

CATALOG AND CALENDAR

The CAS catalog is online at <http://catalog.bethel.edu/arts-sciences>. Full-time faculty receive a print copy of the catalog each August. Adjunct faculty may request a copy by sending an email to cas-academic-affairs@bethel.edu. New students can pick up a copy of the catalog starting during Welcome Week in the Campus Store for \$2.00 each. The academic calendar is published in the catalog (<http://catalog.bethel.edu/arts-sciences/academic-calendar/>).

COURSE INFORMATION

Syllabus – All courses must have a syllabus. A copy of your syllabus must be submitted to your department chair and the Office of Academic Affairs. The Academic Affairs copy should be sent electronically to col-syllabus@bethel.edu no later than the end of the last day to add/drop a course each term. The library would also appreciate a copy of your syllabus if your students will be completing research assignments. A list of items that must be included on your syllabus can be found on the Academic Affairs website (bethel.edu/undergrad/academic-affairs/faculty/policies).

Prerequisites – If your courses have prerequisites, you should include them on your syllabus and alert students to them on the first day of class so that they can determine if they are appropriately prepared for the course.

Attendance – Attendance must be taken by the day after the last day to add/drop a course each term. Students not attending must be reported in Beacon. You are encouraged to take attendance throughout the semester, using either Moodle or another means of your choice, as this information is important if a student withdraws from your class or fails (you will have to include the last day of attendance at the end of the term).

Grades – Bethel uses a traditional grading system (A-F). A plus sign (+) is used for grades B through D and a minus sign (-) is used for grades A through C. Bethel does not use grades A+, D-, F+, or F-. You may determine the points or percentage range for each of these grades. This information must be included in your syllabus.

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 and the student must be involved in developing a plan to complete the course. 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 the end of the eighth week of classes of the next full semester (fall or spring). Any extensions past the maximum require approval by the [Office of Academic Affairs](#). Both the student and the instructor sign and keep a copy of a petition. The instructor then enters the incomplete when submitting course grades. 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*. The deadline and default grade must also be entered at the time the Incomplete is submitted. 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 <https://www.bethel.edu/registrar/> for petition forms.)

Note: Check the [CAS catalog](#) for information on Incomplete procedure for Active Military Duty Students.

Final Exams – Each class must include a two-hour final exam or other academic exercise (e.g. a unit exam, a paper, a class presentation) which takes place or is due at the exam time assigned by the Registrar. [Final exams must be administered at the scheduled time](#). Students are required to take their exams at the scheduled time unless they have conflicts with an established work schedule, severe personal hardship, or three finals on the same day. In this case, students may ask one or more of their instructors to allow them to take a final at a different time. **Note: Travel plans do not constitute severe personal hardship.**

Class Lists and Room Assignments – Class lists and room assignments are available online: MyBethel>Faculty Academics tab>Active Courses. Once you select the term, the courses you are assigned will appear.

FACULTY

Faculty Absence – If you are unable to teach one of your classes and you know this in advance, please notify your department chair and students well in advance. If on the day of a class you are ill or have an emergency, contact Academic Affairs (651.638.6800) and your department chair.

Evaluations – All faculty participate in a course evaluation process each term. Adjunct faculty must have all their classes evaluated. Fulltime faculty must evaluate at least one course per term. Please watch your email for information about course evaluation selection. You will receive an email each term asking you to provide information for that term's course evaluation.

Offices – All full-time faculty are assigned an office, usually in close proximity of their department colleagues. Adjunct faculty are given the option of shared office space, but these offices may not always be close to their department.

Office Hours – Full-time faculty are expected to hold office hours for several hours a week. Office hours should be posted on your door and included in your syllabi. Adjunct faculty should set aside at least one half hour per class session apart from the scheduled class time in order to be available to meet with students.

Official Communications – Official communications are channeled through your post office box, e-announcements, and your Bethel e-mail account. A post office box is assigned to each instructor. If you are new, you may pick up the key at the Post Office window (first floor, HC building). New faculty e-mail accounts are activated when you set up your Bethel Community Account.

Library – Personnel in the Library (third level, HC building) are happy to accommodate you and your students' needs. Specific readings or other materials to be required of your students can be placed on reserve if the Library receives advanced notification.

Teaching Support Services – Consult your department chair regarding the availability of clerical, copying, and/or student assistant services.

Textbooks – Textbook and other instructional materials are ordered prior to registration for the term. Any questions should be directed to

your department chair or to the Campus Store staff (second level, BC building, x6202). (All faculty receive the employee discount on the purchase of books and supplies in the Campus Store.)

Benefits and Salaries/Paychecks – Please contact the Office of People & Culture (x6119) regarding benefits or with questions about salaries/paychecks. **Note: No compensation will be made before employment agreements and W-4 and I-9 forms have been completed.**

Campus Parking – Faculty may park in any unrestricted area on campus. Vehicle registration is required. The registration form can be found online (<https://www.bethel.edu/safety-security/>).

Professional Meetings – Faculty members are encouraged to regularly attend conferences in their field. All full-time faculty have access to professional development funds for this purpose, with a set amount for each faculty member that is replenished every two years. (The current two-year cycle began on June 1, 2021.) These biennium funds are tracked by Academic Affairs (x6036), and the balance for each faculty member can be found under Faculty Academics on their MyBethel page. Adjunct faculty who have adjunct plus status receive professional development funds on a prorated basis. Additional information can be found online (bethel.edu/undergrad/academic-affairs/faculty/policies).

FERPA Training – FERPA (Family Educational Rights and Privacy Act of 1974) training is required for all employees (staff and faculty) of Bethel University. Bethel provides online FERPA training as well as face-to-face sessions. Every employee must complete FERPA training through one of these two methods. Classroom trainings will be available. Online training is available on the Registrar's FERPA site (<https://www.bethel.edu/registrar/ferpa/>). FERPA training must be completed on an annual basis

STUDENTS

Academic Appeals and Course Content Concerns – Appeals related to grades, status in programs, decisions of the Registrar in applying academic policies to a course, or to requirements for a major or a minor should be made as soon as possible following the decision in question. For appeals and concerns about course content and procedures, the student will seek to resolve the matter first with the instructor or with the party directly responsible for the decision, and then with the department chair. (If the instructor is the department chair, the student should contact the dean of academic programs.) If after talking with the instructor and the department chair the matter is not resolved, the student may appeal in writing to the dean of academic programs. This written appeal must be received within three weeks of the decision. (<http://catalog.bethel.edu/arts-sciences/general-information/academic-appeals/>)

Academic Honesty – Every member of the college 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 college. Penalties are at the

discretion of the faculty member and violations **must** be reported to the CAS Associate Provost through Beacon. Academic Affairs keeps a record of academic honesty violations to be aware of repeat offenders. 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. Be clear on your syllabus about the consequences of academic dishonesty in your classes. See catalog for further academic dishonesty definitions (<http://catalog.bethel.edu/arts-sciences/general-information/academic-honesty/>).

Concerns About Students – Beacon (Bethel Early Alert Connection) is a software system designed to facilitate student care. Course Progress Reports are submitted through Beacon and should be used when students are not performing well in class, missing multiple assignments, or missing too many classes. Beacon alerts are used when you want someone to be aware of a general concern about a student. The information submitted goes to a care team who follows up as needed. Violations of academic honesty are also submitted through Beacon. Students are copied via email on Course Progress Reports and violations of academic honesty. However, students are not copied on *alerts* unless you request it.

Disability Accommodations – Bethel is committed to providing accommodations for students and employees. Disability-related accommodations for students are determined by the Office of Accessibility Resources and Services (OARS). Reasonable accommodations are approved after an interactive process with the student and OARS. The instructor will provide accommodations, but the student is required to initiate the process. Students registered with OARS are responsible for logging in to their AIM, Accessibility Accommodation portal (via MyBethel) each term to request their Faculty Notification Letter of Accommodations. Accommodations cannot be applied prior to the faculty's receipt of the letter. Accommodations cannot modify essential requirements or fundamentally alter the nature of the course. Consultation with OARS may be necessary to clarify reasonable accommodations based on the course. If there are any questions or concerns, connect with OARS at accessibility-services@bethel.edu or 651.638.6833.

Student Load – The average student load is roughly 15 semester credit hours. Interim load is usually 3 credits and may not exceed 5 credits. A 3-credit course is generally expected to require 8–10 hours per week of the student's time (10–12 hours for a 4-credit course).

ADDITIONAL INFORMATION

Faculty Policies – More detailed information about faculty policies can be found in the Faculty Handbook and on the Academic Affairs website (bethel.edu/undergrad/academic-affairs/faculty/policies).

Student Policies – Student policies related to academics are found in the catalog (<https://catalog.bethel.edu/arts-sciences/general-information/course-policies-grades/>). Student Life policies are found in the student handbook (<https://www.bethel.edu/undergrad/student-life/community/handbook>).