living space that is clean, safe, and comfortable

**1 Corinthians 14:40**

*But all things should be done decently and in order.*

**Early (Semesters 1-2):** with assistance, student maintains a clear and clutter free floor, desktop, and dresser top. Student may need prompting to make bed each day. Student follows prompts and reminders to wash, dry, and put clean clothing away.

**Middle (Semesters 2-3):** student is able to follow a room care schedule that includes clearing and vacuuming the floor, clearing other flat surfaces, wiping flat surfaces with cleaning supplies, and makes bed each day. Student independently follows a schedule to wash clothes, sheets, and towels.

**Late (Semester 4 and beyond):** student independently washes clothes, sheets, towels as needed. Clothing is put away when clean and in hamper when dirty. Floor is clear and flat surfaces are clean. Toilet and shower area are kept clean. Kitchen sink is kept clear of used dishes and the counter is wiped down on a regular basis.

**Relationships:** interacting with others and being a positive part of the community

**1 Thessalonians 5:11**

*Therefore encourage one another and build each other up,  
just as you are already doing.*

**Early (Semesters 1-2):** With prompts, student participates in planned activities with other students and is able to identify at least one other student with whom he or she enjoys spending time. With prompts and assistance, student recognizes conflict and participates with BUILD staff and mentors to resolve disagreements. Student is able to identify the expectations outlined in the covenant for life together and applies that to his or her life and behavior.

**Middle (Semesters 2-3):** Student participates independently in planned activities with others. Student recognizes conflict and seeks help when needed to resolve disagreements. Student is able to describe the covenant for life together and applies it to his or her life and behavior.

**Late (Semester 4 and beyond):** Student plans and participates in activities with others. Student is able to identify how the covenant for life together shapes his or her behavior.

**Academic:** Attending and participating in classes

**Proverbs 1:5**

*Let the wise hear and increase in learning,  
and the one who understands obtain guidance.*

**Proverbs 18:15**

*An intelligent heart acquires knowledge and  
the ear of the wise seeks knowledge.*

**Early (Semesters 1-2):** With guidance, student finds classes and follows schedule. Student is on time to most classes (80%). Student is able to locate assignments and, with prompts, utilizes independent study and support to complete them.

**Middle (Semesters 2-3):** Student is able to independently navigate campus and find classrooms. Is on time for almost all classes. May still need guidance to new or unexpected places. Student is able to use technology to look up assignments on Moodle and identify due dates. Student completes most assignments within timelines.

**Late (Semester 4 and beyond):** Student is able to independently navigate campus and can assist others in locating rooms or buildings. Student uses technology to organize and complete assignments within guidelines. Student seeks assistance appropriately if needed to complete assignments.

**Employment:** Engage in a professional community

**Proverbs 16:3**

*Commit your work to the Lord and your plans will be established.*

**Early (Semesters 1-2):** With guidance, student is able to identify an area of interest for employment. Student participates in planning internship. With prompts and guidance, student dresses appropriately. Student follows directions and participates in all tasks assigned.

**Middle (Semesters 2-3):** Student is able to follow schedule and arrives to internship on time most days. Student completes assigned tasks as expected and follows directions on the work site. Student displays positivity through words and posture while on the work site.

**Late (Semester 4 and beyond):** Student independently arrives to begin internship on time and appropriately dressed. Student completes assigned tasks and takes breaks only when appropriate. Student participates and works with VRS and BUILD staff to apply for paid employment.

# HOUSING - RESIDENCE HALLS

Living in the residence halls at Bethel University is an integral part of a student's educational experience. The intent of living among peers and in the residence halls is to help individuals develop their full potential in all areas of life. As students seek to become whole and holy people, Bethel understands that learning opportunities don't just happen in the classroom. At Bethel, the residence hall is more than a place to sleep and study; it is a place to connect with people, which is one of the most significant aspects of the college experience. It is in the residences that social, spiritual, physical, emotional, and intellectual life blend together as in no other campus environment. This is also where students put their independent living skills into practice through real-life learning opportunities. BUILD staff partner with Student Life to create a safe and rewarding environment for the students in the BUILD program.

## 2018-19 Housing

1. **Nelson - Freshman hall for first-year students (<https://www.bethel.edu/undergrad/student-life/residence-life/halls/nelson>)**
  - Rooms for BUILD spread out through residence hall (not all in same floor or side of hall)
  - a. Students in BUILD have roommate(s) in BUILD
  - b. Double room, unless accessible housing option is needed
  - c. Neighbors next to and directly across from students in BUILD are not students in BUILD
  - d. Housing Mentors for first-year students also live in Nelson.
2. **Wingblade & Widen, North Village - Apartments for second-year students (<https://www.bethel.edu/undergrad/student-life/residence-life/halls/north-woods>)**
  - a. Apartment living experience provides transition to the next level of independence
  - b. Housing Mentors for second-year students also live in apartments in Widen (2) and Wingblade (2)
  - c. Students in BUILD have roommate(s) in BUILD, and choose their own roommates
  - d. Rooms for BUILD are spread out through residence hall (not all on same floor or side of hall)
  - e. Neighbors next to and directly across from students in BUILD are not students in BUILD (unless accessible housing option is needed)

Each year the housing arrangements are re-evaluated by Student Life and BUILD to determine which residential living options will best meet the needs of students for the following academic year.

## Support Systems in Place

- **Housing Mentors:** Housing mentors live near students in BUILD and help develop life skills that transition students to living more independently. This includes self-care, home management (laundry, cleaning, etc.), weekly meal planning and preparation including grocery shopping, and social/community participation. Housing mentors provide encouragement, verbal reminders, modeling and coaching, but do not provide any direct care or personal care assistance, and do not make decisions for students.
- **Residential Supervisors:** The residential supervisors are professional staff who live on campus. There is a residential supervisor on-duty every night of the week from 4:30 p.m. - 8:00 a.m. Residential supervisors provide oversight for the residential components of the BUILD program, supervising Housing Mentors, and assisting with community and student development as well as conflict management. The students in the BUILD program can reach the residential supervisors at any time during these hours.
- **Resident Assistants:** Resident assistants (RA) live in the dorms near the students. Their role is to develop relationships with students in order to walk alongside them as they learn about themselves, their relationship with Christ, and the Bethel community. RAs plan social and educational programming, advertise events, facilitate requesting repairs to be made in dorm rooms, address behavioral issues, and respond to emergencies.
- **BUILD Professional Staff:** The professional staff for the BUILD program answer the on-call phone from 8:00 a.m.- 4:30 p.m. Monday through Friday. The BUILD Office is open from 9:00 a.m.- 4:00 p.m. Monday through Friday. During these hours BUILD Staff are available to students to help answer questions and navigate situations when students call to ask for support or go to the BUILD Office.
- **Accommodation Policy:** Disability-related accommodations are determined by the Office of Disability Resources and Services (DRS). Students requesting disability-related accommodations work with their advisor to request needed accommodations.



# BUILD STUDENT MENTORS

## Mentor Support provided by BUILD

- Mentors are Bethel students hired to live and/or work alongside of students in BUILD to encourage involvement in Bethel events, and support skill development, academic learning, and independence.
- Mentors do not provide personal care assistance.
- We ask that parents contact the BUILD program (651-635-8799 build-program@bethel.edu ) with any questions, concerns, and comments regarding their student's Bethel experience. Using the BUILD program contacts will allow us to communicate your message to the correct person/people to best follow-up with your question, concern, and/or information. Student mentors' contact information is not shared publicly.

## BUILD Mentor Position Descriptions

### Housing Mentors

Mentors are hired as live-in support for students and live in the same residence hall as the students they are supporting. Housing mentors attend weekly mentor meetings with their supervisor as well as monthly mentor meetings as part of ongoing training.

Housing Mentors have the following responsibilities:

- Support students in the BUILD program to develop independence with home living skills including self-care, home management (laundry, cleaning, etc.), weekly meal planning, and social/community participation.
- Attend Bethel University events with students when on duty.
- Facilitate development of community by planning at least one group activity for students per week.
- Remind students to complete skills on individual Home Living/Self-care checklists or reminders.
- Partner with RA, RD and/or supervisor to help with conflict or crisis management, if needed.
- Complete other duties as assigned.

### Job Mentor

Job mentors have the following responsibilities:

- Provide on-the-job coaching and support for students in the BUILD program as part of their internships.
- Work alongside students in the BUILD program to assist in staying focused and motivated on the job. As students work to develop independence, the job mentors' hours may decrease.
- Complete daily internship progress form with students to track hours completed and growth in work skills.
- Listen, recognize positive strides, and remind students of the progress they are making.

- Collaborate with on-site job supervisor and internship supervisor to establish new approaches to job issues when the original plan is not working effectively.
- Coach and model to correct behaviors and processes that are not working well.
- Attend regular mentor meetings with supervisor as well as monthly mentor meetings as part of ongoing training.
- Complete other duties as assigned.

### **Student Academic Mentor**

Student mentors have the following responsibilities:

- Support students in the BUILD program to manage their schedules, participate in elective classes, and complete assignments and class preparation for elective or core curricular classes.
- Complete career-focused training modules alongside students in BUILD during independent study.
- Attend regular mentor meetings with supervisor as well as monthly mentor meetings as part of ongoing training.
- Complete other duties as assigned.

### **Social Mentor**

Second-year students in BUILD support first-year students in the BUILD program in being included in all Welcome Week activities and getting to class at the beginning of the academic year. Students are matched based on areas of social interest (e.g. theater, music, sports, etc.) and are encouraged to continue this connection throughout the year.

# HEALTH

## Health & Fitness

- The curricula the BUILD Program uses for Independent Living and Physical Education addresses healthy food choices, serving sizes, calories, and exercise.
- Students are free to make their own choices about when and what to eat and whether they choose to follow an exercise plan.
- Students' diet, exercise, and weight are not monitored by BUILD staff nor mentors.
- Students are encouraged to access campus opportunities to stay healthy and active by working out or participating in classes offered in the Wellness Center, going to open gym, and joining various clubs, activities and intramural teams.

## What happens if I wake up and I do not feel well?

- The student must call the BUILD on-call number to let BUILD staff know that they are sick.
- If a student feels too sick to attend class they will need to make an appointment in Health Services in order to determine whether the student is well enough go to class, needs to go to a physician or Urgent Care, or needs to go home.
- BUILD staff will follow the recommendations of Health Services to determine next steps.
- If the student is allowed to stay on campus but is told not to go to classes, the student will be alone between the hours of 7:00 a.m. – 7:00 p.m. It then becomes the family's responsibility to either let them remain alone or to come pick them up and take them home.
- There is no Housing Mentor on duty between the hours of 7:00 a.m. – 7:00 p.m.
- Bethel University is not equipped with a supervised place for students to rest and recover when ill.
- In case of extreme emergency, 911 will be called.

## Health Services

- If students utilize the Office of Health Services, parents or guardians should either attend in person or by phone an initial consultation with health personnel. This ensures accurate health and history information is obtained and helps with follow through (medications, follow-up appointments, etc.).
- Health personnel recommend a phone number for students' parent or guardian be kept on file and that parents or guardians be available by phone during any appointments students have with Health Services.

- Parents or guardians can share health information with the student's advisor if help is needed to schedule reminders for medications, appointments, and/or if additional information should be monitored or shared with mentors.
- **The Health Services walk-in medical clinic** is run by a staff of registered nurses, a full-time nurse practitioner, a nutritionist (one day a week), and a physician (available Thursdays 7:30-8:30 a.m. on a first-come, first-serve basis).
- **Hours**
  - Monday-Friday from 7:30 a.m.-4 p.m.
  - Location: Town House H, First Floor
  - Call 651-638-6215 or stop by our clinic in Townhouse H for an appointment.
- **After Hours Care**
  - Call 651.638.6215 for the on-call nurse's phone number. Many urgent care facilities and walk-in clinics are also nearby.
- Health Services offers a wide variety of services to Bethel students.

## **BUILD AND BETHEL EVENTS**

- Students will have the opportunity to join both on and off-campus events as planned by Bethel University, Bethel Student Government, BUILD staff, housing mentors (HM), and resident assistants (RA) as noted on their Events Calendar.
- Bethel transportation to all off-campus events is provided at no cost to the students.
- Cost of actual events varies (some are free with Student ID). It is the responsibility of the student to cover any costs (including purchasing food, tickets, snacks, etc.).
- Students are encouraged to attend and are reminded of upcoming activities by housing mentors.
- Though participation in a variety of events and activities is encouraged and modeled, students are free to choose whether or not to engage. Participation in free time activities is not monitored by the BUILD Program staff or mentors.
- Here is a link to the full Bethel calendar: <https://www.bethel.edu/events/calendar/>

### **Appointments and Events not Planned by Bethel**

- Reminders for appointments or events not planned by Bethel, and scheduled by parents or students, are the responsibility of the student and/or parent.
- BUILD staff do not provide or arrange for transportation to events or appointments that are not planned by Bethel.

## FAMILY COMMUNICATION

- As students learn how to live independently throughout the BUILD program, information is primarily sent directly to students using Bethel email.
- Students and families receive periodic updates by email containing information about upcoming events and highlights from the month. Please ensure the BUILD office has a current email address on file for each parent/guardian.
- Information regarding breaks, upcoming events, and other important dates will also be available on the BUILD website.
- Parents are also welcome to contact the BUILD Office (651-635-8799; [build-program@bethel.edu](mailto:build-program@bethel.edu))
- Personal Learning Plan (PLP) meetings with the student and parents/guardians are offered prior to the start of fall and spring semester.
- Course progress reports are completed by instructors and shared with advisors, students, and parents at the midterm each semester.
- For semester-long courses, an additional PLP meeting will be scheduled at the midterm point if the student is currently failing or is at risk of failing any course.
- If a student's behavior concerns rise to the level of a written warning, behavioral agreement, or notice of behavioral probation, parents or guardians are notified by the student.
- Students' educational information is legally protected by FERPA. Bethel University routinely receives requests from a student's parent, spouse, guardian, other relative, or friend to discuss or disclose student educational records. To protect student records privacy and comply with federal laws (e.g. FERPA), these "guests" are allowed access to student educational records after the student has given authorization through a FERPA waiver, by establishing a proxy and/or as directed by other legal documents.
- Directives outlined on legal documents, such as power of attorney should be shared during the application process and will be followed throughout the program.

## TRANSPORTATION

As with all aspects of the BUILD program, transitions related to transportation are intentional. Students are continuously working toward a greater level of independence through instruction, practice opportunities, and support from mentors to assist them in building their skills and independence. Students typically advance transportation levels one semester at a time. However, progress with specific areas/skills or policy violations can result in change in levels that could be adjusted in monthly intervals. Students who would like to have a car on campus must request an appeal through Safety & Security and request an exception through BUILD regarding the transportation levels.

Leaving campus/ Transportation Levels	Sign In and out required	Visual confirmation required (in-person or Facetime)	1.) Okay to leave only with people on PLP (including Church Transportation ONLY if listed on PLP) OR 2.) with mentors on Bethel Transportation/ Metro Transit/Church Transportation (no personal vehicles)	Okay to travel on own to Bethel events on Bethel Transportation	Okay to use Bethel Shuttle and Church Transportation on own	Okay to leave campus using transportation on own
Level 1	Yes	Yes	Yes	No	No	No
level 2	Yes	No	Yes	Yes	No	No
Level 3	Yes	No	Yes	Yes	Yes	No
Level 4	Yes	No	Not Required	Yes	Yes	Yes

## SPENDING MONEY

- The Office of Financial Aid estimates that students should each have \$2,540 (roughly \$75 per week) in spending money in order to be prepared to attend student activities. This amount can be added to a US Bank account that would be accessible on campus through an ATM machines or made available to students weekly in a method determined by each family. Student finances and use of cash, check, debit or credit card(s) are not monitored by BUILD staff.
- Students in the BUILD program are encouraged not to give, lend, take or borrow money to/from any other student.
- Students in BUILD are encouraged to use their meal plan before purchasing any other food for meals, outside of their Independent Living assignments.
- You can use flex dollars for a quick snack in Royal Grounds, a meal at the 3900 Grill, or an extra trip to the dining center. Depending on the plan, you'll have a certain amount of flex for each term—fall, interim, and spring.
- Any flex money students have on their account during a semester should be used for snacks rather than meals, to prevent students from paying twice (paying by not using a meal on their pre-paid meal plan and then also paying for another meal using flex). Flex money should only be used by the students for themselves and needs to be used in full by the end of the semester. Unspent flex money is not carried over into the next semester.
- BUILD staff do not monitor credit card activity. We suggest not keeping a credit card on file with the AppleID/App Store.
- Though students make their own decisions, mentors and staff provide ongoing coaching and reminders regarding spending habits. Students also learn financial skills as part of their math and finance courses.



# TECHNOLOGY

## Social Media Accounts:

- BUILD staff do not manage or monitor students' social media.
- BUILD staff do not accept or initiate friend requests on social media from current students or their families.

## Information Technology Use

- All users of a Bethel account are expected to abide by our responsible use policy found at this link: [Responsible Use of Information Technology Resources Policy](#).
- BUILD provides an iPad, protective case, and charger for each student, with the requirement that both students and parents sign the Ipad agreement. Bethel University Information Technology team assists students with setting up their iPads prior to the start of classes.
- BUILD staff assist students with ongoing iPad use and needs, including learning to use this technology to support college success (e.g. scheduling, setting and recalling passwords, daily routines, alarms, completing coursework, etc.)
- While enrolled at Bethel, students must keep their iPads in the protective case provided by BUILD as part of responsible care and use.
- Personal technology needs (e.g. phone, personal computer, etc.) will be supported through Bethel University Information Technology team located at RC419.
- Students can contact the Information Technology team at 651.638.6500 or by email at [helpdesk@bethel.edu](mailto:helpdesk@bethel.edu)
- Upon graduation, students retain their iPad and have sole responsibility for its use and maintenance.

## Student Email Accounts

- It is imperative that students learn to independently access their own email account. Students work on this during each BUILD Core Class. Students often need to email their class work to their professors.
- The Bethel Community Account email is Bethel's primary means of communicating important information to students.
- Students need a good, independent command of email communication in order to progress both at Bethel and beyond.
- We encourage students to read and respond to emails on their account. Students may benefit from parents and/or others supporting their understanding and communication, but students should take the lead in replying to messages that have been addressed to them.

## **Group Messaging**

- Group messaging through the GroupMe app is used by BUILD staff to communicate with each cohort as a means of direct and timely communication.
- Housing mentors when on-duty will check-in at 7:00 p.m. with all students in BUILD by sending a group message. Mentors also use group messaging to provide information and encourage participation by all students in any Bethel or BUILD events that are scheduled for the evening.

## OTHER INFORMATION

### **Elevator Access (for Nelson Hall only)**

- If students or families need elevator access in Nelson Hall, please request access through the BUILD office. BUILD staff will contact Bethel's Office of Safety and Security to pass on the request for elevator access.
- If there is a need for elevator access after office hours, students can call their residential supervisor or the BUILD on-call number.
- Housing mentors, resident assistants, and resident directors of the hall do not arrange for elevator access.
- If the elevator breaks down, students are to contact the Office of Safety and Security at 651.638.6400 for assistance.

### **Medication**

- Managing medications and prescriptions is a critical part of learning to be independent. Because of this, students are responsible to administer and manage prescriptions and refills.
- BUILD staff and mentors do not administer or monitor medication (including over-the-counter medication), or manage prescriptions and refills. Some students and parents have found it helpful to arrange for routine prescriptions and refills to be delivered directly to students' campus mailboxes.

### **Packing**

- Occasionally students attend retreats or other events for which they need to pack a suitcase. These opportunities give students a chance to learn planning and preparation skills in a natural context.
- Parents are encouraged to work alongside students as they pack a suitcase rather than pack for the student.
- Being an active participant in the process allows students to put independent living skills into practice as well as helps them know what is and is not included in their suitcase.

### **Employment**

- Some students choose to work while in college; however, their responsibilities as a student are their primary commitment. Missing class, finals, or any other class requirements will not be excused.

### **Solidarity Missions Partnerships (SMP) Program**

- At Bethel, students are encouraged to step outside their comfort zone and into experiences that stretch and reshape their view of God's world.
- Bethel provides an opportunity for students to be with, learn from, and serve alongside God and God's people— here in the U.S. and around world— through our Solidarity Missions Partnerships (SMP) program. We

are grateful for our longstanding partnerships with the local churches, mission agencies, and development organizations that make these trips possible.

- Second-year students who are interested in being part of the selected SMP trip apply by completing Campus Ministries Student Leadership Application
- Each year BUILD staff participates in one SMP program. This provides needed support for students in BUILD to also participate.

## Therapists

Private therapists may be accommodated on Bethel's campus, if the following protocol is followed:

1. The request for any therapist to serve a BUILD student on campus originates with the BUILD student's parent or legal guardian, rather than from the therapist. The parent or guardian makes the request in writing and specifies what services are to be provided as well as identifies the therapist they wish to perform the services. The request indicates whether the services will be for a specific time period or should be ongoing.
2. The Director of BUILD grants the request of the parent or guardian if he or she deems it reasonable and not disruptive of the BUILD Program already set up for the student.
3. The therapist provides the BUILD program with a schedule of times he or she is on campus to work with the BUILD student and describes the nature of the services to be provided, as well as the location where they propose to meet. If the therapist requests access to Bethel facilities, such as a piano or art room, the director may accommodate such requests to the extent these rooms are available. (The therapist can contact the BUILD program at (651) 635-8799 or [build-program@bethel.edu](mailto:build-program@bethel.edu).)
4. The therapist provides Bethel proof of professional liability insurance coverage. (If the therapist is working with minors or vulnerable adults, he or she should already have such insurance coverage).
5. The therapist provides Bethel with a Certificate of Insurance from the insurer, naming the insurance company and describing policy dollar amounts. (This documentation will be kept with the BUILD student's records as long as they are maintained by Bethel.)

## Exceptions

Exceptions to these policies will be considered if the following protocol is followed:

1. The request for any exception to any of the BUILD Handbook Policies originates with the student in BUILD and/or their parent or legal guardian. The request is made in writing and specifies what exceptions are being requested. The request indicates whether the exception will be for a specific time period or ongoing.
2. The Director of BUILD grants the request if it appears reasonable and non-disruptive of the BUILD Program already set up for the student.

# BUILD PROGRAM CONTACTS

## BUILD Program

### For General Inquiries:

BUILD staff respond during regular office hours M-F 9:00-4:00.

Phone: 651-635-8799

Fax: 651-635-8711

email: [build-program@bethel.edu](mailto:build-program@bethel.edu)

### Mailing Address:

BUILD Program-Bethel University

MSC# 2382

3900 Bethel Drive

Saint Paul, MN 55112

Dawn Allen, Director:

[d-allen@bethel.edu](mailto:d-allen@bethel.edu)

Lisa Bjork, Assistant Director:

[lisa-bjork@bethel.edu](mailto:lisa-bjork@bethel.edu)

Ryan Anderson, Internship Supervisor:

[ryan-anderson@bethel.edu](mailto:ryan-anderson@bethel.edu)

Katie Lane, Residential Supervisor:

[k-lane@bethel.edu](mailto:k-lane@bethel.edu)

Nick Cedergren, Residential Supervisor:

[nicholas-cedergren@bethel.edu](mailto:nicholas-cedergren@bethel.edu)

Christie Lundberg, Administrative Assistant:

[c-lundberg@bethel.edu](mailto:c-lundberg@bethel.edu)

Campus Safety & Security:

651-638-6400

### Emergency Contact:

- If an emergency arises and you need immediate assistance, please contact the Office of Safety and Security at 651-638-6400. Safety and Security officers are available around the clock and have a very fast response time.
- BUILD Housing Mentors and the Office of Safety and Security are able to contact a BUILD staff member. There is a BUILD staff member on call 24/7 as needed for emergencies.

- Students receive mentor support to ensure all needed emergency contacts are entered into their phone contacts
- The BUILD on-call number is entered into students' phones, to be used in the event they need to reach professional staff during non-business hours.
- Students have a listing of emergency and non-emergency contacts posted in their residence.

**Stop by our offices:**

By September of 2018 we will be located in our new BUILD Office location on the second floor of the Hagstrom Center in HC 261 across from the Nursing Department. The BUILD office will be open from 9:00 a.m.- 4:00 p.m. Monday through Friday.

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