



BUILD PROGRAM

ACADEMIC CATALOG
AND HANDBOOK
2019-2020



BETHEL
UNIVERSITY

ACADEMICS

Bethel BUILD Program

Bethel is a place where we challenge each other and support each other. Where we are 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 BUILD program at Bethel University 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 a career-oriented curriculum, meaningful internships, and on-campus living in a supportive Christian environment.

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 Career Pathway 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

General Information

This academic catalog relates to the academic components of the BUILD program and communicates academic requirements, policies, and procedures. The BUILD student handbook outlines university procedures and expectations for living and learning at Bethel.

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 catalog, as well as the BUILD student handbook.

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 puts 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.

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 Certificate of Applied Studies are all designed to be at a developmental level.

Subject

| Code | Description |
|-------------|-------------------------------------|
| 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.

Academic Calendar

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

Fall Semester 2019

| Event | Date |
|--|--------------|
| Personal Learning Plan Meetings | August 5-30 |
| Residence halls open (social mentors) | August 27 |
| Residence halls open (new students) | August 28 |
| Residence halls open, 9 a.m. (returning students) | August 30 |
| Labor Day | September 2 |
| Classes begin | September 3 |
| Last day to add/drop a first-half or full-term course | September 9 |
| Homecoming | October 5-7 |
| Last day to withdraw from a first-half course | October 11 |
| Fall break | October 11 |
| Last day of First term courses | October 21 |
| First day of Second term courses | October 22 |
| Last day to add/drop a second-half course | October 29 |
| Advising Day (<i>no day classes; night classes are held</i>) & BUILD Registration for Interim and Spring | October 30 |
| Family Weekend | November 1-3 |
| Last day to withdraw from a full-term course | November 22 |
| Thanksgiving break begins (<i>Tuesday night classes are held</i>) | November 27 |
| Classes resume | December 2 |

| | |
|---|---------------------------|
| Festival of Christmas | December 5-7 |
| Last day to withdraw from a second-half course | December 6 |
| Last day of classes | December 13 |
| Final examinations | December 16, 17, 19, & 20 |
| Study day | December 18 |
| Commencement & Christmas Break begins <i>(students must check-out of their residence hall 24 hours after their last final)</i> | December 20 |
| Residence halls close, noon | December 21 |

Interim 2020

| Event | Date |
|--|-------------|
| Residence halls open, noon | January 5 |
| Classes begin | January 6 |
| Last day to add/drop a course | January 7 |
| Martin Luther King Jr. Day <i>(no classes)</i> | January 20 |
| Last day to withdraw from a course | January 22 |
| Last day of classes | January 28 |

Spring Semester 2020

| Event | Date |
|---|------------------------|
| Residence halls open, noon | February 2 |
| Classes begin | February 3 |
| Last day to add/drop a first-half or full-term course | February 10 |
| Last day to withdraw from a first-half course | March 13 |
| Residence halls close, noon | March 14 |
| Spring Break | March 16-20 |
| Residence halls open, noon | March 22 |
| Spring break ends/Classes resume | March 23 |
| Last day of First term courses | March 26 |
| First day of Second term courses | March 27 |
| Last day to add/drop a second-half course | April 3 |
| Good Friday (<i>no classes</i>) | April 10 |
| Monday after Easter (<i>no classes</i>) | April 13 |
| Registration for Fall | April 14, 16, 20, & 22 |
| Last day to withdraw from a full-term course | April 24 |
| Last day to withdraw from a second-half course | May 8 |
| Last day of classes | May 15 |
| Final examinations | May 18, 19, 21, & 22 |
| Study day | May 20 |
| Senior Celebration | May 22 |
| Commencement | May 23 |
| Residence halls close at noon, Students need to check-out of their room 24 hours after their last final | May 23 |
| Residence halls close for graduating students, 1 p.m. | May 24 |

Bethel University Schools

Bethel University

Bethel University is a leader in Christ-centered higher education with more than 5,500 students from 48 states and 42 countries enrolled in undergraduate, graduate, seminary, and adult education programs. Based in St. Paul, Minnesota, Bethel offers bachelor's and advanced degrees in nearly 150 areas of study. Educationally excellent classroom-based and online programs equip graduates to make exceptional contributions in lifelong service to God and the world.

College of Arts & Sciences

The College of Arts & Sciences (CAS) is Bethel's undergraduate college for nearly 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 100 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.

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 10 associate and bachelor's degree-completion programs taught from a Christian worldview in the areas of business and leadership, healthcare and human services, Christian ministries, and special education, along with three certificate programs in addiction studies, alcohol and drug counseling, and senior care leadership. Nearly 400 students are enrolled in the Twin Cities or online.

Bethel Seminary

Founded in 1871, Bethel Seminary is among the 20 largest accredited seminaries in the U.S. with nearly 600 students from more than 70 denominations enrolled on campus in St. Paul and through the distance learning program, a blend of online and face-to-face coursework. Offering a doctor of ministry degree (with four concentrations), seven master's degrees, and four 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 1,000+ 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, a doctor of nursing practice program, 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.

Institute for Exceptional Learners

The Institute for Exceptional Learners is comprised of Bethel's BUILD program and the Office of Accessibility Resources and Services (OARS). The BUILD program, an integrated 2-year postsecondary, residential program for students with intellectual disabilities, provides inclusive opportunities for academic, vocational, residential, spiritual, and social learning experiences. OARS works across Bethel University to support those with accessibility needs and to provide equal access for everyone in Bethel's community.

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.

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.¹ 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.² The Bible condemns legalistic rule-keeping. It emphasizes loving relationships and pure motives in living out these rules.³

Living a Biblical Lifestyle

The Bible frequently speaks about a holy lifestyle. Such passages are found throughout the Old and New Testaments.⁴ *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.⁵

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.⁶

We believe that life is sacred and people have worth because they are created in God's image.⁷

- 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.⁸

- 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.⁹

- 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.¹⁰

- 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.¹¹

- 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.¹² 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.¹³

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.¹⁴

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.¹⁵

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.

- 1 Matthew 22:37–40
- 2 John 14:15, 21
- 3 Micah 6:8; Matthew 23:23–24
- 4 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
- 5 Colossians 3:5–8; 1 Corinthians 6:9–10. Employees will not practice, advocate, or affirm these and other biblically proscribed behaviors.
- 6 Exodus 20:15; Romans 13:9; 1 Corinthians 13:5–6; 1 Peter 1:22
- 7 Genesis 1:27; Ephesians 4:1–7, 15–16; James 2:1–13
- 8 Romans 12:3–21; 1 Corinthians 12:12–31; Ephesians 4
- 9 Romans 12:1–2; 1 Corinthians 6:14–15; 1 Timothy 4:8
- 10 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
- 11 Genesis 1:28–31
- 12 Romans 14:1–23; 1 Corinthians 6:12, 10:23–24
- 13 Ephesians 5:18
- 14 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 Christian Formation and Church Relations, 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.
- 15 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, miscellaneous correspondence, and 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.

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 Associate Provost and Vice President of Academic Affairs. 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 BUILD program director. (If the instructor is the BUILD program director, the student should contact the appropriate divisional dean.)
2. If after talking with the instructor and the BUILD 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 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 acknowledgement. *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 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/guardian(s) 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.

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.

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 and their parent(s)/guardian(s) via US mail. 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). Decisions of the BUILD Academic Appeals Committee affect academic and financial aid policies.

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 BUILD program director, the student should contact the appropriate divisional dean.) If after talking with the instructor and the BUILD 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 BUILD program director. (If the instructor is the BUILD program director, the student should contact the appropriate divisional dean.) If after talking with the instructor and the BUILD 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 divisional 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 Associate Provost and Vice President of Academic Affairs.) 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 Accessibility Resources and Services (OARS). Students requesting disability-related accommodations work with their advisor to request needed accommodations. Once OARS determines that accommodations are to be made, they will notify the student and the instructor via email.

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 due to absence(s). 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 Certificate of Applied Studies can be taken by arrangement. A student may take only one course by arrangement while completing their Certificate of Applied Studies. 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 drop a course.

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 |

S/U Grading

Courses are graded on an A-F basis unless the S/U option is indicated in this catalog. The S grade indicates at least D level achievement.

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

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

Registration Changes

Full Term Course

Students may not add courses after the 6th day of the term (excluding weekends and holidays) without the consent of the Registrar. Courses 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 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.

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 a course (according to the course requirements) for a period of three weeks during fall or spring or one week during interim, where the last date of documented activity is prior to the course withdrawal deadline date, may be administratively withdrawn from the course.

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

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 must provide 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 will 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:

- A minimum of 37.5 on site hours at the internship site for each internship credit.
- Completion of learning objectives.

Internships are graded S/U.

Within the guidelines of the program requirements and with guidance from BUILD staff and parent(s)/guardian(s), students make final internship decisions. To prepare 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. Policies regarding residency requirements apply.

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 will not be 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 a part 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 for more than one semester, or have been involuntarily withdrawn, must apply to be readmitted by contacting the BUILD office. In order to return, students must receive clearance from the Office of Student Life and the BUILD office, and be in good standing academically and financially. 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, the Business Office, and the BUILD Office.

BUILD Course Listings

Core Courses:

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

BBT 023: BUILD Bible, Theology, & Spiritual Formation:

Old Testament2 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.

Graded on an A/F basis. *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.

Graded on an A/F basis. *Offered: Fall.*

BIL 010: BUILD Independent Living 1 2 Credits

Learn to make choices that lead to living a healthy life, by learning to develop and maintain healthy habits, such as eating healthy foods, getting enough sleep and water and making physical activity a regular part of life. Graded on an A/F basis.

Corequisite: Concurrent enrollment in BIL 017. Offered: Fall.

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

Lab experience accompanying BIL 010. Practice self-care, home-care, and cooking skills. Graded on an S/U basis. *Corequisite: BIL 010. Offered: Fall. Special*

Note: Fee of \$180.00 attached to this course.

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. Gain an understanding of free-time activities that help you learn to have fun, relax, grow and learn. 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. Graded on an A/F basis. *Corequisite:*

Concurrent enrollment in BIL027. Offered: Spring.

BIL 027: BUILD Independent Living 2 Lab1 Credit
Lab experience accompanying BIL 020. Practice self-care, home-care, and cooking skills. Graded on an S/U basis. *Corequisite: Concurrent enrollment in BIL020. Offered: Spring. Special Note: Fee of \$180.00 attached to this course.*

BIL 030: BUILD Independent Living 3..... 2 Credits
Learn to make choices that lead to opportunities for living independently and living a satisfying life. As part of a scenario, choose a job, and then learn to live on the pay received from that job. Problem solve typical challenges that individuals experience when starting out on their own. Graded on an A/F basis. *Corequisite: Concurrent enrollment in BIL037. Offered: Fall.*

BIL 037: BUILD Independent Living 3 Lab1 Credit
Lab experience accompanying BIL 030. Practice self-care, home-care, and cooking skills. *Corequisites: BIL 030. Graded on an S/U basis. Corequisite: Concurrent enrollment in BIL030. Offered: Fall. Special Note: Fee of \$180.00 attached to this course.*

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. Graded on an A/F basis. *Corequisites: Concurrent enrollment in BIL047. Offered: Spring.*

BIL 047: BUILD Independent Living 4 Lab.....1 Credit
Lab experience accompanying BIL 040. Practice self-care, home-care, and cooking skills. Graded on an S/U basis. *Corequisites: Concurrent enrollment in BIL040. Offered: Spring. Special Note: Fee of \$180.00 attached to this course.*

BIN 018: Internship Lab 1.....1 Credit
Begin career pathway exploration in order to confirm or refine areas of interest. Complete learning modules focused on self-awareness, career exploration and development, employability: resume writing, interview skills, soft skills, labor laws, and safety. Graded on an S/U basis. *Offered: Fall.*

BIN 026: Internship 2..... 2 Credits
Build skills and knowledge related to a career pathway through completion of a minimum of 75 internship hours. Internship placement considers interests and work-readiness. Specific job duties, support, and feedback will be provided by a job mentor. Graded on an S/U basis. *Offered: Spring.*

BIN 036: Internship 3 2 Credits

Continue building skills and knowledge related to a career pathway through completion of a minimum of 75 internship hours. Internship placement considers interests and work-readiness. Specific job duties, support, and feedback will be provided by a job mentor. Graded on an S/U basis. *Offered: Fall.*

BIN 040: BUILD Interim Internship0.5-1 Credits

Continue building skills and knowledge related to a career pathway through completion of a minimum of 37.5 internship hours per credit. Internship placement considers interests and work-readiness. Specific job duties, support, and feedback will be provided by a job mentor. Graded on an S/U basis. *Offered: Interim.*

BIN 046: Internship 4 2 Credits

Continue building skills and knowledge related to a career pathway through completion of a minimum of 75 internship hours. Internship placement considers interests and work-readiness. Specific job duties, support, and feedback will be provided by a job mentor. Graded on an S/U basis. *Offered: Spring.*

BIS 017: BUILD Independent Study 1 1 Credit

Begin exploration of career pathways in order to confirm or refine areas of interest. Students with and without disabilities engage in the same online learning modules and hands-on learning, which focus on skills and knowledge needed for employment and future learning in a chosen career pathway. Graded on an S/U basis. *Offered: Fall.*

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

Build skills and knowledge related to a career pathway. Students with and without disabilities engage in the same online learning modules and hands-on learning designed to support skill development needed for current or future internships. Graded on an S/U basis. *Offered: Spring.*

BIS 037: BUILD Independent Study 3.....1 Credit

Continue building skills and knowledge related to a career pathway. Students with and without disabilities engage in the same online learning modules and hands-on learning designed to support skill development needed for current or future internships. Graded on an S/U basis. *Offered: Fall.*

BIS 047: BUILD Independent Study 41 Credit

Build skills and knowledge related to a career pathway. Students with and without disabilities engage in the same online learning modules and hands-on learning designed to support skill development needed for current or future internships. Graded on an S/U basis. *Offered: Spring.*

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

Gain knowledge of effective communication methods, steps to take to enter a career of choice, actions to take to become a valued and successful employee, and ways to become responsible members of the community. Learn, apply, practice, and evaluate skills to become a self advocate in the workplace. Graded on an A/F basis. *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. Graded on an A/F basis. *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, 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. Graded on an A/F basis. *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. Graded on an A/F basis. *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. Graded on an A/F basis. *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. Graded on an A/F basis. *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. Graded on an A/F basis. *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. Graded on an A/F basis. *Offered: Spring.*

BPE 015: BUILD Physical Education 1 2 Credits

Collaborative lab experience with HAS-440 Advanced Training for Human Performance 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. Graded on an A/F basis. *Offered: Fall.*

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

Collaborative lab experience with HAS-440 Advanced Training for Human Performance 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. Graded on an A/F basis. *Offered: Spring.*

Elective Courses:

BUILD elective courses 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. Most electives are graded using A-F and some are graded with S (for students who earns 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 intellectual disabilities. Any given elective course may or may not be offered during a specific academic 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. Graded on an A/F basis. *Offered: Fall, Spring.*

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

Learn to function comfortably in a variety of communication situations. Focus on development of visual readiness skills, expressive, and receptive skills in basic ASL. Includes introduction to conversational vocabulary, fingerspelling, grammatical principles, and syntax. Information related to deaf culture is included. Graded on an A/F basis. *Offered: Fall, Spring.*

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

As an introduction into some of the fundamental areas of Communication studies, explore the basic concepts of public speaking, group communication, and interpersonal communication. Use critical thinking, analytical, speaking, and practical skills to explore the elements of this course. Graded on an A/F basis. *Offered: Fall, Spring.*

BEL 013: Personal and Community Health 2 Credits

Increase knowledge and understanding of the principles of health and exercise behavior. The primary focus is on health and fitness as a life-long habit. Various factors related to physical, mental, and social health are explored. Participation in discussions, daily activities, and the process of learning expected in and out of class. Students are to be role models of fitness and the wellness lifestyle. Discussion of personal opinions and experiences are encouraged. Graded on an A/F basis. *Offered: Fall, Spring.*

BEL 014: Introduction to Anthropology..... 2 Credits

This is a course about humankind in all its variety—a course about you. Topics include cultural universals (features that are present in every cultural group), studied by utilizing two primary case studies. Explore God's creation through learning about the capacities God has given humans to form themselves in groups and develop unique ideas and customs. Graded on an A/F basis. *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. Graded on an S/U basis. *Offered: Fall, Spring.*

BEL 017: Introduction to Business Applications1 Credit

Gain a working knowledge of business applications software: word processing, presentation software, spreadsheets, desktop publishing, and Internet Research. Graded on an A/F basis. *Offered: Fall, Spring.*

BEL 020: Projects in Performance1 Credit

An individual project in acting, directing, makeup, design, stagecraft, lighting, writing, choreography, props, sound, costumes, touring. Graded on an S/U basis. *Prerequisites: Theatre department approval. Offered: Fall, Interim, Spring. Special Note: Course can be repeated for credit with a maximum of 1 credit per area per semester and 4 credits total.*

BEL 022: Badminton1 Credit

Learn basic badminton skills, player position, and strategy. Includes instruction, drills, practice, playing time, a class tournament, history, rules, etiquette, and equipment needs. Graded on an S/U basis. *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. Graded on an S/U basis.

Offered: Fall, Spring. Special Note: Fee of \$35.00 attached to this course.

BEL 024: Individual Music Lessons0.5 Credits

Private lessons are 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 for 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 nor be registered for after the third week of the semester. Instructor approval is required prior to registration. Graded on an S/U basis. *Offered: Fall, Spring. Special Note: Fee of \$480.00 attached to this course.*

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. Graded on an S/U basis. *Offered: Fall, Interim, Spring. Special Note: Fee of \$53.00 attached to this course.*

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. Graded on an S/U basis. *Offered: Fall, Spring. Special Notes: Participation is open by audition; fee of \$25.00 attached to this course.*

BEL 031: Handbell Ensemble1 Credit

Be part of a Handbell Ensemble to learn and perform Handbell music. Graded on an S/U basis. *Offered: Fall, Spring. Special Notes: Participation is open by audition; Fee of \$15.00 attached to this course.*

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. Graded on an S/U basis. *Offered: Fall, Spring. Special Note: Fee of \$45.00 attached to this course.*

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. Graded on an S/U basis. *Offered: Spring. Special Note: Fee of \$30.00 attached to this course.*

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. Graded on an S/U basis. *Offered: Fall, Spring. Special Notes: Participation is open by audition, Fee of \$25.00 attached to this course.*

BEL 036: Screen Printing..... 2 Credits

Explore screen printing as a means of creating hand-printed multi-color fine art prints. Methods include handmade and photo emulsion stenciling and studio art practice. Graded on an S/U basis. *Offered: Interim. Special Note: Fee of \$120 attached to this course.*

BEL 037: Clay Forms..... 2 Credit

Explores hand building and wheel throwing techniques in the formation of archetypal ceramic forms and processes. Graded on an A/F basis. *Offered: Fall, Interim. Special Note: Fee of \$90.00 attached to this course.*

BEL 042: Introduction to Astronomy 2 Credits

The concepts, techniques, and tools of astronomy and astrophysics are made understandable. Topics include historical overview; identification of constellations; telescopes; the nature of light, atomic spectra, and structure; the nuclear physics of stars; the life cycle of stars; and current theories of the fate of the universe. Graded on an A/F basis. *Corequisites: Concurrent enrollment in BEL 043. Offered: Fall.*

BEL 043: Introduction to Astronomy Lab1 Credit

The laboratory experience accompanying BEL 042 includes optics, atomic spectra, and observations with simple instruments and telescopes. Graded on an A/F basis. *Corequisites: Concurrent enrollment in BEL 042. Offered: Fall. Special Note: Fee of \$120.00 attached to this course.*

BEL 044: Beginning Tennis1 Credit

Learn basic tennis strokes through instructions, drills, practice, and playing time. Covers rules, simple strategy, player position, etiquette, and guidelines for equipment selection. Graded on an S/U basis. *Offered: Fall, Spring.*

BEL 045: American Sign Language II 2 Credits

Continuation of functional and practical understanding and communicative use of American Sign Language. Further study of the history and culture of the deaf community through films, discussions, and readings. Graded on an A/F basis.

Prerequisites: BEL 011 or placement exam. Offered: Fall, Spring.

BEL 051: Soccer.....1 Credit

Introduction to the history, rules, and fundamental skills of soccer. Graded on an S/U basis. *Offered: Fall, Spring.*

BEL 052: Yoga1 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. Graded on an S/U basis. *Offered: Spring.*

BEL 062: How to Write a Song 2 Credits

Students with no formal background in music analyze songs, learn basic song-writing strategies, and write and record their own song. Graded on an A/F basis. *Offered: Interim.*

Career Pathways

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

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

Arts & Communication

Students with an Arts & Communication career pathway 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, as well as learning 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 027 BUILD Independent Study 2: Arts & Communication
- BIS 037 BUILD Independent Study 3: Arts & Communication
- BIS 047 BUILD Independent Study 4: Arts & Communication

Choose at least 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 020 Projects in Performance
- BEL 024 Individual Music Lessons
- BEL 025 Introduction to Creative Arts
- BEL 030 Women's Choir
- BEL 031 Handbell Ensemble
- BEL 034 Men's Choir
- BEL 036 Screen Printing
- BEL 037 Clay Forms
- BEL 045 American Sign Language II
- BEL 062 How to Write a Song

Business

Students with a Business career pathway 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 027 BUILD Independent Study 2: Business
- BIS 037 BUILD Independent Study 3: Business
- BIS 047 BUILD Independent Study 4: Business

Choose at least 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
- BEL 042 Introduction to Astronomy
- BEL 043 Introduction to Astronomy Lab
- BEL 045 American Sign Language II

Human Services

Students with a Human Services career pathway 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 027 BUILD Independent Study 2: Human Services
- BIS 037 BUILD Independent Study 3: Human Services
- BIS 047 BUILD Independent Study 4: Human Services

Choose at least 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 014 Introduction to Anthropology
- BEL 017 Introduction to Business Application
- BEL 045 American Sign Language II

Certificate in Applied Studies

| Course | Description | Credits |
|--------------------|--|----------------|
| 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 |
| BIS 017 | BUILD Independent Study 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 (may include, but not required to include, BIN 040) | 19 |
| | Complete one Career Pathway as listed below..... | 9 |
| Total | | 66 |

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 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
- BEL020 Projects in Performance
- BEL 024 Individual Music Lessons
- BEL 025 Introduction to Creative Arts
- BEL 030 Women's Choir
- BEL 031 Handbell Ensemble
- BEL 034 Men's Choir
- BEL036 Screen Printing
- BEL037 Clay Forms
- BEL045 American Sign Language II
- BEL062 How to Write a Song

Business

| | | |
|---------|--|---|
| BIN 026 | BUILD Internship 2: Business | 2 |
| BIN 036 | BUILD Internship 3: Business | 2 |
| BIN 046 | BUILD Internship 4: Business | 2 |
| 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
- BEL042 Introduction to Astronomy
- BEL043 Introduction to Astronomy Lab
- BEL045 American Sign Language II

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 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
- BEL014 Introduction to Anthropology
- BEL 017 Introduction to Business Application
- BEL045 American Sign Language II

BUILD Academic Plan

| Fall Year 1 | Credits |
|--|----------------|
| BIL 010 - BUILD Independent Living | 2 |
| BIL 017 - BUILD Independent Living Lab 1 | 1 |
| BIN 018 - 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 |
| Total | 13 |

| | |
|-----------------------|----------|
| Interim Year 1 | |
| Electives | 3 |
| Total | 3 |

| | |
|--|-----------|
| Spring Year 1 | |
| 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 |
| Total | 14 |

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 |
| Total | 16 |

Interim Year 2

| | |
|---------------------------|----------|
| Electives | 2-3 |
| May include BIN 040 | .5-1 |
| Total | 3 |

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 |
| Total | 17 |

Total Credits.....66

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 2020-2021 academic year will be accepted until December 1, 2019.

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. 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 Bethel Student Government’s Unified Sports Club 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 and Counseling Services to be sure we have a complete health history on file.

Program Requirements

- Meet the American Association on Intellectual and Developmental Disabilities (AAIDD) definition of Intellectual Disability (ID)
- Are 18-25 years old when starting the program
- Have completed high school with a diploma or equivalent
- Complete a comprehensive application process including an independent assessment and interviews
- Demonstrate interest and motivation in attending the program
- Can function with support in a college setting
- Can articulate and demonstrate faith in God
- Are able to safely get around campus during class transitions, meal-times, and other extracurricular activities
- Have practical reading and math skills
- Have family support and desire to gain skills for employment and independent living

As part of the criteria for BUILD, students must meet the American Association on Intellectual and Developmental Disabilities (AAIDD) definition of Intellectual Disability (ID) including having a documented IQ score in the 70s or lower and demonstrating limitations in adaptive functioning.

IQ scores and adaptive functioning limitations are typically documented through either a school evaluation report or medical evaluation. Adaptive functioning limitations are also noted in the BUILD Application Functional Skills Assessment.

<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 2019-2020

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

| Course Costs | Fall | Interim | Spring |
|-----------------------|----------|-----------|----------|
| FT Fall and FT Spring | \$19,152 | No charge | \$19,152 |

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. Course cost amounts are assigned to each of the six Core BUILD course in the amount of \$2,522. Three support fees of \$1,340 are also assigned to students enrolled in the BUILD program.

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 |
|---|------|---------|--------|
| Bethel Student Activity fee (full time) | \$80 | NA | \$80 |

Room (first-time residents in Bethel housing)

| | Fall | Interim | Spring |
|---|---------|-----------|---------|
| In Bethel Housing Fall, Spring, and Interim | \$2,950 | No Charge | \$2,950 |

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

Students with Bethel housing will be auto-assigned the meal plan “Block Plan B” (\$4,880 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 |

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.

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: https://www.bethel.edu/registrar | \$8 per copy |
| Non-Sufficient Funds Fee (NSF) | \$25 per item |

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 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, or contact Health Services at 651.635.8532 (800.255.8706, ext. 8532), or health-insurance@bethel.edu.

Payment Options

Full payment or contact with the Business Office to verify anticipated resources is required by August 15, 2019 for the fall term and January 15, 2020 for the Spring term. The bill may include, but is not limited to: course costs, room, meal plan, Student Activity fee, additional course fees, music lessons, and health insurance. Students and the with co-signer of their payment agreement 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, 2019. Enrollment for the second year is dependent on payment of the previous year's expenses.

Full Payment (Option 1)

Full payment for **fall semester is due August 15, 2019.**

Full payment for **interim/spring semester is due January 15, 2020.**

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 at **MyBethel > My Statements and Finances**

Ways to Make a Payment

Students can view their account, enroll in a Semester Payment Plan, and pay online through **MyBethel > My Statements and Finances > "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.

- 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, 2019. To view the Enrollment Checklist, go to: **MyBethel > Home tab > Enrollment Checklist**.

Registration Hold

Registration for classes in the second year is dependent on payment of the previous year's expenses. A student whose account is in arrears on July 1 will be dropped from any registered courses for the fall and will have a registration hold placed on their account, not allowing the student to re-register until the balance is paid.

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 and science lab 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 course costs and housing costs for interim. Please 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 Dining Service at dining-services@bethel.edu. A student may receive a prorated refund of their meal plan.

Account Questions?

More student account information is available at bethel.edu/business-office. Contact the Business Office at **651.638.6208 (800.255.8706, ext. 6208)** or at **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 |
|--------------------------------|----------|--------|---------------|-------------|
| Course Costs | \$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 |

Finances

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 Grant, Minnesota State Grant, and Minnesota Intellectual Disability 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 and the FAFSA.
- Additional information regarding Private Scholarships can be found on Financial Aid’s Website.

Satisfactory Academic Progress

See Academic Progress, Probation, and Dismissal

Financial Aid 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>

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

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 faculty and the Financial Aid Committee. Funds are distributed by the Office of Financial Aid each fall and spring. 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 an adult with Down syndrome, 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 |
| Jose Macias, D.Min. | Associate Dean for Intercultural Programs |
| Pang Moua, M.A. | Diversity and Inclusion Associate |

Military and Veterans Services

| | |
|--------------------|--------------------|
| John Morris, M.Div | Executive Director |
|--------------------|--------------------|

Academic Affairs

| | |
|------------------------------------|---|
| Deborah L. Sullivan-Trainor, Ph.D. | Associate Provost Vice President of Academic Affairs |
| 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, RN | Dean of Nursing and CAPS/GS Health, Medical, and Social Sciences |
| Julie Finnern, Ed.D. | Dean of Professional Programs |
| Joel D. Frederickson, Ph.D. | Associate Dean of Institutional Assessment and Accreditation |
| Katie Bonawitz, Ph.D. | Assistant Dean of the Institute for Exceptional Learners |

BUILD Program

| | |
|-------------------|----------------------------|
| Dawn Allen, M.Ed. | Program Director |
| Lisa Bjork, M.Ed. | Assistant Program Director |

Career Development and Calling

Dave Broza, M.A.

Director of Career Development and Calling

Ann Vu Ngo, M.A.

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

Eliza Jensen

Assistant Director of
Off-Campus/International Studies

Library

David R. Stewart, M.A., 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.

Research and Instruction Librarian

Lyndi Fabbrini, M.L.I.S.

Research Services Librarian

Kent T.K. Gerber, M.L.I.S.

Digital Library Manager

Scott A. Kaihoi, M.L.I.S.

Research and Instruction Librarian/
Copyright Liaison

Amy L. Reinhold, M.L.I.S.

Materials Services Librarian

Earleen J. Warner, M.L.S.

Research and Instruction Librarian

Kaylin Creason, M.L.I.S.

Research and Instruction / ILL Librarian

Timothy Senapatiratne,
M.A., Ph.D., M.L.I.S.

Research and Instruction Librarian

Sandra Oslund, M.A., M.L.I.S.

Collections Planning Manager

Office of Christian Formation and Church Relations

Laurel Bunker, M.A.

Dean of Campus Ministries/
Campus Pastor

Matthew C. Runion, M.Div.

Associate Dean of Campus Ministries

Jason Steffenhagen, D.Min.

Associate Campus Pastor

Paul Kong, M.Div.

Assistant Campus Pastor

Registrar

Diane Krusemark, Ed.D.

Kerri Vickers, M.A.

Rachel Brands

Registrar

Associate Registrar

Assistant Registrar

Student Life

William O. Washington, Ph.D.

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

James A. Benjamin, M.A.

Erica Green, M.A.

Gustavo Tiffer, M.S.

Anna Mogard

Robert B. Bjorklund, M.A.

Miriam Hill, Ph.D, LMFT

Elizabeth K. Miller, R.N.

Rick Meyer, M.A.

Vice President for Student Life

Dean of Student Programs

Associate Dean of Residence Life

Associate Dean for Campus Engagement

Assistant Dean for Residence Life

Director of Student Activities and
Campus Engagement

Director of Athletics

Director of Counseling Services

Director of Health Services

Wellness Center Director

Teaching and Learning Technology

Matthew Putz, Ph.D

Molly Noble, M.A.

Kara Wicklund, M.A.

Director of Teaching and

Learning Technology

Lead Media Designer

Lead Instructional Designer

FACULTY

A

Brent Adams, 1999. Associate Professor of Theatre Arts. B.A., University of Kentucky, 1985. M.F.A., University of Minnesota, 1991.

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.

Alyssum Anderson, 2019. Adjunct Instructor. B.A. in Athletic Training, Bethel University, 2010. M.A. in Marriage & Family Therapy, Bethel University.

Ryan Anderson, 2017. Adjunct Instructor of BUILD. B.S. in Elementary Education, Taylor University, 2008. M.B.A., Bethel University, 2017.

B

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

Steve 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.

Heather Bren, 2017. Associate Professor of Art and Design. B.A. Graphic Design, Studio Art, University of Northwestern- St Paul, 1999. M.F.A. Ceramics, University of Kansas, 2003.

E

Sarah Eckert, 2018, Adjunct Instructor of BUILD. B.S. in Biology, Bethel University.

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.

Roman Foore, 2018. Assistant Softball Coach. B.A. in Kinesiology, Texas Lutheran University, 1998.

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

Alyssa Hamre, 2014. Instructor of Physics. B.S. in Physics, Wheaton College, 2008. M.S. in Physics, University of Minnesota, 2011.

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.

Paula Holmberg, 2018. Adjunct Assistant Professor of Music. B.S. in Music Education, Minot State University, 1978. M.A. in Choral Conducting, University of Minnesota, 1994.

Brianna Huston, 2018, Adjunct Instructor. B.S. in Exercise Science, North Dakota State University, 2014.

M

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

Jan R. Mrozinski, 2016. BUILD Program Math and Finances Teacher. Bachelor of Arts, Kent State University, 1993. Master of Arts, Colorado Christian University, 1997. Master of Education, Bethel University, 2003.

Kristi Murchie, 2017. Adjunct Instructor of General Studies. B.A. in Spanish, Bethel University, 2004.

P

Andrew Parnell, 2017. Instructor of Human Kinetics and Applied Health Science. B.A. Physical Education, K-12, Bethel University, 2006. M.A. Curriculum, Instruction & Assessment, Walden University, 2008.

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.

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.

V

Jon Veenker, 1988. Associate Professor of Music. B.A., Bethel University, 1984. M.M., University of Minnesota, 1987. Ph.D., University of Minnesota, 1993.

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.

Z

Meg Zauner, 1997. Associate Professor of Theatre Arts. B.A., Bethel College, 1978. M.A., Moorhead State University, 1981. Ph.D., University of Minnesota, 1995.

HANDBOOK

The BUILD program is part of the Institute for Exceptional Learners and is integrated into the Bethel Community. The commitments, policies and procedures outlined in the BUILD Handbook guide our work and life together. We are glad to partner with students and families to achieve our common goals to increase students' skills and understanding necessary to live more independently, maintain meaningful employment, grow spiritually, and value lifelong learning. The information contained in this handbook provides an overview of expectations for students, parent(s)/guardian(s), and staff. In the event that an exception to these guidelines needs to be considered, please see the exception request process described 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 Bethel, the BUILD program, and your family, please keep in contact (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

Office of Student Life

| | |
|-----------------|--|
| Hours | August–May: 8:30 a.m.–4:30 p.m. June–July: 9 a.m.–4 p.m. |
| Location | BC252 |
| Phone | 651.638.6300 |
| Website | cas.bethel.edu/student-life |

Welcome to Student Life

Student Life is committed to serving you through our relationship in Jesus Christ. We believe that the Holy Spirit provides us with the capacity to serve you with excellence, humility and love.

You will find us interacting with you in the residence halls, on the athletic fields, at the dining center, attending student activities events, and almost anywhere on or off campus where we can be in relationship with you.

It is our hope and prayer to help you develop into the person that God has called you to be. We will encourage you to participate in healthy relationships and to seek God's calling on your life. We are here for you; please seek us out. May the Lord bless and keep you.

In His Service,



William O. Washington, PhD.
Vice President for Student Life

Methods of Communication Between Students, Families, and BUILD Staff

The **BUILD program website** is updated regularly and is intended to be a comprehensive resource for students and families to access current information regarding the BUILD program.

Communication directly to and from families is carried out primarily through the BUILD program email (build-program@bethel.edu).

Students and families will receive periodic newsletter updates by email containing information about upcoming events and highlights from the month. These newsletters are a great source for the most recent information. Along with highlighting student achievements and experiences, the newsletters also provide timely reminders regarding housing check-in and check-out, strategies for maintaining independent living expectations during breaks, and information about upcoming events. If there is any new information regarding scholarships, academics, or any other aspects of life at Bethel, the newsletter is a method to communicate with all families. Please ensure the BUILD office has a current email address on file for each parent/guardian. Parents/guardians are welcome to contact the BUILD Office by phone (651-635-8799), as needed.

BUILD program **family meetings** are held at least two times each year to provide opportunities for celebrating student progress and bringing together students and parents/guardians.

Personal Learning Plan (PLP) meetings are held prior to the start of each semester. The purpose of these meetings is to provide an opportunity for students and parents/guardians to meet with BUILD staff to give input and plan for the upcoming semester. These meetings focus on discussing upcoming opportunities for students so they will be prepared to make decisions regarding elective classes, internships, housing, and transportation.

The **Bethel Community email account** 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 sent to their accounts. Students may benefit from parents/guardians 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 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 Bethel and BUILD-specific events.

Family Partnership

Family partnership is encouraged throughout students' enrollment in the BUILD program. Families provide many vital direct and indirect supports that contribute to students' success in college. As students transition to a postsecondary setting, students' role as decision-maker continues to grow. Clear understanding of roles and responsibilities allows students, families, and Bethel staff to collaboratively focus on students' success.

To assist in this collaboration, parents/guardians submit any directives outlined on legal documents, such as guardianship and/or specific power of attorney, during the application process. These documents are reviewed, discussed as needed for clarity, and followed throughout the student's participation in the BUILD program.

In general, once students enter a postsecondary institution, students "own" educational data. This is detailed in Bethel's description of the Family Educational Rights and Privacy Act (FERPA). 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 (i.e. FERPA), the "guests" are allowed access to student education records after the student has given authorization through a FERPA waiver, by establishing a proxy, and/or as directed by other legal documents. This authorization may be established or revised at any time beginning 45 days before the first term of enrollment. Information regarding these releases is shared with families at the Admitted Student Overnight Events. When students' Bethel Community Accounts are activated, specific directions are provided in the summer update.

Questions regarding responsibilities, limitations, and communication of information are often related to the areas of academics, finances, campus life, spiritual formation, and transportation. These topics are addressed below, with additional details in other sections of the handbook.

Academics

Working closely with their academic advisor, students select a Career Pathway and elective courses throughout their program. Parents/guardians play an important role in these decisions through ongoing conversations with their son or daughter. In addition, during Personal Learning Plan, (PLP) meetings students' plans are discussed with the students, parents/guardians, and BUILD staff. Students' final course schedules are emailed to students and parents/guardians prior to the start of the semester. Up until the add/drop date for the term, there may be changes to students' schedules. Within the guidelines of the program requirements, and with guidance from BUILD staff and parents/guardians, students make final internship decisions.

Students receive information regarding their academic success through ongoing feedback from each instructor. Course progress reports are completed by instructors and shared with advisors, students, and parents/guardians 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. Students, and parents/guardians, if the student has signed a release of information, have access to final grades through Banner.

Finances

Because each agency and county is different in the documents they require and when they want invoices, families often have the student or the parents/guardians print off a copy of the student's invoice/monthly statement through MyBethel. This invoice/monthly statement will include the student's name, ID #, and each course and cost. If for some reason your county requires something different, please contact build-program@bethel.edu.

To View Online Monthly Statements:

MyBethel > Scroll Down to see My Statements and Finances>
Click on the link for Last Statement (Date Shown in Blue) > View Statement

Link to BUILD Financial Breakdown:

<https://www.bethel.edu/financial-aid/forms/build-financial-breakdown-1920.pdf>

As outlined in the Payment Agreement, the parent/guardian/co-signer who signs the agreement agrees to be financially liable for all sums owed by the student to Bethel University and agrees to the terms and conditions of the Payment Agreement. The Payment Agreement is signed by the student and cosigner prior to the beginning of classes.

Students and families are encouraged to discuss arrangements for spending money. See the Spending Money section of the handbook for details regarding typical spending needs. BUILD staff do not monitor students' spending. 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.

Campus Life - Including Residence Life

Roommates are assigned by BUILD and residential life staff for Year One. Following the BUILD program guidelines and following the CAS student-life residential processes, students self-select roommates for Year Two of the BUILD program. To facilitate parents/guardians talking with students about this important decision, roommate selection will be discussed during PLP meetings prior to spring semester.

Parent(s)/guardian(s) who have comments, questions, or want to share information regarding residential life should contact the BUILD program (651.635.8799 build-program@bethel.edu). This allows BUILD staff to communicate the information to the appropriate individuals and follow-up with the parents/guardians. The role of housing mentors, as described in the BUILD Student Mentors section of this handbook, does not include direct communication with parents/guardians.

On occasion a rooming situation may become a barrier to a successful college experience for one or both of the roommates. In these situations, BUILD staff supports students in working through issues to come to a resolution. If the concerns persist, parents/guardians will be notified, and students will have the opportunity to request a room change at the end of the semester in accordance with student life residential processes. In the event of a medical need for an individual room or other housing accommodation, students may work with the Office of Accessibility to request the needed accommodations at any time and do not need to wait until the end of the semester.

When students' behavior rises to the level of concerns resulting in a written warning, behavioral agreement, or notice of behavioral probation, parents/guardians are notified by the student.

Students are encouraged by BUILD staff and student mentors to make healthy living choices. Encouragement from family members is also helpful as students transition to making daily living decisions independently.

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. Students, parents/guardians, and BUILD staff may work together to make a plan and support the student in implementing the plan. This typically occurs during a PLP meeting, though can take place at any time as needed. Please see the Health section of the handbook for details regarding the process if students do not feel well and for information regarding parents/guardians involvement with Bethel University Health Services. In the case of a medical emergency, parents/guardians will be contacted by BUILD staff.

Students are encouraged to engage in Bethel Activities, Recreational Sports, Club Sports, and NCAA sports (with an approved NCAA appeal). Interests should be discussed during a PLP meeting and students can work with BUILD staff for support in getting connected to activities of interest. See the Bethel Events, Recreational and Club Sports, and NCAA Athletic Teams section of the handbook for more details.

Spiritual Formation

Students are encouraged to actively participate in spiritual development opportunities on and off campus; some of these are briefly described below. This encouragement comes from many sources including BUILD staff, other Bethel staff and faculty, parents/guardians, student mentors, and other Bethel students. Students in the BUILD program also often influence others' journey of spiritual development. Parents/guardians have opportunities to give input regarding spiritual formation during the application process and PLP meetings, and during direct conversations with their students.

At Bethel, we voluntarily come together for spiritual refueling through worship, praise, prayer, and challenging messages from God's Word. This is done through Chapel: <https://www.bethel.edu/christian-formation/worship/chapel> - weekday morning worship and Vespers: <https://www.bethel.edu/christian-formation/worship/vespers> - Sunday evening service.

Discipleship at Bethel is about doing life together with hopes of owning our faith. This is all about relationships. It is about building connections with mentors and friends who care about you and your walk with Christ. Through deep dialogue and asking good questions, discipleship groups wrestle to discover the truth of who God is and who we are as Christ-followers. To learn more about discipleship options at Bethel, students and parents/guardians can visit the Office of Christian Formation and Church Relations' website: <https://www.bethel.edu/christian-formation/discipleship/>

At Bethel, we encourage students to step outside their comfort zone and into experiences that stretch and reshape their view of God's world. Bethel sends students to be with, learn from, and serve alongside God and God's people 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. Each year the BUILD program partners with the Office of Christian Formation and Church Relations to plan an integrated SMP mission trip experience. As part of this integrated SMP experience, students in BUILD are supported throughout the application and trip process by BUILD mentors and/or staff. Parents/Guardians will be involved in the trip application and may also be asked to help support their student in gathering contact information to send support letters.

Transportation

Students' level of independence regarding transportation is reexamined prior to each semester during the students' PLP meetings. Students, parents/guardians, and BUILD staff discuss safety expectations and opportunities for increased independence as part of determining if a student is ready to progress to the next transportation level. Students do not progress to the next level for transportation unless all parties agree to the increased level. Please see the Transportation section of this handbook for detailed information regarding each level of transportation independence and reasons for a change of level within a semester.

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 students' exit meeting in order to note progress made throughout the program and the level of skills upon exit from the program. 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: Caring 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 work 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 dress 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 a 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 making his/her 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 his/her 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: Engaging 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.

BUILD Student Mentors

Mentor Support provided by the BUILD Program*

- Mentors are Bethel students hired to live and/or work alongside 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/guardians 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.

*Needs for accommodations that exceed what is provided by BUILD mentors need to be requested through the Office of Accessibility (e.g. accessibility needs, interpreters, etc.).

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 individual Home Living/Self-care skills and assignments.
- Partner with RA, RD, and/or residential 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 to students, 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.
- Use coaching and modeling 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 and/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 have the opportunity to apply for a volunteer social mentor position. This position focuses on supporting first-year students in BUILD by encouraging their participation in Welcome Week activities and assisting them in 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.

Accommodations Policy

Disability-related accommodations are determined by the Office of Assessibility Resources and Services (OARS). Students requesting disability-related accommodations work with their advisor to request needed accommodations.

Health

Health & Fitness

- Students make their own decisions about when and what to eat and whether they choose to follow an exercise plan.
- Students and families are encouraged to discuss healthy eating habits and exercise.
- Though BUILD staff and mentors provide ongoing coaching and reminders regarding health and fitness habits, they do not monitor students' diet, exercise, and weight.
- The curricula the BUILD program uses for the Independent Living and Physical Education courses addresses healthy food choices, serving sizes, calories, and exercise.
- 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 recreational sports teams.

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

- Students must call the BUILD on-call number to let BUILD staff know they are sick.
- If students feels too sick to attend class they will need to make an appointment in Health Services in order to determine whether they are well enough to go to class, need to go to a physician or Urgent Care, or need to go home.
- Parents/guardians will be contacted by Health Services by phone during or following the visit.
- BUILD staff will follow the recommendations of Health Services to determine next steps.
- If students are allowed to stay on campus, but are told not to go to classes, the students will be alone between the hours of 7:00 a.m. – 7:00 p.m. It then becomes their 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/guardians should either attend an initial consultation with a health personnel in person or by phone. This ensures accurate health and history information is obtained and helps with follow through (medications, follow-up appointments, etc.).
- Health personnel recommend that a phone number for students' parents/guardians be kept on file and that parents/guardians be available by phone during any appointments students have with Health Services.
- Parents/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.

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/guardians have found it helpful to arrange for routine prescriptions and refills to be delivered directly to students' campus mailboxes.

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 parents/guardians, rather than from the therapist. The parents/guardians 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 ongoing.

2. The director of BUILD grants the request of the parents/guardians 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.)
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.)

Health Insurance

Proof Of Insurance

Bethel University requires all students enrolled in the BUILD program to have health insurance. The insurance plan must have a minimum coverage of \$50,000 for each accident or sickness (\$90,000 for inter-collegiate athletes), and can be through a family plan, an individual plan, or the health plan Bethel makes available. All students must provide this information by completing an online waiver form.

If the waiver form is not completed, a student insurance policy will automatically be purchased and charged to the student's account. The charge is not refundable.

Students access this online form through their MyBethel account. (MyBethel > Tools & Resources > Banner > Login to Bethel University's Self-Service Banner System > Student tab > Student Health > Insurance Waiver Form.) All students must either provide their current health insurance information (health insurance company name, policy number, and policy holder's name) OR indicate that they would like to purchase the insurance plan that Bethel sponsors.

For more information about the Bethel sponsored insurance plan, or for more information about this requirement, please visit bethel.edu/offices/health-services/health-insurance/requirement

Insurance Requirements for Student Athletes

Rates for Student Assurance Services' current school year's plan can be found at <https://bethel.edu/health-services/healthinsurance/requirement>

For more information, contact Health Services at health-insurance@bethel.edu or 651.635.8532 (800.255.8706, ext. 8532).

Student Hospitalization & Medical Clearance

Notification of Parents

If a student is seriously ill or has threatened or attempted suicide, parents/guardians will be notified by student life or BUILD staff.

Medical Clearance Policy

Prior to clearing a student to return to campus, the Office of Student life desires students have the proper support. If a student has been hospitalized for physical or mental health reasons, they must complete Bethel's medical clearance process (as stated below) prior to being eligible to resume coursework or return to campus housing.

1. The student should contact a dean in the Office of Student Life. Someone may reach out to the student or parent(s)/guardian(s) directly if the student is transported from campus.
2. The Office of Student Life will ask that the student sign a release of information between the treating hospital or medical provider and both, Bethel's Director of Counseling Services, and Health Services.
3. The Director of Counseling Services will provide the Office of Student Life with any necessary information regarding the student's hospitalization, diagnosis, and the medical recommendation of the readiness of the student to return to housing and coursework.
4. The assigned dean from Student Life will be in contact with the student following release from the treating clinic or hospital.

Following completion of the above steps, an authorized dean in the Office of Student life will make a final decision whether the student will be permitted to return; whether the student will need to withdrawal or stop-out; or whether more information is needed.

Pregnancy Policy

God created us as sexual beings; therefore, we use God's standard as the foundation for addressing sexual behavior in the Bethel covenant. We acknowledge that these standards are sometimes violated by community members and the result may be a pregnancy occurring outside of a committed, marital relationship. While premarital sexual activity may be subject to the disciplinary process, Bethel's response to pregnancy is to provide support and resources for the students involved. Both the male and female students involved in a pregnancy may remain enrolled at Bethel during and after the pregnancy. Our hope is we can minister grace to those who are repentant, hold them accountable for future sexual behavior, and restore them to the community. A more complete copy of our guidelines for responding to pregnancies at Bethel is available from the Office of Student Life.

Bethel Events and BUILD Program Events

- Students 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 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 BUILD program events and other Bethel events 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 students or parents/guardians, are the responsibility of the students and/or parents/guardians.
- BUILD staff do not provide or arrange for transportation to events or appointments that are not planned by Bethel.

Recreation and Club Sports

- Students enrolled in the BUILD program may participate in Recreational (Rec) and Club Sports, following the tryout procedure, if applicable.
- If deemed appropriate through consultation with the student, BUILD staff, and the leadership of the Rec or Club Sports team, students in the BUILD program may be supported by a mentor who attends team activities with them.
- Students interested in Rec and/or Club Sports should pay attention to information that is shared on Bethel's website and social media, displayed on posters, and communicated by BUILD staff.
- BUILD staff support students in making decisions related to Rec and Club sports. Students are also encouraged to discuss their participation with their families.

- BUILD staff and/or student mentors support students in the sign-up and/or tryout process for whatever sport(s) they select.
- Students who participate in a Club Sport that includes travel away from the university are required to follow the procedures and process as detailed in the Club Sports Manual. BUILD staff and/or student mentors will support students as needed.

NCAA Athletic Teams

- Students enrolled in the BUILD program must apply for and be granted an NCAA waiver to be able to participate in NCAA Athletic Teams.
- The waiver is required because all NCAA athletes must be enrolled in a degree-seeking program and making progress toward a baccalaureate degree. The BUILD program does not meet this requirement.
- Students are not permitted to practice with the team until and unless their waiver is approved.
- Students start the process by meeting with the appropriate Bethel University coach to discuss interest in joining the team.
- After meeting with the appropriate coach(es) to determine roster availability, the student will work with Bethel's NCAA Compliance and Eligibility Officer, and BUILD director to submit needed documents for waiver .
- Not all teams will have roster availability, and participation in an NCAA sport is not guaranteed.
- Students will be required to submit contemporaneous documentation of an education impacting disability (see Table below), and a statement about how participating in athletics will contribute to their educational experience at Bethel, as part of the NCAA-required waiver documents.
- All NCAA athletes must also submit documentation that the student is able to meet the extra physical requirements as well as additional requirements for health insurance.
- Students must continue to meet NCAA athletic guidelines for eligibility in order to maintain status on team.
- The table on the next page details each task and person responsible for the items required as part of the NCAA Waiver process:

| Task | Person Responsible |
|--|---|
| Draft the waiver application | NCAA Compliance and Eligibility Officer |
| Documentation from the institution about the BUILD program - how students are selected, etc. | BUILD Director |
| "Full and complete documentation of the student-athlete's education-impacting disability (including test data) and or/recommendations from the treating professional (e.g., medical doctor, clinical psychologist, other qualified individual.)" (exact wording from NCAA) | BUILD Director to submit copy of students educational and/or medical evaluation submitted as part of application to BUILD |
| Copy of the student-athlete's official transcript | BUILD Director to support student in requesting this from the Registrar |
| A written statement from the student-athlete outlining their reasons for desiring participation in NCAA athletics | BUILD Director to support student in preparing written statement |
| Get two signed releases from student and parents/guardians as required | BUILD Director |
| Create and submit pdf of application | NCAA Compliance and Eligibility Officer |

Housing

Residence Halls

Living in the residence halls at Bethel University is an integral part of students' 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 learning opportunities do not 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.

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

2019-2020 Housing

a. Nelson, Edgren, and Bodien - Residence halls for first-year students

Bodien - <https://www.bethel.edu/undergrad/student-life/residence-life/halls/bodien>

Edgren - <https://www.bethel.edu/undergrad/student-life/residence-life/halls/edgren>

Nelson - <https://www.bethel.edu/undergrad/student-life/residence-life/halls/nelson>

- Rooms for students in the BUILD program are located throughout the residence hall, not all on the same floor or side of the hall.
- Students in BUILD have roommate(s) in BUILD.
- Students are assigned a double room, unless an accessible housing option is needed.
- Neighbors next to and directly across from students in BUILD are not students in BUILD.
- Housing mentors for first-year students also live in Nelson, Edgren, and Bodien.

b. Wingblade & Widen, North Village -**Apartments for second-year students**

<https://www.Bethel.Edu/undergrad/student-life/residence-life/halls/north-woods>

- Apartment living experience provides transition to the next level of independence.
- Housing mentors for second-year students also live in apartments in Widen and Wingblade.
- Students in BUILD have roommate(s) in BUILD, and choose their own roommates.
- Rooms for students in the BUILD program are located throughout the residence hall, not all on the same floor or side of the hall.
- Neighbors next to and directly across from students in BUILD are not students in BUILD, unless an accessible housing option is needed.

Residential 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. Housing mentors are on-duty weeknights from 7:00 p.m. - 7:00 a.m. and on the weekends from 7:00 p.m. on Friday until 7:00 a.m. Monday.
- **Residential Supervisors:** The residential supervisors are professional staff who live on campus. There is a residential supervisor on-call weeknights from 4:30 p.m. - 8:00 a.m. and on the weekends from 4:30 p.m. on Friday until 8:00 a.m. Monday. Residential supervisors provide oversight for the residential components of the BUILD program including teaching the independent living lab, supervising build housing mentors, and assisting with community and student development as well as conflict management. Students in the BUILD program can reach the residential supervisors at any time during these hours.
- **Resident Assistants:** Resident Assistants (RA) live in the residence halls near 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 for residence hall 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 8:00 a.m.- 4:30 p.m. Monday through Friday. During these hours BUILD staff are available to help answer questions and navigate situations when students call or visit the BUILD Office to ask for support.

Office of Residence Life

Hours: 8:30 a.m. to 4:30 p.m.

Location: Student Life Office, BC252

Phone: 651.638.6300

Email: residence-life@bethel.edu

Website: <http://cas.bethel.edu/studentlife/residence-life/>

Residence Life Vision Statement

Residence life seeks to provide a home where students grow and thrive in connection with God and others. It is Bethel's desire that residence halls are an environment of growth and learning. Some of the things Bethel hopes students will take away from living on campus:

- Meaningful relationships with others
- Increased understanding of self
- Practical life skills

Residence Halls and Living Requirements

First and second-year Bethel students in the BUILD program are required to live in campus housing.

Students need to be enrolled full time to reside on-campus. Students must be 18 years of age by welcome week move-in day. Housing is available for unmarried, traditional students only. There is no on-campus housing available for married students. Non-traditional students age 25 or older who wish to live on-campus must seek approval from the Associate Dean for Residence Life.

Residence Life Housing Procedures

Housing Application

The housing application is found on the student's MyHousing and meal plan page on MyBethel.

The Bethel Housing Room Draw process for returning students takes place in Spring term each year.

Room Draw is a three step online process:

1. Complete an online housing application
2. Choose your roommates
3. Select a room

Each step has important deadline dates.

Housing Agreement

The Housing Agreement Lease is signed electronically, when a student completes the online housing application.

Visit: MyBethel > Student Services > Housingbox > Apply for Housing

Housing Agreement Cancellation

The Housing Agreement must be cancelled by student in writing with the Office of Residence Life. Upon cancellation a fee will be charged to student per the following schedule:

- \$100 Cancellation Fee if cancelled before June 1 for the Fall/full-year Agreement.
- \$200 Cancellation Fee if cancelled after June 1 for the Fall/full year Agreement.
- \$300 Cancellation Fee if cancelled after July 15 for the Fall/full year Agreement.
- \$150 Cancellation Fee if cancelled after December 1 to cancel the Interim/remainder of the year portion of the Agreement.
- \$150 Cancellation Fee if cancelled after January 1 to cancel the Spring portion of the Agreement.

Cancellation during a term follows the academic calendar refund schedule listed below.

- 100% Refund through the sixth business day
- 75% Refund through Friday of the third week
- 50% Refund through Friday of the fifth week
- 25% Refund through Friday of the seventh week
- No refund after Friday of the seventh week

Students who cancel/withdraw mid-semester must complete a Self Checkout. After cancelling in writing or officially withdrawing with a dean, student must pick up a Self Checkout packet from the Student Life Office. Completed packet must be returned within three days of cancellation/withdrawal. Improper checkout fine of \$150 applies if self checkout steps are not completed.

To cancel a housing agreement, email the Residence Life Office at residencelife@bethel.edu.

To cancel a meal plan agreement, email Dining Services Office at dining-services@bethel.edu.

Interim Housing

Students living in campus housing both Fall and Spring terms, there is no additional cost for Interim housing.

Students living in campus housing for only one of the regular semesters, an additional charge of \$292 for Interim housing is assessed.

The rate for occupying Bethel housing only during Interim is \$584. No adjustment or credit will be made if a student is not on campus during Interim.

Cost

Housing rates are frozen for all continuing students. Housing rate will not increase provided student lives in campus housing every semester.

Rates are based on student's first year in Bethel housing.

- For students entering Bethel Housing for the first time in the 2019-2020 academic year, the rate is, \$2,950 per semester, or \$5,900 for the academic year

Rates are the same for all Bethel residence locations.

If students in the BUILD program leave housing for any reason, this frozen housing rate is cancelled. Students will assume the rate for the new year upon returning to Bethel housing.

Check In/Out

The check-in/check-out procedure at Bethel University has been established to help in the assessment of residence repair and replacement needs and to help create accountability for residents who damage rooms and/or furnishings. In addition, the check-in/check-out procedure is the instrument by which the Office of Residence Life develops and maintains occupancy information necessary for accurate housing occupancy.

When students moves in or out of any residence within Bethel housing, including room-to-room transfers, a check-in/check-out procedure must be complete. Students must review and sign the appropriate forms as well as turn in room key at the checkout. By following the outlined procedures, check-in/check-out can go quickly, smoothly and economically. An improper check-in/check-out may result in up to a \$150 fine.

Opening and Closing Dates

Fall 2019

- New student move in day is Wednesday, August 28. See Welcome Week information for more details.
- Second-year students hired by BUILD to be Social Mentors require a day of training and move in Tuesday, August 27.
- Returning student move in days are Friday, August 30 through Sunday, September 1. RA staff are available to check students into their residence area Friday 9 a.m. to 5 p.m. Saturday and Sunday 1 p.m. to 5 p.m. Students must check-in prior to entering their room.
- Returning students who have permission to move in early (e.g. fall athletes, student leaders, etc.) must check-in at the Student Life Office on their assigned date. Roommates of these students are not permitted to move in early unless they are also approved for early arrival. It is each student's responsibility to communicate this to their roommates. A fine of \$25 per day will be charged to anyone who moves in before their assigned date as well as to the student who lets in an unapproved resident.
- Residence halls close for Christmas Break at noon on Saturday, December 21; however, students must check out of rooms within 24 hours of their last exam.

Interim 2020

- Students in BUILD may return to Residence halls anytime after noon on Sunday, January 5. Returning students moving back for the remainder of the year must check in with RA staff.
- Interim move outs must be completed by 5:00 p.m. on Friday, January 28.

Spring 2020

- Students in BUILD may return to Residence halls anytime after noon on Sunday, February 2.
- All residences close at noon on Saturday, May 23; however, students must check out of rooms within 24 hours of their last exam.
- Graduating students may remain until 1:00 p.m. on Sunday, May 24.

Fall Check-In

Students must check-in to their assigned room and with an RA by 3 p.m. of the second official day of classes. If an exception is needed, students must notify the Office of Residence Life prior to the first official day of classes.

A room key and room condition form are given to each student. Student is responsible for returning the room condition form to the Student Life Office the day following check in. Daily late charges apply for missing forms.

Christmas Break

Residences are closed during Christmas Break. Once a residence is closed, students will not have access to rooms until the residence re-opens. Entry into a closed hall room or suite during these periods will be accommodated by Bethel Security at a cost of \$25.

Mid Year Check-In

Students must check in during specific Check-in hours communicated by the Office of Residence Life. Students must notify staff 24 hours in advance if they will not be able to arrive during Check-in hours. Roommates may not allow early access to the room. It is the student's responsibility to contact the RA to check in properly. Avoid an improper check-in fine of up to \$150 by following guidelines.

Mid Year Check-Out

The housing agreement is for the entire academic year. If students need to break the agreement during the year, they must cancel in writing with the Residence Life Office. Students are responsible for the charges until the office has officially been notified. All cancellation dates apply. See *Housing Agreement Cancellation* for important deadline dates.

During the year, a Self-Check-out process is used. Students must pick up a Self-Check-out packet from the Student Life Office. This packet includes checkout instructions, cleaning guide, checkout confirmation form to sign and an envelope for the room key. Students must return this packet to the Office of Student Life upon move out. There is an Improper Checkout Fine of \$150.00 for any student who does not complete the Self Checkout packet.

Year-End Check-Out

Students must check out of rooms within 24 hours of their last exam.

Each student must sign up for a check-out time with their RA. At the agreed-upon time, the RA will check the residence for damages, cleanliness and collect the room key. Students must be present at check-out, and the residence must be clean and in good order before check-out can be approved. Failure to do this will result in an improper checkout fine of up to \$150. A student who is late to check-out will be charged \$25 for every hour he/she is late.

After the RA check out process, Resident Directors assess rooms for any damages and notify students of fines or damage charges through their Bethel email account. Charges are made to the student's Bethel account.

Residence Life Policies and Procedures

Bethel University Community Commitments

Each student is expected to live according to Bethel community standards as described in the Covenant for Life Together. Any infraction of these standards by students will be investigated in accordance with the philosophy and due process statement explained on those pages.

- The possession and/or use of drugs, alcohol, or tobacco is not permitted.
- All movies shown or viewed in residence halls must conform to community expectations.
- Posters must be in good taste. Sexually explicit or suggestive posters are not permitted.
- Clothing that is inconsistent with Bethel's lifestyle and community expectations is not permitted.

Bicycles

Bicycles may only be parked or stored in designated bicycle racks outside of residence halls. They may not be stored in stairwells, lounges, hallways, etc. Bicycles must not be left on campus over the summer except for residents living in North Village Summer Housing. Bicycles left in bicycle racks in any other locations after May 31 each year will be considered to be abandoned and will be removed.

Responsibility for Your Residence Hall Space

The key word in residence maintenance is prevention. Anticipating and preventing problems can significantly reduced issues. Some unavoidable problems will inevitably develop. Staff are committed to preventing as many as possible and to responding quickly to problems that do arise. There are a number of things students can do to help prevent problems:

1. Students may not paint, install wallpaper/borders, or alter the physical condition of the residence in any way without the permission of the Associate Dean for Residence Life.
2. All posters and pictures should be attached to the walls with blue painters tape or pins. Pins and small nails 1/16th of an inch or smaller may be used. However, a large cluster of pinholes in a concentrated area is not allowed. Please use only blue painters tape to attach any items to doors. Pins, small nails or staples cause permanent damage to the doors.
 - a. Do not use 3M Command hooks (or similar items), adhesive-backed tiles, masking tape, duct tape or other types of adhesive. These items have strong adhesion properties and leave glue residue and/or wall

damage behind. They should not be used anywhere in the residence halls or apartments.

- b. Be certain that whatever is put on the walls or doors is easily removable at the end of the academic year. Students are responsible for the cost of repairs caused by the use of any of these items.
3. Pets are not allowed in any residence hall. A fine of \$25 a day will be assessed for any animal residing in a room.

Exceptions:

- a. Fish kept in an aquarium not to exceed a 10-gallon capacity. Students are responsible for their care and any damage that may occur as a result of maintaining fish. If your residence hall closes over a break, all fish must be removed from the hall unless they are in a self-sustaining tank.
- b. Service and Comfort animals approved by the Office of Disability Programs and Services.
4. Screens must not be removed from any windows. A \$25 fine will be assessed to any student who removes his or her window screen. Removing screens often results in damage, therefore, persons removing screens will be assessed charges for inspection and repair, in addition to the \$25 fine.
5. The roof of any residence is off limits. Walking on roofs can damage them. An automatic \$100 fine will be assessed on each offense.
6. Water fights are not permitted in or near the residences. Water may not be thrown from or at the windows of the residences. (This includes snow and ice.)
7. Do not dispose of sanitary napkins, paper towels, cleaning wipes (even if described as “flushable”) coffee grounds, leftover food, or other non-dissolvable items in the toilet or bathroom sink.
8. When living in one of the residence areas, take time to keep the areas clean. Be especially conscious of cleaning needs in kitchens and bathrooms, as this will reduce the need for maintenance service. Students are responsible for cleaning and must obtain their own cleaning products.
9. Firefighting equipment is located throughout each residence for the protection of the residents. Tampering with fire extinguishers, exit signs, or fire equipment; placing false alarms; or interfering with the proper functioning of the fire alarm system will be just cause for disciplinary action, a \$250 fine, and prosecution under Minnesota Statutes 609.686. Anyone who intentionally engages in the above activities is guilty of a misdemeanor.
10. Non-Bethel supplied lofts are not permitted in residence halls. Bethel supplies beds that offer lofting options.
11. Students may not alter electrical equipment in housing (e.g., lights, ceiling fans, switches, outlets, etc.). Students tampering with these items will be fined a fire code violation of up to \$250 plus the maintenance charges to return the unit to safe condition. Students overloading circuits, including through the misuse of extension cords, will be warned by maintenance and asked to correct the situation.
12. Students may not alter or rewire phone jacks or equipment. All wiring must be done through a work order request. Failure to comply will result in a \$25

fine on each occurrence plus any charges for maintenance repairs. The only exceptions to this are commercially manufactured plug-in adapters.

13. Cable TV is provided in some common area lounges, shacks, and fitness rooms in the various residences. Please check with your RA or RD for the specific location in your residence. Cable TV service is not provided to the individual suites/rooms in the residence halls, and individual Cable TV service contracts are not permitted. Individual Netflix, Hulu, or other similar internet viewing accounts are permitted.
14. All maintenance repairs must be done by Bethel Facilities Management. Submit a *work request form* found on MyBethel for any needed repairs. For maintenance emergencies after hours such as loss of heat or safety-related issues, call the Housing Hotline at 651-638-8250 or security at 651-638-6400. Failure to follow this procedure may result in a fine that is substantially more than the published amount due to additional time and materials required to correct the attempted repair.
15. Students are responsible for the furniture in their room. Please do not store any furniture or personal items in the hallways, custodial closets, stairwells, lounges, or any other room except for the room the furniture was assigned to. Items left in hallways or stairways are a fire code violation and will be removed by Facilities Management. Students must follow this policy to avoid a year end charge when they check out.
16. Non-Bethel furniture is permitted, but must be removed from Bethel property at the end of the academic year. Furniture found improperly left on the property or in a dumpster will result in a \$75 disposal fee. No devices or instruments containing mercury are permitted in residence halls; this includes thermometers.

Donation Collection in Residence Halls

Bethel University Residence Hall lounges are primarily used for recreation or study purposes. However, in some instances, the main lounge/lobby may be used as a space to collect donated items (coats, blankets, canned goods, etc.). All groups wishing to collect donated items must first gain approval from the Office of Residence Life. The following factors apply:

- Residence life will approve up to three drives per semester.
- All groups collecting items must be sponsored by an official Bethel organization or department.
- No group will be permitted to collect items for more than two weeks.
- Donation containers should be dropped off at the beginning of the two weeks and promptly removed at the end of the two weeks. Each organization is responsible for the delivery and pickup of donation containers, as well as regular collection throughout the specified time frame. If the containers are not properly maintained Residence Life reserves the right to end the drive early.

MAKING A REQUEST: if you wish to make a request to collect donated items, please fill out the online form by contacting the Office of Residence Life.

Fines

Bethel University reserves the right to fine a student for behavior detrimental to the living environment such as water fights, vandalism, excessive noise, stealing lounge furniture, leaving trash in the hallways, or other disrespectful actions. Discipline problems will be dealt with through the standard Disciplinary Policy and Procedure. Fines may be incurred if the Office of Residence Life feels it is necessary. It should be noted that housing policies are intended to assist the community in smooth operations, to protect the rights of students, and to prevent dangerous or unhealthy situations. Therefore, students need to abide by the policies established in the Student Handbook, the university catalog, and the Housing Agreement. It is hoped that these policies will not be seen as restrictive, but rather as common courtesies necessary to live harmoniously in the community.

Invasion of Privacy

Any action with the intent to, or resulting in, personal harassment, invasion of privacy, destruction or damage of property, raids, or problems requiring time or money to rectify is not permitted. Students participating in such action will be subject to disciplinary procedures over and above the cost of damage.

Key Replacement Policy

If a room key is lost at any time during the year, the student must fill out the lost key request form to change the lock. For the safety of all residents, the key core to the affected room/apartment door will be changed and replacement keys will be made for every student in the room/apartment. The cost for replacing the key core and keys during the academic year before May 1 is \$60. The cost for replacing the core and keys on or after May 1 of the current academic year is \$80. Charges are applied to the student's account.

Periodic Room Checks

It is our operating procedure to respect the privacy of students, therefore, rooms generally will not be entered or searched. However, for the purpose of safety codes, fire regulations, and general cleanliness, the university reserves the right to maintain, repair and routinely inspect individual rooms at any time during the school year. Scheduled room checks are done at the end of each semester and before spring break. In circumstances where there is reason to believe that state or federal laws or Bethel policies have been violated, the university reserves the right to inspect, or authorize inspection of, rooms and apartments. Additionally, students in BUILD will have their rooms checked weekly by BUILD staff as part of their work in Independent Living.

Quiet Hours and Courtesy Hours

The academic and physical health needs of residents have priority over other considerations. Residents should maintain a sufficiently quiet atmosphere for adequate sleep and study. Quiet hours are specifically enforced from 10 p.m. to 10 a.m. Daily. This means no excessive noise in the hallways or near the buildings. The noise level must be contained within student rooms. It is expected that residents will be courteous and respectful of noise levels in the residence halls during the remaining hours of the day. The responsibility for confronting residents regarding noise level does not belong exclusively to the Residence Life staff but to all residents living in the building.

Removal from housing

Under certain circumstances involving the health or safety of a student or others, a student may be immediately removed from university housing by the Associate Dean for Residence Life with the concurrence of the Dean of Student Programs. Removal from housing will be handled on a case-by-case basis as determined by the university in its sole discretion. In the event that a student is removed from university housing:

1. The student will be informed of all pertinent information leading to the decision for removal from housing.
2. The length of the removal will be determined on a case-by-case basis.
3. The conditions under which a student may return to university housing will be identified at the time of removal and provided to the student and parent(s)/guardian(s) in writing.

Residence Safety Guidelines

In order to maintain a safe environment for students in Bethel housing, a number of safety systems have been installed and regulations have been developed to aid these systems. Misuse of the firefighting equipment and systems, tampering with the fire alarms, removal of the smoke detector system or battery, any violation of the fire code, or violation of any of the following safety guidelines may result in any or all of the following consequences: a fine of up to \$250, billing for maintenance repair costs, prosecution under Minnesota statutes, and possible removal from housing. Candles, incense, hookah pipes, and kerosene lamps: Due to the fire hazard involved burning of any of these items in the residences is prohibited. *Exception:* candles on birthday cakes.

1. Christmas decorations: The use of live Christmas trees is prohibited in all Bethel housing.
2. Christmas decorations are allowed in common areas before leaving for Christmas break. Decorations left up during Christmas break will be removed and discarded by Facilities Management.

3. Cooking appliances: The use of cooking appliances is not allowed in the traditional residence halls or townhouses. There is a fire hazard from electrical overload due to cooking; therefore, such activities must be restricted. *Exceptions are:* toasters (toaster ovens are not allowed), coffee makers, Foreman grills, microwaves, and the use of appliances provided in the common areas.
4. Extension cords: Only grounded (three-pronged) extension cords and circuit breaker protected power strips are allowed. Multiple extension cords cannot be used together.
5. Fire alarms, firefighting equipment: alarms and fire fighting equipment are located throughout each building for the protection of the residents. Tampering with fire extinguishers or equipment, placing false alarms, or interfering with the proper functioning of the fire alarm system will be just cause for disciplinary action and prosecution under Minnesota statutes. Anyone who intentionally engages in the above activities is guilty of a misdemeanor. Fire doors must remain closed at all times. All the residence halls have centralized fire alarm systems that are checked frequently to ensure they are in proper working order. These systems are provided for students' safety, and any tampering with them is not only unlawful but also risks the safety of others living in that residence. Lake Johanna Fire Department requires a mandatory evacuation during all fire alarms, including false alarms and fire drills. Failure to evacuate may result in a fine.
6. Fireworks: State law prohibits the possession or use of explosive and aerial fireworks. Prohibited fireworks include (but are not limited to) firecrackers, bottle rockets, missiles, Roman candles, mortars, and shells. Sale, possession, and use of some non-explosive and non-aerial consumer fireworks is now permitted in Minnesota. However, Bethel's policy is that the possession or use of all types of fireworks is strictly prohibited on Bethel's property. Fireworks are potentially dangerous agents presenting serious fire hazards among other types of damage. Any infraction of campus policy or state law will result in fines, confiscation of materials, and possible prosecution in accordance with Minnesota state statutes.
7. Projectiles: Potato cannons and paintball guns are strictly prohibited on campus. The possession and/or use of these or other items that launch, sling, or put an object in motion at high velocity will result in a fine, disciplinary action, and the confiscation and forfeiture of the items.
8. Furnace rooms: It is unlawful to use furnace rooms for storage. The fire hazard from using furnace rooms for storage is extremely high; therefore, using it for storage is strictly prohibited. No materials of any kind may be put in furnace rooms. Failure to comply will result in a fire code fine.
9. Gasoline: Equipment and containers that contain gasoline or other explosive materials are not allowed in or near the residences. These include but are not limited to motorcycles and filled gas containers.
10. Hallway and common area decorations: seasonal or holiday decorations may be displayed for limited periods of time to coincide with the appropriate season or holiday. In order to comply with fire code, the following regulations apply:

- a. Paper and other combustible materials may not cover more than 25 percent of a wall and may not be placed over ceiling lights.
 - b. No lights may be suspended from ceilings.
 - c. Electrical cords may not pass through doorways so as to be pinched by a closed door.
 - d. No additional lights in common bathrooms, including Christmas lights. Other fire code violations must be corrected within the time frame established by the fire marshal.
11. Halogen lamps: Because of the extreme fire hazard, halogen lamps are prohibited in all residence areas. Failure to comply will result in a fine.
 12. Open flame/grills: The use of personal charcoal, gas, or any other type of grill (exception: Foreman grills) is strictly prohibited on Bethel property. Personal grills will be confiscated. Charcoal grills are provided throughout campus near each residence area. Any kind of open flame is not allowed in Bethel housing facilities. This includes patios, balconies, townhouse stairwells, and window sills. A university-installed open fire pit is available for use behind the Seminary and is the only exception to the open flame policy. Portable fire pits are strictly prohibited.
 13. Smoke detectors: All rooms, suites, and apartments are equipped with battery-operated smoke detectors, which have been shown to save many lives. Students should ensure their smoke detector is operational. Do not remove the battery; fines will be assessed if the battery is missing. If the battery is low, resulting in the smoke detector “chirping,” call Facilities Management during business hours to request a new battery. After business hours, contact your Resident Director. Tampering with a smoke detector (removing, covering or otherwise disabling it) is grounds for a fine of up to \$250.00 As previously stated.
 14. Sprinkler systems: Some residence halls are equipped with sprinkler systems designed to combat and suppress fires. To ensure proper operation in the event of a fire, clothing should never be hung from, laid on, or otherwise be in contact with the sprinkler head or the pipes supplying the sprinkler head. No piece of furniture, loft, or any other object should be placed so as to block the flow of water from the sprinkler head. No student should hang from the pipe.
 15. Tampering with any Bethel electrical equipment or device is a fire code violation and subject to a fine.
 16. Trash: Garbage and trash left in halls or stairwells is a fire code violation and subject to a fine.
 17. Weapons: Weapons of any kind, including but not limited to handguns, rifles, shotguns, other firearms, knives, stun guns/tasers, potato cannons, paintball guns, pellet/BB guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on Bethel property. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to “toy” or facsimiles thereof that can cause bodily harm or threat to other persons. An exception to the above prohibition is that persons who reside in campus housing may

possess game hunting or trap shooting firearms as long as they are both (a) registered with Campus Security and (b) stored by security personnel immediately after being brought on campus, while on campus, and taken from campus immediately after being returned to the owner from security storage. The weapons prohibition set forth above further extends to all Bethel-sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving Bethel. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by Bethel or Bethel personnel. Campus security personnel are authorized to make reasonable inquiries and searches as necessary to enforce this policy. Anyone in violation of this policy will be subject to confiscation and forfeiture of the weapons and disciplinary action up to and including dismissal. For more information on security and safety guidelines visit the Security and Safety website at bethelnet.bethel.edu/security-safety.

Room Transfers

Room Transfers

Room transfers requested prior to the start of the Fall term will be permitted on a space-available basis only. Once the academic year begins, room changes will not occur during a semester.

Room Transfer Appeal

Some extenuating circumstances (e.g., health concerns, safety issues, etc.) may necessitate a room change prior to the end of a semester. If a student believes their situation may require an exception to the room transfer policy, they may contact their BUILD Residential Supervisor to begin the appeal process. Room Transfer Appeal Forms will be reviewed by a committee on an as-needed basis. Appeals will be considered on one or more of the following grounds:

1. New information not available or not previously considered regarding your housing situation.
2. Documented physical or emotional concerns that are affected by the current room placement.
3. Threat or harm to a student's physical well-being. Room Transfer process: any pursuit of a room transfer must begin with the BUILD Residential Supervisor. Requests initiated by anyone other than the resident will not be considered. Room changes will only be set in motion once a Residential Supervisor has observed evidence of good-faith efforts to resolve any issue(s) (e.g., Completing a Roommate Agreement Form, setting up a roommate meeting with your Housing Mentor or RA, etc.). If a room transfer is determined to be appropriate, the BUILD Residential Supervisor will direct the student to complete the proper form (Room Transfer Appeal or Mid-year Room Transfer Request). Students are expected to work with staff to identify available

room transfer options. All room changes require the prior permission of both the current and future (if applicable) Residential Supervisors and Resident Directors. If a student change rooms without following proper procedure, he/she will be required to return to their previous housing until the appropriate procedure is followed and/or an improper checkout fine will be assessed.

Mid-Year Room Transfer Policy:

Students who believe they have a compelling reason for moving rooms mid-year (during finals week in december or interim break in january) must contact their BUILD Resident Supervisor/RD to receive the *Mid-Year Room Transfer Request Form*. There are two deadlines to submit this form; before November 15th to move during December finals week or before January 16 to move over the January Interim break. Students must identify an open room that they desire to move into before they submit the request. Requests will be reviewed by a committee. Before students pursue a room transfer, they should consider there may be a better solution to resolving a situation than moving rooms.

Search and Seizure Policy

While the university will make reasonable effort to respect the privacy of a student's room, Bethel University maintains the right to enter a student's residence hall room in response to an emergency or concern for a student's safety. If Student Life and/or Safety and Security staff have reason to believe a student possesses illegal substances, alcohol, weapons, or evidence of illegal or dangerous behavior, they may choose to search the student's residence hall room and property. In the event it is necessary for local law enforcement personnel to search a student's room, an authorized university official will be present.

Solicitation in Residence Halls

No solicitation is permitted in any residence without the written permission of the Associate Dean for Residence Life. If you see someone soliciting products, please ask them if they have received permission. Solicitation includes selling or distributing free materials door-to-door, and group parties such as Amway®, Mary Kay®, Tupperware®, etc. Individuals from off-campus desiring personal information about residents should be referred to the Associate Dean for Residence Life.

Sports

Sports of any kind may not be played in any area of the residence hall. This includes student rooms, hallways, lounges, and stairwells.

Vacancy in a Room

When there is a vacant spot in a room, the Office of Residence Life may assign a new roommate to the open spot per the terms of the Housing Agreement Lease. Should the occupancy of the room, suite, or apartment fall below 50% capacity, the Office of Residence Life reserves the right to consolidate spaces if necessary.

Visitation Hours

Students in BUILD must be in their residence halls by 11:00 p.m. at night unless they are with a mentor or checked out overnight with someone who is on their Personal Learning Plan. The Residence Life staff encourages students to incorporate healthy amounts of sleep into their schedule as part of an effort toward wellbeing. Visitation by the opposite sex is allowed in the residence halls; however, to preserve individual rights and privacy, visitation is limited to certain hours of the week. During visitation hours, room doors should remain open. Visitation is by invitation only, and all students and guests must leave at the designated time. It is each student's responsibility to monitor the time and confront violations of visitation policy. Abuse of visitation privileges will result in fines and disciplinary action. Approved visitation hours are as follows:

Bodien, Edgren, and Nelson:

- Monday, Tuesday & Thursday, 4 p.m. - 10 p.m.
- Wednesday, No visitation hours
- Friday, 4 p.m. - midnight
- Saturday, noon - midnight
- Sunday, noon - 10 p.m.

North Village:

- Sunday - Saturday, noon - 1 a.m.

Kitchens

Each residence area has a community kitchen. Residence halls are not required to provide kitchen materials (pots, pans, dishes, etc.) Use of some equipment may require leaving an ID with the RA on-duty. All equipment must be returned promptly. It is the students' responsibility to clean up immediately after using the kitchen. Residence Life Staff reserve the right to close community kitchen if students are not properly maintaining the space or cleaning up after themselves.

Laundry Room

Washers and dryers, with unlimited use, are provided in each residence at no charge. Directions are posted in each laundry room. Download the CSC ServiceWorks app to your phone to check washer availability, receive notifications on your in process load, report a problem and much more. To report a problem with a washer or dryer, scan the machine ID using the CSC ServiceWorks app or submit a Facilities Management Work Order (including the six-digit machine ID). Please be considerate of your fellow students and remove your laundry promptly from the machines when you are done.

Lounges and Recreation Rooms

Recreation and lounge space (affectionately known as “Shacks”) are provided in each residence for students’ convenience and enjoyment. Games and equipment are available for use in the recreation rooms. Lounge furniture must be left where it is. Disciplinary action will be taken when furniture or equipment is removed to individual rooms or taken outside the building. Shacks are open from 7-11 p.m. on weekdays (Sunday-Thursday) & 8 p.m. - midnight on weekends (Friday & Saturday). RA’s are available to answer questions, listen to concerns, provide additional security, and respond to emergencies.

Refrigerators

Privately owned mini refrigerators are allowed. Rated capacity may not exceed 5 cubic feet and must be in good operating condition. Use of a privately owned full size refrigerator or chest freezer is not permitted.

Storage Lockers

A limited number of storage lockers are available to rent in Bodien, Edgren and Getsch halls. Students will receive an email in both fall and spring semesters giving them the option to request a locker. Students should follow the directions detailed in the emails to request a locker. A Bethel combination lock will be provided and must be used. Locker rental fee will be charged to student’s account.

Vending Machines

Vending machines are located in the common areas of each residence area as well as in the BC and HC buildings, level 2. Contact the Campus Store with any questions or problems.

Guests

Guests are expected to abide by Bethel policies. It is the host's responsibility to inform their guests of policies.

- Hosts will be held responsible for their guests' behavior.
- Guests are limited to a total of three consecutive nights' stay in any Bethel residence, not to exceed 6 nights a semester.
- No guests of the opposite sex may stay in a student's room or apartment overnight.
- Overnight guests must abide by all parking regulations. All cars must be registered with the Office of Security and Safety. Cars not registered are subject to ticketing and/or towing. Abuse of the above policy could result in cancellation of the student's housing lease and/or a fine.
- For information regarding visitor and guest access to Bethel's campus and parking, please see the Office of Safety and Security webpage.

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 a 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 if not on Level 4.

BUILD staff do not provide or arrange for transportation to events or appointments that are not planned by Bethel.

BUILD Transportation Levels:

| Leaving campus/ Transportation Levels: | Level 1 | Level 2 | Level 3 | Level 4 |
|---|---------|---------|---------|--------------|
| Sign in and out required | Yes | Yes | Yes | Yes |
| Visual confirmation required (in-person or Facetime) | Yes | No | No | No |
| 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) | Yes | Yes | Yes | Not Required |
| Okay to travel on own to Bethel events on Bethel transportation | No | Yes | Yes | Yes |
| Okay to use Bethel Shuttle on your own and Church Transportation on your own | No | No | Yes | Yes |
| Okay to leave using transportation on own | No | No | No | 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 are encouraged to use their meal plan before purchasing any other food for meals, outside of their Independent Living assignments.
- Students flex dollars are 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:

- Bethel Information Technology Services (ITS) strives to provide high-quality computer hardware and software as well as a secure and reliable network. All users of a Bethel account are expected to abide by our responsible use policy found online at: Responsible Use of Information Technology Resources Policy. The policy applies to university owned hardware and software as well as privately-owned devices using the Bethel network and resources. Responsible use should always be in line with Bethel's Covenant for Life together, as well as legal, ethical, and consistent with good stewardship of shared resources. This policy prohibits the use of Bethel's network to access or view pornography or other information or images that are in violation of Bethel's Covenant for Life together. This includes the use of Bethel hardware, software, or network for illegal activity such as making unauthorized copies of copyrighted material. Security is a vital part of responsible use of technology, this includes things like not sharing your password, remaining alert and informed when using the internet, and respecting the privacy and security of other users.
- BUILD provides an iPad, protective case, and charger for each student, with the requirement that both students and parents/guardians 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
- 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 email account is Bethel's primary means of communicating important information to students.
- Students need a good, independent command of email communication in order to succeed both at Bethel and beyond.
- We encourage students to read and respond to emails on their account. Students may benefit from parents and/or guardians 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.

Recording Policy

Faculty, staff, and students in the Bethel community have a reasonable expectation of privacy. Recording without consent is not compatible with promoting an environment of trust and open dialogue. Therefore, audio and video recording of conversations, meetings, and other campus processes, without the knowledge and permission of all involved parties, is prohibited.

Social Media and Online Communities

Online communities can help students connect with each other in many positive ways. We acknowledge how important these connections can be for students during the college years. However, we advise students to use discretion when posting personal information on the internet. Be aware that information is not private and students can compromise their personal safety by posting information about their whereabouts and activities. All participation in social media and online communities using Bethel University computing resources must be in compliance with the Bethel "Information Technology Responsible Use" policy. Visit <https://iam.bethel.edu/rupertext.html> for additional information.

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.

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/guardians 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.
- Each year BUILD staff and/or mentor(s) participates in one SMP program. This provides needed support for students in BUILD to also participate.
- Second-year students who are interested in being part of the selected SMP trip apply by completing Christian Formation and Church Relations' Student Leadership Application.

Disciplinary Policy and Procedures

When students' behavior is not aligned with the Student Standards of Conduct and/or the Covenant for Life Together, the procedures outlined below will be followed to address the behavior and restore the student's behavioral good standing with Bethel University. The procedures may be accelerated at the discretion of student life staff.

| | Offenses | Inactive Sanction | Active Sanction | BUILD Support Policy | Reason |
|--|---|--|------------------------|---|--|
| Initial Concern | Any social, emotional or behavioral concern including not meeting university/program expectations (transportation levels, etc.) Identification of skill need | BUILD Mentor Meeting | Not Applicable | Conversation with Mentor regarding expectations. | Document in Beacon as a note. |
| Repeated Concern | Repeated social, emotional or behavioral concern. Lack of skill development. | BUILD Mentor or BRS Meeting | Not Applicable | Pattern of repeated behaviors of concern brought to Student Concerns Committee. 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. Conversation with mentor or BUILD Professional regarding replacement behaviors, education options and consequences for ongoing concerns. | Submit an alert in Beacon. |
| Probation 1 | *1st Alcohol. *Multiple Housing Violations. Ongoing social, emotional, behavioral concerns. Ongoing lack of skill development. | *Student required to contact parent. *Behavioral contract or letter of warning. *Leadership Suspension. | 1 Active Sanction | Conversation with BRS & RD with follow up email to student. Parents/Guardians notified through letter(s) shared by email. Identification of replacement behaviors, education options and consequences for ongoing concerns. Behavioral contract; includes WILL/WILL NOT and further actions if not followed. | Status updated to probation in Beacon. |
| Probation 2 | *2nd Alcohol. *1st Time Drugs. 1st Time sexual/racial misconduct. | *Student required to contact parent. *Dean Meeting. *Co-Curricular Suspension. *Leadership position loss. *Online Education. | 2 Active Sanctions | Dean Meeting with BUILD Professional Staff. Parents/Guardians notified through letter(s) shared by email. Identification of replacement behaviors, education options and consequences for ongoing concerns. Behavioral contract; includes WILL/WILL NOT and further actions if not followed. | Status updated to probation in Beacon. |
| Zero Tolerance | *Providing Alcohol to a Minor. *Dealing Drugs. 2nd Time Sexual/Racial misconduct. 1st time sexual/racial harassment/assault. | *Student required to contact parent. *Online education. *Housing Suspension *Chemical Screen. *Leadership position loss. | TBD | Dean Meeting with BUILD Professional Staff. Parents/Guardians notified through letter(s) shared by email. Identification of replacement behaviors, education options and consequences for ongoing concerns. Behavioral contract; includes WILL/WILL NOT and further actions if not followed. | Status updated to probation in Beacon. |
| Suspension (formerly dismissal) | *Hosting Large Parties. * Involved in Previous Offenses. *Violation of Zero Tolerance. | *Student required to contact parent. *1 semester – 2 years. *Student will Receive a Letter Stipulating Conditions for Return | Conditions for Return | Dean Meeting with BUILD Professional Staff. Parents/Guardians notified through letter(s) shared by email. Behavioral contract upon return to campus; includes WILL/WILL NOT and further actions if not followed. | Status updated to suspended in Beacon. |

Disciplinary Procedures

1. Initial Concern Procedure

Personal confrontation regarding any social, emotional or behavioral concern(s) including not meeting university/program expectations (transportation levels, etc.) or individual skill need(s) will occur with appropriate student life staff and BUILD staff members to discuss concern(s) and expected behaviors.

2. Confrontation and Referral Procedure

Personal confrontation regarding the student's ongoing or serious behavior or lack of skill development will occur with appropriate Student Life staff and BUILD staff members. An incident report will be completed and reviewed by a Student Conduct and Concerns committee, which will recommend actions appropriate to the behavior and intended to be redemptive and educational. A Student Life staff member and/or BUILD staff member will be appointed to work with the student throughout the completion of assigned actions. Documentation, including the Student Life Incident Report and follow-up meetings, will be retained for an appropriate time period in the Office of Student Life.

3. Disciplinary Actions

Disciplinary actions are determined by a Student Conduct and Concerns committee, comprised of student life deans, BUILD residential supervisor(s), and resident directors, and representatives of Christian Formation and Church Relations, Counseling Services, Security and Safety, and faculty.

Disciplinary actions include, but are not limited to:

- **Educational follow-up meetings**
A student may be expected to meet with a Student Life and/or BUILD staff member for a specified number of times for the purpose of accountability, discussion regarding the Covenant for Life Together, and reflection on learning gained through completing other disciplinary actions.
- **Mentoring**
A student may be expected to identify a mature, adult mentor on campus and meet with that individual for a specified number of times for the purpose of personal and spiritual growth, goal setting, accountability, etc.
- **Educational activities**
A student may be expected to complete activities such as participate in an online educational program, conduct research relevant to the disciplinary situation, write a reflection paper, attend an educational program on campus, meet with professional staff in an office providing services such as career development, counseling, disability resources, etc.
- **Fines**
A student may be subject to fines for policy violations and certain behaviors, particularly those causing harm to property, expense to the university, or disruption to the processes of the university.

- **Community Service**
A student may be expected to perform community service hours on or off campus as part of the disciplinary outcome.
- **Written Warning**
A student may receive a written notice, by letter or email, stating the nature of the violation and stating that further violations may lead to additional disciplinary steps.
- **Behavioral Agreement**
The student and the Office of Student Life enter into an agreement, often signed by both parties, stating the nature of the student's violation and the steps that the student and/or the Office of Student Life will take as a result of the student's behavior.
- **Behavioral Probation**
The student is permitted to remain on campus and continue in classes and academic activities with particular conditions specified. These conditions are often stated in the form of a Probation Letter. Special housing approvals, participation in varsity sports, and other co-curricular privileges may be affected. One or more additional disciplinary activities (educational meeting, mentoring, community service, etc.) may be included in the Probation Letter. Students will be asked to notify their parents and/or guardians. A temporary record is kept in the Office of Student Life.
- **Suspension or Removal from Campus Housing**
A student is asked to take a break from or not permitted to continue living in campus housing, and is required to receive clearance from a dean in order to be eligible for future semesters in campus housing. A student is permitted to continue in classes and academic activities.
- **Withdrawal**
The student is permitted to withdraw without privilege of returning until a time specified by the deans. A temporary record is kept in the Office of Student Life.
- **Suspension**
The student is involuntarily withdrawn from Bethel for a specified length of time, ranging from the remainder of a current semester up to two years. The student may be permitted to reapply to Bethel after a specified period of time and after completing any requirements given at the time of suspension.
- **Expulsion**
The student is permanently separated from the University. A permanent record of expulsion is noted on the student's academic transcript.
- **Additional Disciplinary Responses**
In addition to the responses delineated above, student life staff members may use other disciplinary actions when deemed necessary and appropriate. These may include, but are not limited to, loss of privileges, parent/guardian notification, notification of faculty or coaches (or other staff members as appropriate), a chemical dependency assessment, restitution of personal or institutional damages, reconciliation to individ-

uals or offended groups, and follow-up sessions with a student life staff person, faculty member, or other individual agreed upon by the student and the Office of Student Life.

4. Determination of Disciplinary Actions

Disciplinary actions are determined based on the level of seriousness of the behavior, prior violations of the student standards of conduct, impact of the violation on the community, and the student's honest participation throughout the disciplinary process.

5. Compliance

Students are expected to respond truthfully throughout disciplinary and non-disciplinary processes, and are expected to comply with the requests, sanctions, and expectations resulting from the disciplinary and non-disciplinary processes. Failure to comply may result in further consequences, including dismissal. In addition, failure to respond to a request for a meeting with student life staff may result in a disciplinary response up to and including dismissal from the university.

6. Notification of Parents/Guardians

In the case that students' behavior rises to the level of concern resulting in a written warning, behavioral agreement, or a notice of behavioral probation, parents/guardians will be notified by the student. It is the policy of the Office of Student Life to notify parents/guardians regarding the use of alcohol or illegal drugs.

Student Advocates

Three or more faculty members volunteer to serve each year as student advocates. In that role they make themselves available to students involved in disciplinary processes. As student advocates, they help students understand the options available and the appeals process. They may help students prepare for a hearing and offer guidance and support. The student life staff encourages students who are in the midst of an appeals process to access the assistance of the faculty student advocates. While an appeal is in process, the student life staff members are limited in the amount of communication and support they can offer to the student who is appealing a decision made by their office. Information about faculty student advocates is available from the Office of Student Life.

Bethel Early Alert Connection (BEACON)

Student files managed by the Office of Student Life are stored in Beacon. Beacon is a software tool used by faculty and staff to relay information about students who may be struggling, allowing the appropriate university staff to provide intervention and support to students by connecting them with the right resources on campus.

Disciplinary Appeals Policy and Procedure

Bethel has adopted the following appeal procedures to ensure that a fair process for review is available to any student facing the imposition of a disciplinary response to the student's conduct. When a disciplinary response is made, the student is informed, verbally and in writing, of the nature of the conduct that constitutes the violation in question, the disciplinary response that will be made, and the student's right to appeal that response to the appropriate student life personnel. In the case that a student's behavior rises to the level of concern resulting in a written warning, behavioral agreement, or a notice of behavioral probation, parent(s)/guardian(s) are notified by the student. Appeals will be considered on one or more of the following grounds:

1. New information or evidence, not available or not previously considered in the disciplinary process, that suggests the student did not commit the acts in question.
2. The disciplinary response taken by the Office of Student Life is disproportionate to the behavioral violation.
3. Disciplinary procedures were not followed as outlined in the written disciplinary policy. Appeals of disciplinary responses made by the dean of student programs and or/through the Student Care and Concerns processes in student life will be addressed to the Vice President for Student Life.

If a student chooses to appeal a disciplinary response, the student must submit, in writing before 4:30 p.m. on the business day following written notification of the university's disciplinary response, a letter to the Vice President for Student Life stating: (1) the student's desire to appeal the decision; (2) specific objections to the previous decision; and (3) any material relevant to the objections (see the three grounds for appeal listed above). The Vice President for Student Life may respond in one or more of the following ways:

- Deny the appeal if it does not meet the grounds for appeal
- Review documentation in student's Student Life file
- Request a meeting with the student to gather additional information
- Meet with the staff member that made the initial decision
- Make an appeal decision based solely on the merits of the appeal as presented in the student's letter
- The Vice President for Student Life is the final authority for all Student Life disciplinary appeals, with the exception of suspension or expulsion from the university, which may be appealed to the University Provost.

In order to appeal a suspension or expulsion for disciplinary purposes from the university, a student must first follow the above appeal process with the Vice President for Student Life. If the student chooses to appeal the decision made

by the Vice President for Student Life, the student may submit, in writing before 4:30 p.m. on the business day following written notification from the Vice President for Student Life upholding the suspension or expulsion decision, a letter to the University Provost stating: (1) the student's desire to appeal the decision; (2) specific objections to the previous decision; and (3) any material relevant to the objections (see the three grounds for appeal listed above). The Vice President for Student Life shall transmit to the University Provost the record of the case maintained by the Office of Student Life, as well as other materials deemed relevant to the appeal. The University Provost shall decide the appeal on the basis of the written materials submitted by the student and the record submitted by the Office of Student Life. The Provost may also interview the student in the Provost's sole discretion. Upon deciding the appeal, the Provost shall notify the student and the Vice President for Student Life of the decision in writing within a reasonable time after receipt of the record of the case. The decision of the University Provost is final and not subject to further appeal. Pending final appeal decisions, the student may continue to attend classes and reside in on-campus housing, unless one of the student life deans determines that to do so, would be detrimental to the health or safety of members of the Bethel community.

Non-Disciplinary Policy and Procedures

Any student struggling with difficult personal issues is encouraged to come to the Office of Student Life for help at any time.

If the issues result in violation of Bethel's Covenant expectations or policies (for example, alcohol or drug dependency, premarital sexual activity, dishonesty), no disciplinary action will be taken when a student comes with a spirit of repentance and a desire for help. Student Life staff members will make themselves and their resources available as needed, providing appropriate guidance, support, and accountability rather than discipline. If the issues relate to criminal behaviors, there may be certain legal responsibilities placed upon the institution. Therefore, we cannot promise there will be no consequences. We will work with students to help them seek appropriate resolution, whatever that takes, on or off campus. If a student becomes incapacitated due to alcohol or drug overuse, is in need of medical attention due to alcohol or drug use, or becomes the victim of sexual misconduct while under the influence of alcohol or drugs, student witnesses are asked to contact emergency personnel at 911, the Office of Security and Safety at 651.638.6400, and a residence life staff member immediately in order to protect the health and well-being of the affected student. The individual needing medical attention and those with him/her will not be subject to disciplinary sanctions, but instead will be referred for help with issues related to their alcohol use/abuse as needed. In addition, student life and BUILD staff will work with the student to provide further support and accountability to strengthen their commitment to Bethel's community Covenant and conduct expectations.

Philosophy of Discipline

The purpose of discipline within the Bethel community is to help students become people who are whole, holy, and wise, grow in relationship to God and other community members, and live in harmony with community expectations. We seek to be redemptive and restorative in ways that are helpful to the individual and beneficial to the community. Discipline within our community provides an opportunity for a student to examine his/her choices within the context of grace as we work to facilitate restoration of the individual to God and to the community. At the same time, we desire that discipline would increase the student's commitment to live in alignment with Bethel's Covenant for Life Together and increase students' knowledge of their value to the Bethel community and their responsibility to it. Students in the BUILD program will have the support of their residential supervisor and/or the director of BUILD included in both non-disciplinary and disciplinary processes.

We are a community in which all persons are respected as being created in the image of God. We also recognize that each of us has sin in our lives and that

none of us are in a place to judge another (Matthew 7:1; James 4:12). Our spiritual tradition and our mutual respect for one another compels us to encourage and support one another with a spirit of grace and forgiveness (Galatians 6:1) as we strive to uphold the standards of our community. It is assumed that members will choose to be self-disciplined and hold themselves personally accountable for the community standards. If that fails, the biblical principles of Matthew 18:15-17 guide our interactions and confrontation with each other.

Community members, especially friends, should assume responsibility to confront those whose behavioral choices fall outside of community expectations. If, after expressing concern and offering help, the issue seems to be of a serious and/or continuing nature, referral should be made to a Student Life staff member. Our desire is that students, faculty, and other members of the Bethel community would approach the Student Life staff with confidence they will be received gracefully, listened and attended to, and encouraged toward growth and restoration (Hebrews 12:14-15). Student Life professionals are committed to responding in a timely, respectful, and confidential manner.

As the office charged with the responsibility of discipline and care of all Bethel students living on campus, the Office of Student Life seeks to implement a disciplinary process that meets the student as an individual, examines motivations, repentance, teachability, and the student's needs, and then determines an appropriate outcome for any offense based on the preponderance of evidence. Careful attention is given not only to the act in question but to the student in terms of predicament, response, intent, as well as influence upon the rest of the student body. A plan for accountability may be implemented with the goal of restoring the student into harmony with community expectations. While we need to address the student's behavior, our desire is to speak to the condition of the "heart" in ways that foster real change (Hebrews 12:11).

Student Life also has a responsibility and commitment to the health and safety of the community in addition to maintaining a commitment to the particular student. Because an individual's behavior affects others, disciplinary consequences will be decided based on what is best for the community as well as the individual.

At Bethel, it is not acceptable for community members to participate in events at which others from the Bethel community are violating the Covenant for Life Together or Bethel's behavioral expectations. It is expected that students who know of or find themselves in these situations will speak to the offending student(s) about their behavior and remove themselves from the situation. They should encourage any student(s) in violation of Bethel's Covenant to seek accountability, counsel, and help under our non-disciplinary policy (see above). Student Life staff are available to discuss any situation of concern with students and other members of the community and may be contacted at any time. If concern for a fellow student continues, the principles of Matthew 18:15-17 (discussed above) should be followed.

Student Standards of Conduct

Because of our concern for the overall health, wellbeing, and spiritual growth of our students, violations of community standards are seen as an opportunity for dialogue and to support changes in behavior. It is our hope that relationships at Bethel will be healthy and contribute to the strengthening of our community. The choices individuals make will have consequences. Students are encouraged to make choices that contribute to their own holiness and wholeness as growing Christian persons.

Compliance with All Campus Policies

Students are expected to be familiar and comply with all campus policies as stated in the BUILD Student Handbook, including Residence Life, and Security and Safety policies and expectations. In addition, the following illustrations are provided to highlight some specific aspects of our community standards:

Social Dancing

Social dancing is permitted on the Bethel campus and at off-campus Bethel events when sponsored by the Bethel Student Government (BSG). Dances in residence halls are not permitted unless sponsored by BSG. Pursuant to educational and developmental programs, certain aspects of folk and ethnic dance, aerobic exercise and movement, and the use of choreography in the theatre and musical productions may be considered appropriate. Students are encouraged to use discretion in their participation in non-Bethel off-campus dances.

Cohabitation

Students of the opposite sex are not to spend the night together in private spaces or live together. This applies on and off campus. It is not possible to provide an example of every possible scenario that could be defined as cohabitation. However, here are some guidelines:

- Couples or groups should not be in compromising situations—in bed together even in mid-afternoon, overnight camping, staying overnight in hotel rooms, or in coed living arrangements.
- Excessive violations of visitation hours may be considered cohabitation in some circumstances.

Sexual Activity

Sexual relationships outside of marriage are a violation of biblical standards, the Bethel Covenant, and student standards of conduct. Students involved in these behaviors are subject to being placed on behavioral probation and may be assigned additional sanctions.

Gambling

Gambling is not permitted on or off campus. Examples of gambling include, but are not limited to, gambling money in a casino and playing games or cards for money (e.g., poker).

Tobacco

The use of tobacco in any form is not permitted on or off campus. Examples of tobacco include, but are not limited to, cigarettes, cigars, clove or herbal cigarettes, chewing tobacco, and pipe tobacco. In addition, electronic cigarettes (vape) and hookah pipes are not permitted. Students using tobacco are subject to being placed on behavioral probation and may be assigned additional sanctions.

Possession and/or Use of Alcohol

The possession or use of alcohol on or off campus is not permitted during the academic year. Students using or possessing alcohol are subject to being placed on behavioral probation and may be assigned additional sanctions.

Possession and/or Use of Illegal Substances

The possession or use of illegal substances is prohibited on and off campus. Students using or possessing illegal substances are subject to being placed on behavioral probation and may be assigned additional sanctions, up to and including dismissal from the university, in addition to any legal consequences. Chemical dependency assessment and/or treatment may be required to continue as a student at Bethel. Sale of illegal drugs will result in suspension from Bethel and will be reported to local law enforcement authorities.

NOTE: Hosting a party where alcohol and/or drugs are available is a serious offense and is regulated by city ordinance in some municipalities in the Twin Cities. Serving alcohol to minors is unlawful in the state of Minnesota. Hosting a party where alcohol and or/drugs are available will result in serious consequences, up to and including dismissal from the university.

Repeat violations of any Bethel policy will merit increasingly serious consequences.

Basis for Student Standards of Conduct

Three primary sources of authority have contributed to the formation of expectations within our community:

1. *Scripture: What does the Bible say about behavioral expectations?*
Scripture specifically forbids drunkenness, adultery, and fornication (defined as cohabitation and/or premarital sexual relations of both a heterosexual and/or a homosexual nature). Bethel offers help in clarifying issues of sexual identity and moral behavior for students having concerns in this area.

There are also issues of integrity such as cheating, stealing, dishonesty, and plagiarism (misrepresenting ourselves to others) as well as issues of relationship, some of which might include sensitivity to the need for a quiet environment, concern for the welfare of others, and empathy for weaknesses and faults.

2. *Legal Authority: Local, State and Federal Laws*
Some of these laws would include such things as theft, possession or use of an illegal substance, underage use or possession of alcoholic beverages, physical abuse against persons or property (rape, assault, vandalism), possession of firearms on campus, violations of copyright laws and illegal entry, to name a few. As members of the Bethel community, we are not exempt from the responsibility for upholding these legal expectations.
3. *Evangelical Christian Heritage and Mission of the College*
Our roots and values were incubated in and are tied to the Converge Worldwide and other Evangelical Christian traditions. Evangelical churches are those who find their authority in God's word and have stressed the need for a personal redemptive faith in Jesus Christ. Although Bethel is not a church, we are an extension of the church and, therefore, we subscribe to some of the traditions that have been passed down to us. Certain expectations have been set up to promote a more positive living and learning environment for students where a relationship with God can flourish.

Leaving Bethel/ Returning to Bethel Appeal

Official 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.

Involuntary Withdrawal

Under certain circumstances involving the health or safety of a student or others, a student may be withdrawn from Bethel by one of the deans in student life. Involuntary withdrawals will be handled on a case-by-case basis as determined by the university.

Readmission

Students who have officially withdrawn from the university for more than one semester, or have been involuntarily withdrawn, must apply to be readmitted by contacting the BUILD office. In order to return, students must receive clearance from the Office of Student Life and the BUILD office, and be in good standing academically and financially. 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 for readmission 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, the Business Office, and the BUILD office.

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.

Student Concerns and Complaints Policy

Bethel's desire is to provide the best experience possible for students as they pursue their education here. Acknowledging that students may on occasion have concerns or complaints about their experience, this policy is established to guide the quick and efficient resolution of concerns or complaints presented to staff members in the Office of Student Life.

The student life division and BUILD program will resolve student complaints for all issues relevant to the Office of Student Life at the lowest staffing level possible. When receiving a complaint from a student, the student life staff person receiving the complaint should make every effort to determine what office is best able to resolve the student's concern and connect him or her directly to a student life or BUILD staff member or an individual in another office who is able to assist.

Examples of student complaints may include but are not limited to:

- Academic concerns— Office of Academic Affairs
- Concerns about finances or a student's bill—Business Office
- Concerns about financial aid— Office of Financial Aid
- Residence life, roommate concerns, housing issues—Office of Student Life
- Parking or security and safety—Offices of Security and Safety or Campus Services
- Meal plans or food service—Sodexo or Office of Campus Services
- Racial or sexual harassment—Offices of Student Life or Human Resources
- General concerns—Bethel Care Committee

When a student presents a concern or complaint to the Office of Student Life that is relevant to the work of student life, the following procedure will be followed: Office personnel (or the staff member receiving the complaint) will determine who in the office (or division) is best able to respond to the student's concern. When possible, the student's concern should be addressed and resolved by that individual. As a matter of practice, this should be considered the "normal" resolution process. When concerns can be resolved quickly, no formal record needs to be made.

On occasions when a student's concern or complaint cannot be resolved through this procedure, or when the student is not satisfied with the resolution offered, students may make a formal complaint. Formal complaints should be presented in writing to the Office of Student Life. When a complaint is received, the student life personnel receiving the written complaint will forward it to the dean of student programs. The dean of student programs will review the complaint and assign the case to the student life staff member most able to resolve the situation (deans, directors, resident directors, etc.). The student will be notified by letter or email

within two business days that his/her complaint has been received and to whom it has been assigned. Student Life staff members will make every effort to respond to and resolve the student's complaint within 10 business days (more quickly when possible). The final resolution will be provided to the student in writing and in person when appropriate. If a student is dissatisfied with the resolution offered, he/she may appeal to the vice president for student life. If a student continues to be dissatisfied, a final appeal can be made to the university provost.

NOTE: When concerns or complaints are first presented by a student's parent(s)/guardian(s), they will be asked to encourage their son/daughter to present the concern or complaint or write the appeal. If they haven't already done so, students may be asked to fill out a FERPA release so that the university can communicate openly with parent(s)/guardian(s) regarding the matter. As a general rule, written correspondence concerning the complaint will always be directed to the student and meetings concerning the complaint should always happen in the presence of the student. Records of student complaints and resolutions will be kept by the vice president for student life.

Missing Student Policy

The purpose of this policy is to establish procedures for the university's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This university policy applies to students in the BUILD program who reside in university-operated residence halls and apartments.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, a possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

Official Notification Procedures for Missing Students

1. Any individual who has information that a student may be missing must notify the Office of Safety and Security as soon as possible.
2. The Office of Safety and Security will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
3. When a missing student report is made to the Office of Safety and Security, the following people are notified:
 - a. The Director of Security Operations or Director of Risk Management who will immediately notify the Associate Dean for Residence Life.
 - b. The Associate Dean for Residence Life, the Director of Security Operations, or Director of Risk Management will contact 1) the BUILD program director, if not already involved; 2) the resident director or the appropriate BUILD residential supervisor (or RD/BRS on duty if appropriate); and, 3) the dean of student programs.
4. The campus staff will take steps to try to locate the missing student, including but not limited to the following:
 - a. Check BUILD sign-out log to determine when the student left campus and other details
 - b. Call student's cell phone
 - c. RD/BRS/RA/associate dean for residence life visits student's room
 - d. Contact roommate(s)
 - e. Look for student's car on campus, if applicable
 - f. Check student locator report for class schedule
 - g. Access reports to determine the last time he or she used a meal card or card access to residence hall
 - h. Obtain student's work schedule

- i. Contact faculty regarding student's last date of attendance in class
 - j. Call student's home number
 - k. Request Bethel Informational Technology Services staff check electronic logs to determine the student's last login to Bethel's computer network systems.
5. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered, the following personnel will meet to determine that the student is missing:
 - a. Dean of Student Programs
 - b. Associate Dean for Residence Life
 - c. Director of Security Operations or Director of Risk Management
 - d. Resident Director
 - e. BUILD Residential Supervisor and/or Director
 - f. Office of Safety and Security
 - g. Director of Communications
6. No later than 6 hours from the time that the student is determined to be missing in accordance with the procedure above, the Dean of Student Programs, the BUILD director, or designee will notify the parent(s)/guardian(s) that the student is believed to be missing.
7. Within 24 hours after determining that a student is missing, the following will take place:
 - a. The Office of Safety and Security will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation. The Office of Safety and Security will assist external authorities with these investigations as requested.
 - b. Director of Communications, or designee, will develop a communications plan for the Bethel community, working in collaboration with local law enforcement.

Campus Communications about Missing Students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the university's Office of Marketing and Communication. All media inquiries to the university regarding missing students shall be referred to the Office of Marketing and Communications. Any individual with information about the missing student shall be referred to the Office of Safety and Security, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the university community with any information about a missing student, the Director of Communications will consult with the Office of Safety and Security, local law enforcement authorities, and the Office of Student Life to ensure communications comply with FERPA guidelines and do not hinder the investigation.

Disability Discrimination Policy Summary

Bethel University and Bethel University Foundation

Purpose and Policy Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to principles that enable the educational and professional enhancement of men and women of all abilities. Bethel complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and the applicable state and local laws prohibiting discrimination against qualified individuals with disabilities. Bethel will not tolerate disability discrimination by or against its prospective students, applicants, students, faculty, or staff. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs. In addition, visitors, volunteers, vendors, consultants, third parties, or any person who provides services to Bethel are required to comply with the provisions of this policy.

In accordance with these laws, Bethel provides reasonable accommodations for individuals with documented disabilities. Qualified individuals with disabilities are encouraged to seek admission to the university and apply for employment. Individuals seeking employment must be able to perform the essential functions of a job with or without reasonable accommodations. Bethel desires to promote institutional programs and employment practices that are accessible to all individuals with disabilities.

The Office of Accessibility Resources and Services (OARS) seeks to meet individual needs by coordinating and implementing internal policy regarding programs, services, and activities for individuals with disabilities. The OARS functions as a source of information and advice and as a communication link among individuals with disabilities, faculty and staff members, and the community at large. Accommodating qualified individuals with disabilities in a mainstreamed environment is the overall objective of the OARS office.

If a prospective student, applicant, student, faculty, or staff member with a disability requires accommodations to benefit from Bethel's programs, services or activities, he/she should contact the Director of Assessibility Resources and Services or the Office of Human Resources. OARS receives and reviews disability-related documentation and handles the approval of requested reasonable accommodations. The process of documentation review involves an individual assessment

of the individual's disability with respect to the documentation presented and the accommodations requested. OARS focuses on providing services needed by students, staff, and guests of the university with disabilities to minimize the extent to which their disability affects their opportunities in the Bethel academic environment.

If a member of the Bethel community has a concern or has become aware of an instance of disability discrimination involving a prospective student, applicant, current student, faculty member, staff member, or third party, the Section 504 Compliance Officer must be contacted immediately. Bethel will investigate and take prompt corrective action against any disability discrimination by or against its community members. Bethel has adopted the following policy and procedures as a basis for community guidance, education, and complaint resolution.

All complaints will be taken seriously and no one who acts in good faith to report disability discrimination, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

If it is determined through an appropriate and prompt investigation that disability discrimination has occurred, effective corrective action will be taken to eliminate the discrimination, attempt to ensure it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: training, advising or coaching from student life, BUILD, or Christian Formation and Church Relations professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: training, advising or coaching from a professional, verbal or written warning, or termination.

The Purposes of this Policy Include:

- Prohibiting all forms of discrimination based on disability,
- Creating and promoting a positive work environment that is free from any form of discrimination,
- Encouraging good faith complaints when discrimination based on disability has occurred, and
- Providing options for addressing and resolving complaints of disability discrimination.

For a full copy of the policy, visit our website:

<https://confluence.bethel.edu/display/HR/Disability+Discrimination+Policy+and+Procedures>

Reporting Disability Discrimination

If you have personally experienced any form of disability discrimination, tell someone as soon as possible. In order to initiate Bethel's response and resolution process under this policy, you or another person must notify the Section 504 Compliance Officer. If a member of the Bethel community has a concern or has become aware of an instance of possible disability discrimination involving a prospective student, applicant, current student, faculty, or staff member, the Section 504 Compliance Officer must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/> This report is separate from initiating an informal or formal complaint through Bethel University.

Contact Information

- 24-Hour Emergency
911
- 24-Hour Emergency On-Campus
Office of Security and Safety
651.638.6400
Office location: HC103
- Cara Wald, Chief Human Resources
Officer and Title IX Coordinator/Title IX Coordinator
c-wald@bethel.edu
Office: 651.635.8657
Cell: 612.709.4783
Office location: ANC530
- Shaune Younkers, Title IX and Compliance Specialist
s-younkers@bethel.edu
Office: 651.638.6992
Office location: ANC530

If any changes are made to the persons holding these positions, current information will be available on Bethel's website.

Confidential Resources:

Counseling Services: 651.635.8540
Office of Christian Formation and Church Relations: 651.638.6372

Non-discrimination Policy

Bethel complies with all applications of federal, state and local laws and regulations which prohibit discrimination against, or harassment of, protected classes of individuals such as the Civil Rights Act of 1964 and similar laws. Please refer to the following for concerns of disability discrimination, racial and ethnic harassment or sexual misconduct: Disability Discrimination Policy and Procedures, Racial and Ethnic Harassment Policy and Sexual Misconduct Policy and Procedures. For any concerns referenced in the aforementioned policies or any other concerns of discrimination, please direct your communication to:

- Chief Human Resources Officer and Title IX Coordinator/Compliance Officer:
Cara Wald
Bethel University Office of Human Resources
2 Pine Tree Drive, Suite 530
Arden Hills, MN 55112
651.638.6119

or to:

- Director of the Office of Civil Rights
Department of Education
Washington, D.C. 20201.

Racial and Ethnic Harassment Policy Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to principles that enable the educational and professional enhancement of men and women of all ethnic and racial groups. Bethel seeks to emphasize the importance of being an authentically diverse community in pursuit of growth, awareness, and appreciation of both our own diversity as well as that which exists in the broader world. Bethel will not tolerate racial or ethnic harassment by or against its students, faculty, or staff. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs. In addition, visitors, volunteers, vendors, consultants, third parties, or any person who provides services to Bethel are required to comply with the provisions of this policy.

If a member of the Bethel community has a concern or has become aware of an instance of possible racial or ethnic harassment involving a student, faculty or staff member, the Compliance Officer must be contacted immediately. Bethel will investigate and take prompt corrective action against any racial or ethnic harassment by or against its community members. Bethel has adopted the following harassment policy and procedures as a basis for community guidance, education, and complaint resolution.

All complaints will be taken seriously and no one who acts in good faith to report racial or ethnic harassment, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of harassment will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

If it is determined through an appropriate and prompt investigation that racial or ethnic harassment has occurred, effective corrective action will be taken to eliminate the harassment, attempt to ensure it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: training, advising or coaching from student life, BUILD, or christian formation and church relations professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: training, advising or coaching from a professional, verbal or written warning, or termination.

The purposes of this policy include:

- Prohibiting all forms of harassment based on race or ethnicity,
- Creating and promoting a positive work environment that is free from any form of harassment,
- Encouraging good faith complaints when harassment based on race or ethnicity has occurred, and
- Providing options for addressing and resolving complaints of racial and ethnic harassment.

For a full copy of the policy, visit our website: <https://confluence.bethel.edu/x/oYmw>

Reporting Racial or Ethnic Harassment

If you have personally experienced any form of racial or ethnic harassment, tell someone as soon as possible. In order to initiate Bethel's response and resolution process under this policy, you or another person must notify the Compliance Officer. If a member of the Bethel community has a concern or has become aware of an instance of possible racial or ethnic harassment involving a student, faculty or staff member, the Compliance Officer must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/humanresources/complaints-concerns/submit-anonymous-report/> This report is separate from initiating an informal or formal complaint through Bethel University.

Contact Information

- 24-Hour Emergency
911
- 24-Hour Emergency On-Campus
Office of Security and Safety
651.638.6400
Office location: HC103
- Cara Wald, Chief Human Resources Officer and Title IX Coordinator/Title IX Coordinator
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s-younkens@bethel.edu
Office: 651.638.6992
Office location: ANC530

If any changes are made to the persons holding these positions, current information will be available on Bethel's website.

Confidential Resources

- Counseling Services: 651.635.8540
- Office of Christian Formation and Church Relations: 651.638.6372

Sexual Misconduct Policy Summary

Bethel University and the Bethel University Foundation (hereinafter referred to as Bethel) are committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. Bethel prohibits domestic violence, dating violence, sexual assault, and stalking. Bethel will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person who provides services to Bethel are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

All employees are required to report any instance of sexual harassment, sexual violence, and sexual misconduct to the Title IX Coordinator. The only exception to being a mandatory reporter is if one is a confidential resource. Confidential resources are listed at the end of this policy.

The purposes of this policy include:

- Prohibiting all forms of sexual misconduct,
- Creating a work environment free from sexual misconduct,
- Encouraging good faith complaints when sexual misconduct has occurred, and
- Providing options for addressing and resolving complaints of sexual misconduct.

All incoming students and new employees are required to attend a program on primary prevention and awareness. Persons who believe they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so Bethel can take prompt corrective action. Bethel will take prompt corrective action against any sexual misconduct by or against its community members. All Bethel community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure it does not recur, and appropriately care for those who may have been harmed. De-

pending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps could include one or more of the following for students: counseling, advising or coaching from student life, BUILD, or christian formation and church relations professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, termination, or criminal prosecution.

For a full copy of the policy, visit our website: <https://confluence.bethel.edu/display/HR/Sexual+Misconduct+Policy+and+Procedures>

Reporting Sexual Misconduct

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Bethel understands this is a difficult situation. All persons involved will be treated with dignity. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps ensure the preservation of evidence. Campus Security, at the discretion of law enforcement authorities, shall assist with the preservation of evidence which may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911 or call the Office of Security and Safety at 651.638.6400.

In order to initiate Bethel's response and resolution process under this policy, you or another person must notify the Title IX Coordinator. If a member of the Bethel community has a concern or has become aware of an instance of possible sexual misconduct involving a student, faculty or staff member, the Title IX Coordinator must be contacted immediately. You may also choose to remain anonymous and submit an online anonymous report: <https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/> This report is separate from initiating an informal or formal complaint through Bethel University.

Contact Information

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- Shaune Younkens, Title IX and Compliance Specialist
s-younkens@bethel.edu
Office: 651.638.6992
Office location: ANC530

If any changes are made to the persons holding these positions, current information will be available on Bethel's website.

Confidential Resources

- Counseling Services: 651.635.8540
- Campus Ministries: 651.638.6372
- Health Services: 651.638.6215
- Ramsey County
SOS Sexual Violence Services
651.266.1000
<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>

Patriot Act

The USA Patriot Act, signed into law in October 2001, has given the federal government new authority to access education records that previously were protected by FERPA, campus privacy policies, and other laws. In order to minimize any legal liability for Bethel, we must be prepared to respond to any request for access to student or employee records.

The Patriot Act does contain liability minimizing language (e.g., a college or university shall not be liable to any person for good-faith disclosure of education records in response to a federal law enforcement request).

Since the probability of Bethel receiving a request for information under the Patriot Act is likely very small, Bethel requires a response approach for which the cost is commensurate with the risk.

Therefore, Bethel University adopts the following policy regarding its responsibility under the Patriot Act:

1. Any Patriot Act request (originating internally or externally) must be submitted to the Office of the President.
2. The request will be submitted for counsel to the institution's legal counsel.
3. The institution, under the direction of the president's designee, will respond to the request after review of the legal counsel.

Peer-to-Peer File Sharing

The Higher Education Opportunity Act (2008) requires Bethel University inform its students each year that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and what steps the university will take to detect and hold students accountable for illegal distribution of copyrighted materials.

The Recording Industry Association of America (RIAA) and other organizations continue their initiatives to stop peer-to-peer file sharing of copyrighted music, movies, and games by students on college campuses. Please be aware violations of copyright law can lead to criminal charges and civil penalties. Under current law, criminal cases of copyright violation carry a penalty of up to five (5) years in prison and a \$250,000 fine. Civil penalties for copyright infringement include a minimum fine of \$750 for each item. While criminal prosecution for illegal downloading is rare, civil lawsuits are quite common for some institutions. Bethel students have been the target of these lawsuits in the past, and may be in the future.

Students should be aware that file sharing is automatically turned on when peer-to-peer applications such as Limewire, BitTorrent, FastTrack, Gnutella, AresWarez, KaZaA, and eDonkey are downloaded. It is illegal to share copyright-protected materials through these programs, whether or not a student owns the CD or DVD from which the file was taken. It is permissible for students to have music files on their computer, if they own the appropriate copyright (CD or DVD), but these files cannot be shared with others.

Furthermore, the student who owns the computer may be legally liable for the peer-to-peer file sharing violation regardless of who installed the program on the computer and regardless of who is using it at the time of a peer-to-peer sharing violation. In addition, students who allow other people to use their personal wireless networks may be held responsible for peer-to-peer file sharing violations if those who connect through this private network violate the law.

Students should also be aware and take measures to eliminate these file sharing programs from their computers. If a student does not know how to check for peer-to-peer file sharing programs or do not know how to turn them off, it is suggested they contact a friend who is familiar with these kinds of programs. The configuration for each installation is different depending on the program that is installed on a computer. Bethel's ITS department can be of further assistance as well and can be reached at, 651.638.6500.

If the university is notified of an alleged student violation of copyright laws through peer-to-peer file sharing, the following steps will be taken:

- The student's computer will be blackholed (i.e., the computer will be unable to connect to Bethel's network).
- The student will be required to set up an appointment with a dean in the Office of Student Life to discuss the alleged violation.
- Upon satisfactory removal of the violating materials from the computer, students will be required to pay a \$100 fee for reconnection to the Bethel network. This fee is used to defray the costs associated with handling the violation claim and reconnecting the student's computer.

Weapons

The possession, use, or distribution of any explosives, guns or other deadly or dangerous materials or weapons reasonably calculated to produce bodily injury is prohibited on Bethel property unless specifically authorized by the director of security or authorized representative. Weapons of any kind that may reasonably be calculated to produce bodily injury include but are not limited to, handguns, rifles, shotguns, other firearms, knives, stun guns/tasers, potato cannons, paintball guns, pellet/BB guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on Bethel property

except by authorized personnel within the Security and Safety department. This prohibition is to be interpreted in the broadest sense to include any such weaponry and further extends to “toy” or facsimiles (including airsoft guns) thereof, which can cause bodily harm or threat to other persons.

An exception to the above prohibition is, persons who reside in campus housing may possess game hunting or trapshooting firearms as long as they are both (a) registered with Bethel Security and (b) stored by security personnel immediately after being brought on campus, while on campus, and taken from campus immediately after being returned to the owner from security storage.

The weapons prohibition set forth above further extends to all Bethel sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving Bethel. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by Bethel or Bethel personnel.

Bethel Security and Safety personnel and student life staff members are authorized to make reasonable inquiries and searches as necessary to enforce this policy. Anyone in violation of this policy will be subject to confiscation and forfeiture of the weapons and dismissal from the university

Campus Demonstration Guidelines

Bethel University believes in the importance of freedom of expression and in the value of permitting all members of the university community to publicly express support for or opposition to issues and actions. It is for the protection of these activities that the following guidelines have been established:

- On-campus groups wishing to demonstrate on the Bethel University campus must submit their plan to the Office of Student Life and receive approval at least 24 hours in advance of the demonstration.
- Groups may submit their plans for a campus demonstration in the Office of Student Life.
- Plans submitted to the Office of Student Life should include the number of people involved, and the location, time, and purpose of the demonstration.
- All protests should be peaceful and respectful of other members of the community and campus property.

The Office of Student Life has the right to discontinue any protests or demonstrations not in compliance with these guidelines. Off-campus protesters are not permitted to participate in a demonstration on the campus without advance permission from the Office of Student Life and may be asked to leave campus at the discretion of Safety and Security personnel or staff members of the Office of Student Life.

Dancing at Bethel University

The Covenant for Life Together calls each person in the Bethel University community to work toward becoming a whole and holy person. That commitment requires we use discretion and think carefully about the choices we make as individuals and the opportunities we offer as a community. Dances at Bethel or at Bethel-sponsored events must be in harmony with the Bethel covenant and guided by biblical principles.

We believe dance can be compatible with Bethel's mission and its covenant. Dances held at Bethel, or at a Bethel sponsored function, require careful consideration of music, movement, and atmosphere. We are committed to holding dances that are appropriate to the values of the institution and congruent with our emphasis on becoming whole and holy persons. Therefore, the following guidelines apply:

1. Music at dances, and at all Bethel functions, must be appropriate (refraining from music that is vulgar or overtly suggestive in nature) and pre-approved by Bethel student life staff along with the student leaders responsible for the dance. A Bethel approved DJ should be used for school-sponsored dances to ensure adherence to dancing guidelines.

2. Any Bethel dance, held on or off campus, must be sponsored and overseen by the Bethel Student Government (BSG). Other Bethel departments may collaborate with BSG to hold dances that are in accordance with the stated dancing policies and are approved by the staff advisor for Student Activities (SA). (Generally, not more than 10 dances, on or off campus, will be permitted in a given academic year).
3. Dances may be held only in public areas of campus and must be pre-approved by the Office of Student Life. No dances may be held in nonpublic areas of residence halls.
4. Any off-campus dances should be held at establishments that either do not serve alcohol, or establishments that are closed to the public for a private Bethel event and agree to abstain from serving alcohol during our event.
5. Each enrolled student may bring one guest to a dance with his/her Bethel ID or advance ticket purchase. Students are responsible for the behavior of guests they bring to Bethel-sponsored dances.
6. Responsibility for maintaining a Bethel-appropriate environment at a dance on or off campus is to be shared by all participants, faculty or staff chaperones, and student leaders in charge of the event. An actively involved staff advisor must be involved with the preparation for, and execution of, all Bethel dances. The staff advisor must be on site for the dance, check in with student sponsors regularly throughout the dance, and be available within minutes to respond to any situations that may arise at the dance. Large dances must have additional sponsors selected by SA members in consultation with the assistant dean of student programs. The number of sponsors will be determined by the assistant dean.
7. Dance movements and clothing must be appropriate to Bethel and not sexually suggestive. Students whose behavior at a dance is considered to be inappropriate, as judged by the responsible staff and students, will be asked to change that behavior. Students wearing clothing deemed to be inappropriate will be asked to leave and change their clothing. If students persist in the inappropriate conduct, action will be taken based on the severity of the conduct. Possible consequences include: being asked to leave the dance, being denied admission to future dances, and being accountable to the Office of Student Life with sanctions appropriate to the unacceptable behavior.
8. Dancing at Bethel may be reviewed annually by the Office of Student Life and the Bethel Student Government, and evaluated in light of the university's mission and covenant statement.
9. Any major change in dancing policy at Bethel can be made only by approval of the President's Cabinet.

We work together to create an environment at Bethel where dance is a welcome and wholesome social activity that appropriately reflects our Christian commitment and the Covenant for Life Together.

Hazing Policy

Hazing of any sort will not be tolerated. Hazing is defined as “committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization.” Minnesota Hazing Law, Section 121A.69, Sub. 1 (a). Such misconduct is a violation of Bethel policy and of state and federal law. Appropriate disciplinary action will be taken against any person found to have violated this policy, including the possibility of notifying local law enforcement authorities. Possible consequences may include sanctions against the campus organization, its members, and/or its leadership. Sanctions may include probation, suspension, loss of privileges, loss of funding, or dismissal.

Alcohol Possession and Use Policy

The possession and/or use of alcohol is prohibited for students in the BUILD Program during the academic year.

While within the Bethel community and the Christian community broadly there are differing opinions concerning the use of alcohol, the majority of students on Bethel's campus are under the age of 21. As a residential program, the BUILD program attempts to create a community that facilitates an educationally powerful campus climate focused on academic engagement and interpersonal relationships. Alcohol on college campuses has been found to impede both of these goals. Therefore, Bethel students are required to refrain from the possession and/or use of alcohol, on and off campus, during the academic year. The academic year begins when students arrive on campus for official campus activities such as leadership positions, athletic participation, and work as a Bethel student employee, or when the student returns to college housing for the school year for any other purpose. The school year ends after commencement and when students have moved out of their Bethel housing for that school year. Students attending Bethel classes during the summer or who are employed by Bethel University during the summer months remain under the alcohol use restriction.

Educational programs focused on the physical, intellectual, and emotional effects of alcohol use are available to all members of the Bethel community. Those who find themselves struggling with alcohol or substance abuse or addiction can find help through the Office of Student Life, Counseling Services, or Health Services. Students who come to the Office of Student Life seeking help for alcohol-related issues will be responded to under the non-disciplinary policy.

Failure to comply with Bethel's alcohol possession and use policy will result in disciplinary responses up to and including suspension from the university. For further explanation of disciplinary responses to alcohol possession and use, see the Disciplinary Policy and Procedures. See Alcohol and Drug Abuse Resources.

Drug and Alcohol Free Campus

The standards of conduct at Bethel University clearly prohibit the use, possession, and/or distribution of illicit drugs and alcohol by students and employees on Bethel premises. Additionally, because of the special community nature of the BUILD program and the ages of the majority of its students, students in the BUILD program will abstain from the use or possession of alcoholic beverages during the school year (on and off campus) or while participating in any Bethel-sponsored activity throughout the year. See the Covenant for Life Together expectations, university policies concerning alcohol and drug use, resources for rehabilitation and counseling, and disciplinary sanctions regarding this policy.

Use of these substances may lead to substance dependency, lack of productivity, chronic health problems, and even death in extreme cases. Information about health risks associated with the use of illicit drugs and the abuse of alcohol; about applicable sanctions under local, state, and federal laws; and about available treatment, counseling, and rehabilitation programs for drug users and alcohol abusers will be distributed yearly.

The university will impose sanctions on community members who violate laws and/or campus policy up to and including dismissal or expulsion and may refer them for prosecution under local, state, and federal law. Legal sanctions under applicable local, state, or federal laws may include incarceration, significant monetary fines, probationary terms, and other penalties.

Rehabilitation may become a condition of continuing association with the institution. Appropriate referral to counseling and health agencies will be made for individuals as needed. The Office of Student Life is available to provide support, additional information, and educational opportunities.

Violent Acts or Threats

The university will not tolerate acts or threats of violence against members of this community or retaliation against any individual reporting a threat or act of violence. This prohibition includes verbal, non-verbal, or written actions and all forms of intimidation. Student Life staff and security and safety personnel may require students involved in prohibited conduct to leave campus immediately pending the investigation of the incident. Violations of this policy, regardless of intent, may result in suspension or other disciplinary action, up to and including expulsion from the university.

Advertising Guidelines

The links below provide guidelines for advertising in the following areas:

- Brushaber Commons Table Request
- Banner Brackets
- Chalking Guidelines
- Egg Advertising
- Guidelines for Directional Signs

For advertising strategies that do not fit the parameters outlined in these guidelines, a written request for approval must be made to the Administrative Assistant for Student Life at 651.638.6902 a minimum of seven days prior to the first date the advertising will be displayed.

Advertising using Banner Brackets

This venue of advertising is reserved for Bethel events that welcome the entire Bethel University community across all four schools (i.e. CAS Homecoming, Black History Month events, etc.). This venue of advertising is NOT available for dates of commencement and Festival of Christmas. The one and only approved location for these banner brackets to be mounted is the 3rd floor railing between AC and CC buildings, facing the Egg).

Guidelines

- Requestors pay for cost to produce banner itself. Some information provided by Print Services; some rates may have changed. Contact Print Services for current costs at 651.638.6358.
- 44" banner maximum width; 5' maximum length (only as low as bottom of 2nd floor ceiling, cannot hang below that)
- Brackets can only be mounted by Facilities Management for security reasons; requestors must pay for this service. Must use magnet weights on the bottom.
- Each requesting group can post up to 1 time per term (fall, interim, spring, summer).
- Banner can hang up to one week in advance of events and also during events. Teardown of banner and brackets must be within 24 hours after last event is done.
- Pursue Use of this Venue of Advertising
- Print and complete the Banner Bracket Advertising form (pdf) to obtain required signatures (available from the Office of Student Life Front Desk)
- Upon approval, work with the Administrative Assistant for Student Life to order brackets to be mounted and for the banner to be readily accessible for Facilities Management to mount on the brackets.
- Order a Banner through Print Services

What are the material options and cost?

Paper options

- Plain Paper
- Photo Gloss
- Indoor Vinyl (a light weight, tear and water resistant vinyl)
- Outdoor Banner Vinyl (heavy weight water resistant Vinyl)
- Canvas (water resistant)

Size options (media comes in different size rolls)

- 17" (canvas only)
- 24" (all media's)
- 36" (plain, photo gloss, indoor vinyl & canvas)
- 42" (plain, photo gloss, indoor vinyl & banner vinyl)
- 44" (indoor vinyl, banner vinyl & canvas)

Print Services tries to keep the 24" in stock at all times. Please check with them a few days in advance for available options. They can order more in but it may take a few days. They can order other media as well; please check with Print Services to get cost and options for special orders.

Price per square foot (based on the media width)

- Plain Paper \$2.99
- Photo Gloss \$3.99
- Indoor Vinyl \$4.49
- OD Banner Vinyl \$5.99
- Canvas \$5.99

Turn-around time for producing a banner

- Turn-around time depends on the size and the media. Print Services tries to turn any job around the same day but that's not always possible. If the banner is large or on specialty media please allow for extra time.

Cost for color or black and white

- The price is the same for black & white or color. The exception is on 24# text weight paper, which costs \$2.20 per square foot.

Brushaber Commons Table Request

Commons Promo Table Request

Who can request a Commons promo table?

- The primary purpose of the commons table is for compass advertising. They are available to Bethel employees, Bethel students, and off-campus groups who desire to advertise to the Bethel community M-F 11 a.m. - 4 p.m. If the

purpose for advertising does not fall under the “ministry, employer, non-profit” umbrella, advertisers are required to pay a usage fee of \$50/day per table reservation. This requirement includes students selling products for personal gain and also political candidates looking to campaign on-campus. Checks should be written to ‘Bethel University’ and received by student life before the display table request is approved. Mailing address for Student Life:

Student Life
 RE: display table request
 Bethel University #2388
 3900 Bethel Drive
 St. Paul, MN 55112

How does one request the use of a promo table?

- Bethel employees, request a promo table through virtual EMS on My Bethel (Campus Services tab > Campus Services - Quick Links channel > Room Request). Contact Brian Metcalf for more information on how to request a promo table at (brian-metcalf@bethel.edu; 651.638.6107).
- Bethel students request a display table through the Loft receptionists (loft@bethel.edu; 651.638.6113).

Off-campus groups

- Find an appropriate BU department or office to sponsor the request (to vouch for its appropriateness for campus). Contact student life at student-life@bethel.edu for more information.
- The BU sponsor will give further instructions on the next step to coordinate the submission of any request to use a display table.

What should a person know before deciding to advertise using a promo table?

Purpose of Commons Table is for advertisement.

- The limit is one table per presentation for up to three days.
- When reserved, these four tables are located along the brick wall in the courtyard area of Brushaber Commons.
- Table reservations are available beginning the first day of classes in the fall and ending the last day of classes in the spring.
- Tables are assigned on a first-come, first-served basis upon receipt of online request.

Playing music is allowed at a reserved Commons table, but there are some guidelines. In preparation for a presentation, consider there may be up to three other presenters at nearby tables. Please plan to consult with the other presenters on an acceptable volume. If there are no other presenters, please consult with the Office of Student Life front desk on an acceptable volume. When

choosing music selections, consider the Bethel community and choose appropriate music. To discuss music selections and their appropriateness for the Bethel community, consult an advisor and/or sponsoring department.

NOTE: Consider allergies! Due to severe allergies on campus no latex balloons are allowed on Bethel's campus. This venue for advertising is overseen by the Commons managers in the Loft (BC 4th floor, left of the stairway/elevators). Any questions about these guidelines should be directed to Student Life

Chalking Guidelines

All requests for using chalk must be reviewed by the Director of Student Activities and Campus Engagement. Make sure to plan requests well in advance to allow ample time for review.

Guidelines For Your Advertisement

- Chalking is not allowed indoors.
- It is also not allowed in these outdoor areas: anywhere around the CLC building or on any of the pavers (cobblestone walkways).
- Chalking can only be done one day prior to event/program.
- When chalking, the date for the advertised event must be included. It is not helpful to just write "tonight." It must say "Tonight, April 4th" since chalking does wear/wash off immediately after an event.
- If there are too many past advertisements due to lack of rainfall, the Director of Student Activities and Campus Engagement will put out a chalking ban (unless a group wants to go out with a bucket and scrub off the old chalkings).

Submitting Requests

- Groups must receive approval at least 24 hours in advance of when they would like their chalk advertisement displayed. Student Life tracks all approved requests so there are not multiple groups chalking at the same time.

To submit a request, contact the Director of Student Activities and Campus Engagement. Include student's name, who is putting on the event, the date(s) of the event, and a brief description of the event.

Directional Signage Guidelines

Bethel University Guidelines for Posting Directional Signage on Campus

Many guests who are not familiar with Bethel's parking lots or buildings visit our campus for conferences, meetings, and other events. For Bethel-sponsored events, it is the responsibility of the event owners to provide directions or directional signage for their off-campus guests so they do not get lost. For rental events, it is the responsibility of conference services to provide this. Providing adequate, clear directions or directional signage is essential in setting a welcoming tone and preventing anxiety and frustration. In some cases, specific directions can be communicated over the phone, mail or email. A helpful reference for guests is the Maps & Directions link at the bottom of the Bethel home page or its print version (the Bethel Campus Guide); these resources include maps and driving directions. In other cases, especially for large groups of guests, it is necessary to provide exterior and/or interior directional signage once guests arrive on campus.

Exterior directional signs can be posted in kiosks along Bethel Drive to direct guests to the appropriate parking lot. To request exterior signs for an event, conference, or meeting, print and complete the Exterior Sign Request form and send it to Conference and Event Services at least one week before the event. A budget number is required to cover the cost of printing these 19 x 31" signs. Exterior signs are recommended for large groups (>50) of off-campus guests who are not familiar with the campus. Interior directional signs can be posted in hallways to guide guests to a particular campus venue once they have stepped inside a campus building. Directional signs do not follow the same policy guidelines as posters that advertise events or programs. Signs that advertise an event or program can only be posted in certain approved locations; directional signs need to be posted along the walking route to a particular venue.

Bethel Guidelines for Posting Interior Directional Signs:

- Directional signs must be computer generated and printed on 8½x11" paper. They cannot be handwritten.
- All signs must be stamped, dated, and approved before they can be posted. Event Services, CAS Student Life, CAS Admissions, CAS Academic Affairs, the CAPS/GS Office, and Seminary Student Life have stamps and approval rights. Bring your signs to one of these offices for approval before posting. Posted signs that are not stamped will be taken down.

- Directional signs are to be posted for the shortest length of time required. In other words, they should be posted the day before or the day of the event. The event owner is responsible for removing the signs immediately after the event or on the following day **at the latest**.
- Similarly, event owners should use the fewest number of signs required to clearly direct their guests to the venue. Signs are needed at turns, stairs/elevators, hallway junctures, and periodically along long, straight routes.
- In determining the walking route, event owners should consider the needs of guests who may prefer or require an elevator route.
- Signs cannot be posted on these surfaces: white art walls in Brushaber Commons, donor walls, railings, or floors.

Mascot Costume Rental

Who is eligible to rent the lion costume?

Bethel students, offices, and departments advertising for a Bethel-sponsored, student-related event are eligible to rent these costumes. Email the assistant dean for campus programs at studentlife@bethel.edu or visit The Loft to inquire about renting one of these costumes.

How long can the costume be rented?

The lion costume can be rented two days before an event begins and two after an event ends. Renters must return the costume, laundered, within two days after the end of the event or the renter's account will be charged.

Monson Dining Center Advertising

Table Tents

- All materials posted on the tables of the Monson Dining Center must be approved by the main offices of Dining Services.
- A calendar is maintained in the Dining Services office to regulate the number of table tents and other materials on tables at the same time. A log is also maintained to record the group name, phone, and other contact information for each item that is placed on the tables.
- Print the correct quantity of table tents: 90 for Monson Dining Center (includes upper and lower levels) and 40 for 3900 Grill.
- All materials must be printed on sturdy enough cardstock to remain standing for the whole time they are on the tables. Materials printed on regular paper are not accepted.
- All materials posted must be no bigger than the size of an 8½" x 11" sheet of cardstock folded in half. Smaller sized postings are also encouraged.

- All materials will be removed at the end of each week by the Dining Services staff.
- Any materials that are soiled with food or are unapproved will immediately be removed by the Dining Services staff.

Posting Announcements on the Visix Flatscreens

Contact Dining Services at 651.635.8578 if interested in using this venue of advertising.

Hallway Area Near 3900 Grill

Due to traffic, security, and location, this floor space can only be used by Sodexo for related advertising needs. If interested in using a table for advertising in the Brushaber Commons, consider submitting a *Commons Promo Table Request*.

Poster Advertising

The guidelines below represent a collaborative agreement between Campus Services, the Office of Communications and Marketing, and the CAS Student Life Office. The group that monitors the implementation of these guidelines meets regularly to interpret and modify the guidelines as necessary. All Bethel University schools, including the College of Arts & Sciences (CAS), the College of Adult & Professional Studies (CAPS), the Graduate School (GS), and Bethel Seminary, are expected to follow these guidelines. These guidelines reside with the Office of Student Life since the majority of posters and advertising requests come from CAS students and departments.

Questions can be directed to the Administrative Assistant for Student Life (student-life@bethel.edu; 651.638.6300).

Design and Layout Criteria for Posters

Size

- Suggested: 12" x 18" (typically \$1.50 per poster at Print Services); or
- 13" x 19" (typically \$1.75 per poster at Print Services)
- Maximum: 18" x 24" (1.5' x 2')
- An exception is made for campus-wide events such as Chapel, Homecoming, Festival of Christmas, Commencement, Family Weekend, Welcome Weekend, and inaugural events. The maximum size for these posters is 24" x 36" (2' x 3'). Please contact the Administrative Assistant for Student Life (651.638.6300) to appeal for a campus-wide event to be added to the above list.

Design

- All designs must be appropriate based on Bethel's core values.

Layout

- Please consider it will need to be stamped with black or green ink.

Number of Posters

- Non-Bethel events (not Bethel-affiliated): 5
- Bethel events (Bethel-sponsored): 11
- Church events: 6

Approval of Posters

- All posters, signs, and wall hangings need to be stamped or they will be removed (with the exception of the permanent, assigned art displays around campus). Posters can be approved to hang for up to two weeks maximum. An exception is made only for posters showing one month's worth of events, such as chapel posters. Please contact the Administrative Assistant in the CAS Student Life Office to appeal for any exceptions.
- The kind of event being advertised for will determine who approves the poster:
 - Advertisements of events related to academics: Office of Academic Affairs
 - Ministry-related events/activities not taking place at a church: Office of Christian Formation and Church Relations
 - Church promotions or events taking place at a church: Offices of Christian Formation and Church Relations or Seminary Student Life (Seminary Student Life has their own advertising locations not described below)
 - Employment recruiters, internships, or camps: Office of Career Development and Calling
 - BSG-supported clubs and organizations: Bethel Student Government
 - Events that invite the entire Bethel community or events that may be advertised in CAS campus housing (and do not fall under any of the prior criteria): CAS Student Life The Poster Approval Form (pdf) Print, complete, and submit to the Office of Student Life for approval.

There are some offices (see below) that are pre-authorized to put up posters on various walls around campus related to conferences, notices, warnings, or alerts. These posters can be up 24 hours prior to the event and must be taken down within 24 hours following the event. All materials from these offices require an approval stamp from their own office or they will be taken down. These offices do not participate in the general approval process of posters. Please contact the Administrative Assistant in the Office of Student Life if you want to appeal for your office to be added to the following list:

- Office of Security and Safety
- Facilities Management
- Event Services
- Conference Services
- Office of Admissions - College of Arts & Sciences
- CAPS/GS
- Dining Services
- Seminary Dean's Office

Expectations for Hanging Posters

- In the BC, there are sticky boards that don't require tape. There are poster strips in the stairwells of the academic buildings which also do not require tape. On all other poster walls, use BLUE painter's tape only and loop it on the back of the poster. No exceptions. Other tape leaves residue on a surface if attached for more than 14 days.
- Use clear tape on see-through glass surfaces as long as it is looped, not flat.
- On poster walls without sticky boards, the bottom of a poster must not be higher than six feet from the floor.
- Posters may only be placed on designated walls.
- The side walls of designated poster walls may not be used.
- No duplicate posters allowed on a poster wall.

Post Office Advertising Guidelines

What advertisements are reviewed for consideration?

The advertisements that fall under this policy are advertisements that are intended to be distributed to Bethel Post Office boxes. Neither non-Bethel organizations nor political solicitations are permitted to advertise using these mailboxes. All advertisements MUST be sponsored by a Bethel department that is willing to vouch for the appropriateness of the advertisement for campus. Requests that fall outside of these guidelines will be reviewed on a case-by-case basis by the CAS Student Life Office.

What is the process for approval?

- Print a post office advertising request form (pdf).
- Complete the form and obtain the appropriate signatures indicated at the bottom of the form.
- Submit the following items to the Office Manager in the Office of Student Life:
 - Completed and signed form
 - A sample copy of advertisement (this must exactly match the advertisement that is being distributed)

- Review for approval may take a few days. In cases that require a wait, the student will be notified via phone or email whether or not the advertisement distribution is approved.
- If distribution approval is received, the student will retrieve the following items from the Office of Student Life and bring them to the Post Office:
 - The signed, authorized copy of the form
 - The stamped copy of the advertisement
- The Post Office will arrange a date and time for advertisement distribution. See distribution guidelines below:
 - Priority will be on a first-reserved basis.
 - Distribution during chapel will not be approved.
 - One organization will be allowed to distribute at a time.
- It takes approximately 30 to 40 minutes for four people to do a full distribution.
- Distributions can be done by up to four persons at a time from the sponsoring organization.

Please refer any further questions to the Administrative Assistant for Student Life.

Skyway Advertising

Who is eligible to make reservations?

Bethel students, offices, and departments advertising for a Bethel-sponsored, student-related event are eligible to reserve this space. Print the Skyway Advertising Request Form (pdf). Complete the form and turn it into the Administrative Assistant for Student Life (student-life@bethel.edu). The Office of Student Life is limited to approving four events per semester.

Where are these reservable spaces?

The east skyway (between HC and CC buildings) and west skyway (windows on 3rd floor directly between AC and CC buildings). Advertisers may only use one skyway location per event.

How long can a reservation be?

Advertisers can advertise in a skyway starting one week before an event begins and ending 24 hours after the event ends. Any skyway display must be completely removed within 24 hours of the end of the event. If the advertiser is unable to do so, Facilities Management will clean the windows and bill the advertiser's account for the labor.

Who needs to approve reservations before anything can get started?

Reservation and artwork preview must be approved by:

- The BSG Executive Director of Communications and Marketing,
- The Manager of Building Services or designated signer in Facilities Management and
- The Administrative Assistant for Student Life.

If a reservation is approved, what is the process from there?

Advertisers will begin planning for the display. Only window paints, window markers, glass paints, or tempera paint diluted with dish soap are to be used in the display. Other paints are not allowed because they are very difficult to clean and sometimes stain the windows.

Please refer any further questions to the Administrative Assistant for Student Life (student-life@bethel.edu; 651.638.6902).

The Egg Advertising

“The Egg” refers to the platform at the bottom of the main staircase in the BC courtyard.

The only advertising option for this venue is to post one easel with one sign on it on the Egg between the stairs and the platform-to-ceiling column. The maximum size of the sign is 18” x 24”. The one exception is, BSG is pre-approved to use this advertising venue in unique ways (i.e. Quest Forum projector, mannequins, tables); **there are no other exceptions.**

To request this venue for advertising, print and complete *The Egg Advertising Form* (pdf). These requests should be submitted to the Administrative Assistant for Student Life student-life@bethel.edu (651.638.6902) and will be reviewed for approval on a case-by-case basis.

Political Campaigning Policy

Bethel University welcomes political candidates to campus for the purpose of campaigning. In accordance with Fair Campaign Practices (MN Statutes, Section 211B.20), Bethel permits candidates access to campus buildings and campus residences under the following conditions:

Regarding Political Candidate Visits

- A candidate must seek admittance solely for the purpose of campaigning.
- Proper identification of the candidate is required.
- An appointment is made in advance with the appropriate Bethel office to gain access to the facility (Residence Life for college residences, Office of Student Life for main campus buildings).
- Campaign workers (up to four) must be accompanied by the candidate.
- The public areas of the campus are available to candidates and their campaign workers from 8 a.m. until 10 p.m.
- A candidate may reserve a table in the Brushaber Commons on which to display campaign materials. Policies and procedures detailing the reservation of a promotional table in the Brushaber Commons can be found at: cas.bethel.edu/bsg/requests/
- Residence halls and apartments may be accessed after noon and before 9 p.m.
- Candidates and campaign workers may go to individual rooms in university residences only during visitation hours, but are welcome in lounges and other public areas in each building during open hours and with prior approval. In apartment settings, including Heritage Hall and the townhouses, individual units may be accessed during open visitation hours.
- Bethel reserves the right to ask candidates and/or campaign workers to leave campus for good cause.

Regarding Political Events

- Political rallies, forums, or events must be sponsored by official BSG student organizations or clubs.
- For political events, final approval will be made by the Dean of Student Programs (651.638.6300). Additionally, Bethel University requires a minimum seven days notice for all campaign related requests. All requests may be made to the Dean of Student Programs at 651.638.6300. Campaign posters, lawn signs, and similar materials generally may not be posted on university property; however, notices announcing political events and signage displayed by students in their residences are allowed in accordance with Bethel's advertising guidelines, which can be found in the Advertising Guidelines section of this Handbook.

Solicitation

No soliciting is permitted in any residence and students are not allowed to operate a business (such as babysitting/childcare, multi-level marketing, etc.), sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity anywhere on the university campus without the written permission of the associate dean of residence life. Permission will not be given to businesses that 1) compete with campus vendors; 2) use the university computer network, servers, computers, bandwidth, etc.; 3) take up large amounts of university facility space; or 4) use university resources. If someone is seen soliciting products, please ask if they have received permission. Solicitation includes selling or distributing free materials door-to-door, and group parties such as Amway®, MaryKay®, Tupperware®, etc.

Fundraising Guidelines

Overall responsibility for all fundraising rests with the Bethel University Office of Advancement.

All fundraising activities where offcampus individuals, businesses, or organizations are contacted require the authorization of the Associate Vice President for Development. Permission will be granted for fundraising that does not interfere with normal Bethel University fundraising activities and only if funds are to be raised for a purpose consistent with university objectives. All solicitations for gifts of any kind are to be conducted under the direction of the Office of Advancement.

Faculty and Staff should follow guidelines for grant/fundraising requests processed directly with the Office of Advancement.

Student fundraising projects must meet the following guidelines:

- All fundraising projects must have prior approval from the Office of Student Life.
- Projects must be sponsored by a Bethel entity (academic department, official club, organization, etc.).
- Public sales (t-shirt sales, flower sales, etc.) will not be conducted until the organization has sought funding through other channels (Student Senate, intramural funding, etc.).
- No organization shall conduct more than two fundraising projects during an academic year.
- Fundraising projects shall not be in direct competition with Sodexo or the campus store. All sales of any kind must be submitted to the director of conference and event services.
- All required signatures must be obtained before the project start date.

Campus organizations should seek to fund activities in an orderly manner through membership dues, student government funding, budget processes, etc. solicitation from the Bethel community and from entities outside the Bethel community should be kept to an absolute minimum.

Students should complete the online form to begin the fundraising request process.

Criminal Records, Employment, and Financial Aid

Bethel University is required by law to notify students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations, and may limit their ability to obtain federal, state, and other financial aid. If students have questions about the possible impact of criminal records, they should further investigate any such requirements for their desired occupation(s) or financial aid.

Exceptions

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

1. The request for exception to any of the BUILD Handbook Policies originates with the student in BUILD and/or their parents/guardians. 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.

Drug and Alcohol Abuse Resources

| Resources | Service | Phone | Website |
|---|--|---|---|
| MN Adult and Teen Challenge 740 E. 24th St. Minneapolis, MN 55404 | Residential and outpatient programs for teens and adults; faith-based recovery program | 612.500.4211 | https://www.mntc.org/ |
| Hazelden Treatment Center 11505 36th Ave. N. Plymouth, MN 55441 | Residential treatment program for adults and adolescents, family program | 1.844.335.8984 | https://www.hazeldenbettyford.org/locations/plymouth |
| MN Prevention Resource Center 2395 University Ave. Suite 310 St. Paul, MN 55114 | A clearinghouse for alcohol and drug abuse prevention, information, and local services. | 651.646.3055 | https://mnprc.org/ |
| MN Recovery Connection 2446 University Ave. W. Suite 112 St. Paul, MN 55114 | A clearinghouse for alcohol and drug abuse prevention, information, and local services | 612.584.4158 | https://minnesotarecovery.org/ |
| Narcotics Anonymous 6066 Shingle Creek Pkwy. #113 Brooklyn Center, MN 55430 | Help for addicts; 12 step program for those addicted to drugs | 612.822.9472 Hotline: 877.767.7676 | https://www.naminnesota.us/ |
| Ramsey Co. Mental Health-Chemical Dependency Services | Free assessment for any resident of Ramsey County; 24 hour helpline | 651.266.4009 Hotline: 651.266.7900 | https://www.ramseycounty.us/residents/health-medical/clinics-services/mental-health/adult-mental-health |
| Substance Abuse and Mental Health Services Administration (SAMHSA) | A national clearinghouse for alcohol and drug abuse presentation, information, and services. | 877.726.4727 | https://www.samhsa.gov/ |
| Fairview Outpatient Programs | Consultation, outpatient treatment programs, inpatient treatment programs, family program. | Intake line: 612.672.2736 | https://www.fairview.org/overarching-care/behavioral-health-services/adult-substance-use-disorder-outpatient-treatment-programs |
| United Way's First Call for HELP Way 2-1-1) | Information referral agency. 24 hour service | 211 *Or text your zip code to 898-211 (texting services available 8am-7pm M-F) | https://www.211(Unitedunitedway.org/ |

Additional Resources

- Al-Anon/Alateen: <http://www.al-anon-alateen-msp.org/>
- National Institutes on Drug Abuse: <https://www.drugabuse.gov/>
- MN Crimes and Penalties: Drugs: <https://www.revisor.mn.gov/statutes/cite/152>
- MN Crimes and Penalties: Alcohol: <https://www.revisor.mn.gov/statutes/cite/169A>
- Federal Drug Trafficking Penalties: <https://www.dea.gov/documents/2017/06/15/drugs-abuse#page=30>

BUILD Contacts

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

Mailing Address:
BUILD Program-Bethel University
MSC# 2382
3900 Bethel Drive
Saint Paul, MN 55112

Dawn Allen, Director
d-allen@bethel.edu

Lisa Bjork, Assistant Director
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ryan-anderson@bethel.edu

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s-eckert@bethel.edu

Alyssum Anderson,
Residential Supervisor
alyssum-anderson@bethel.edu

Katie Lane, Residential Supervisor
k-lane@bethel.edu

Kristi Murchie,
Residential Supervisor
k-murchie@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 the BUILD Offices

The BUILD office is located on the second floor of the Hagstrom Center in HC 261 across from the Nursing Department. Office hours of operation are: 9:00 a.m.- 4:00 p.m. Monday through Friday.

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bethel.edu/academics/build