



Bethany

A Small College of National Distinction

POLICY MANUAL

VOLUME VI

Academic Policies

*Approved by the Bethany College Board of Trustees
May 16, 2018*

Policy dictates that the Officers of Bethany College are:

**President of the College
Chief Academic Officer
Chief Financial Officer
Chief Advancement Officer**

Specific titles for the latter three may vary according to organizational structure. For the purpose of Bethany College policy documents for the 2018-19 academic year, the Chief Academic Officer is the Vice President for Academic Affairs and Dean of the Faculty; the Chief Financial Officer is the Vice President for Finance; and, the Chief Advancement Officer is the Senior Vice President. Titles for these three positions may change at the discretion of the President of the College.

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Volume VI
Academic Policies

6.0 Introduction¹

This Volume VI of the Policy Manual has been written and designed to answer most of the questions that might be asked about academic, admission, and registration policies at Bethany College.

The College hereby gives notice that it reserves the right to expand or delete or otherwise modify its degree programs or courses of study, to change its rules affecting the admission and retention of students or the granting of credit or degrees, to change the academic calendar, course offerings, course content, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. In any such case, the College will give appropriate notice as reasonably practicable under the circumstances.

Students enrolled at Bethany College are responsible for adhering to all regulations, schedules, and deadlines outlined in the Bethany College Catalogue and in any policy manual volume, handbooks, contracts, or guideline sheets pertinent to their program. Students have the further responsibility of ensuring that all graduation requirements are met. Questions on these matters shall be directed to the student's faculty advisor.

6.1 Academic Programs and Support Services

Based in the liberal arts tradition, Bethany's academic program is designed to meet the educational needs of individual students by promoting breadth, depth, and the integration of knowledge. Bethany assists students in developing intellectual concepts, sophisticated learning skills, moral values, and good citizenship. Preparation for leadership is a central theme of the College.

The Bethany curriculum is unique in caring for individual students and in helping them develop their full potential at each level of learning. From First-Year Seminars to Senior Comprehensive Examinations, Bethany prepares its students for ever greater tasks and achievements, guiding them toward the fulfillment of personal goals, the challenges of graduate study, and the preparation for productive and rewarding careers.

Bethany brings its students a rich variety of opportunities for learning. Seminars, lectures, laboratory and independent research projects, encounters with high technology through the use of state-of-the-art computer, television, and graphics equipment, artistic performances, and athletic activities present opportunities for self-expression and growth. Learning at Bethany often takes place outside traditional classroom settings, through independent study, informal interaction with faculty, off-campus internships, and study abroad.

A Bethany education is, then, more than a list of courses. Bethany students approach their study through a framework of common educational goals which define the liberally educated person.

¹ For purposes of Volumes IV and VI of the Bethany College Policy Manual, heads of academic units are referred to as Department Chairs. For all other volumes, these administrators are referred to as Department Heads.

Faculty members work closely with all students to ensure a proper grounding in the humanities, natural sciences, and social sciences. Bethany students have many opportunities for choice; but here, too, faculty work closely with them to ensure that each student's personal plan of study is both comprehensive and coherent. It is this combination of thoroughness and personal expression that makes Bethany unique.

6.1.1 Academic Programs

6.1.1.1 Requirements for a Bethany Degree

Bethany College confers a Bachelor of Arts or a Bachelor of Science degree to a student who has satisfactorily completed the following requirements:

1. 128 credits with a minimum grade-point average of 2.00, including completion of the following:
 - a. The First-Year Experience:
 - i. First-Year Seminar (FSEM 111);
 - ii. First-Year January Seminar (FSEM 113);
 - b. The Bethany Writing Requirement;
 - c. Religious Studies Requirement;
 - d. The Bethany Fitness/Physical Activity Requirement;
 - e. The Global Awareness Core:
 - i. Religious Studies Requirement
 - ii. World Languages and Cultures Requirement;
 - f. Liberal Arts Core;
 - g. A Major Field of Study; and
 - h. A Senior Project in the major field.
2. The senior comprehensive examination in the major field.
3. The residence requirement.

Bachelor of Arts degrees are awarded in Accounting, Communications and Media Arts, Computer Science, Economics, Education, English, Finance, History, Interdisciplinary Studies, Management, Marketing, Music, Physical Education and Sports Studies, Political Science, Psychology, Religious Studies, Social Work, Spanish, Theatre, and Visual Art. Specific requirements for each major are described in the sections of the Catalogue devoted to the offerings of the individual academic departments.

Bachelor of Science degrees are awarded in Biology, Chemistry, Computer Science, Equine Studies, Interdisciplinary Studies, Mathematics, and Psychology. Specific requirements for each major are described in the sections of the Catalogue devoted to the offerings of the individual academic departments.

6.1.1.1.1 The First-Year Experience

The First Year Experience is designed to meet the following goals:

1. Provide a small seminar of students with a faculty mentor/advisor who will help them to improve writing and thinking skills and familiarize them with the academic life of the College, while they study a specialized subject area
2. Provide a bridge between the high school experience and the Bethany experience designed to enable students to engage actively and successfully as they grow and learn inside the classroom and out
3. Provide students with an intense, single-class, topic driven learning experience designed to enhance college level reading, writing and research skills

All students who meet one of the following conditions are required to complete successfully the First Year Experience, including FSEM 111, and FSEM 113.

The student has graduated from high school but never attended college, even if she or he has completed college credits while in high school

The student has enrolled in another college and is transferring fewer than 13 credits to Bethany

Note on Completions: Students who do not successfully complete their first year seminar in the fall term will be required to make up this course during the Spring term of their first year. Students who do not successfully complete FSEM 113 (First Year JTerm Experience) will be required to register for, and successfully complete, the course in the May term of their first year, at additional expense. If these courses are not successfully completed, students will not be eligible for graduation.

6.1.1.1.2 Focused Writing Requirement

Writing is integral to the liberal arts curriculum at Bethany College. Therefore, the Bethany Writing Requirement is a multiple-activity program spread across the student's entire college career. To fulfill the requirement, students must complete a minimum of four courses designated as writing intensive (WI), including English 111. At least two of the four courses must be at the 300- or 400-level. WI courses are proposed by faculty and approved by the Director of the Writing Across the Curriculum (WAC) Program. A list of courses so designated may be obtained from the Office of the Registrar or the Director of WAC.

6.1.1.1.3 Fitness/Physical Activity Requirement

Each student is required to complete successfully a two-part fitness and physical activity requirement. The Fitness Component of the requirement is met by successful completion of either PHED 102 Introduction to Lifelong Fitness, or PHED 103 Introduction to Sports Fitness. The Activity Component may be met by registration for and successful completion of one course selected from among the Varsity Sport Sequence (PHED 150-164), the Skills Sequence (PHED 110, 120, 121, 122, 123, 124), the Intense Conditioning Sequence (PHED 132, 137, 138, 139), or the Equestrian Performance Courses (EQUI 103, 203, 204, 205, 303, 306, 403). Students with documented disabilities are offered accommodations and modifications on a case by case basis in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

6.1.1.1.4 Global Awareness Core

Building on Alexander Campbell's belief that religious literacy and instruction in the modern languages were important parts of a liberal education that helped students become responsible, useful members of society, Bethany College is committed to providing an education that also prepares students to be citizens of the world and to participate in an increasingly globalized community. As such each student must complete the Global Awareness Core. The Global Awareness Core is comprised of the following components:

6.1.1.1.4.1 Religious Studies Requirement

Religious literacy is essential to the liberally-educated citizen of the world. Bethany students are required to complete successfully RELS 100 (Introduction to Religion: Texts, Contexts, Practices). The course is offered by faculty members of the Department of Humanities and is preferably taken during the first year. RELS 100 takes an academic approach to the study of religion: students are introduced to critical methods and definitions in religious studies and then proceed to apply one or more of those methods to a comparative study of three different world religions. The lens through which the religions are compared varies with the interest and expertise of the professor teaching the course. Students might consider, for example, religious definitions of the human condition in relation to philosophical, political, or moral definitions; the meaning and function of religious rituals; or the way religions develop, reinforce, or challenge gender roles in society.

6.1.1.1.4.2 World Languages and Cultures Requirement

All students must demonstrate world languages and cultures proficiency at the elementary level. Students may demonstrate proficiency in any of the following ways:

1. Completing successfully at Bethany the first two courses of a basic language sequence (Arabic, French, German, Hebrew,
- 2.
- 3.
4. Italian, Japanese, or Spanish) at Bethany.
5. Performing at an acceptable level on a Bethany College written placement test in one of the above languages
6. Attaining the "Novice High" level of the ACTFL Oral Proficiency Interview
7. Earning a 3, 4 or 5 score on the College Entrance Examination Board Advanced Placement Test in the language
8. Completing successfully at a high school or college the first two courses in a language other than Arabic, French, German, Hebrew, Italian, Japanese, or Spanish
9. Placing, as the result of one of the tests listed above, in the second course of one of the basic language sequences at Bethany and enrolling in and successfully completing that course
10. Showing evidence of being a native speaker of a language other than English

Students with disabilities are offered accommodations and modifications on a case by case basis in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

6.1.1.1.4.3 The Cultural Awareness Requirement

To become aware of the nature and significance of one existing culture, ethnic subculture, or cluster of ethnic subcultures differing from that of mainstream United States.

Each student is required to complete successfully a three or four credit course from a list published annually in the College Catalogue. The list of courses approved for satisfying the requirement in each area changes every year. Only courses taken in the year they appear on the approved list can count toward fulfillment of the requirement.

6.1.1.1.4.4 The International Understanding Requirement.

To become familiar with the contemporary world by exploring the interrelationships of several countries or by comparing two or more countries outside of the United States.

Each student is required to complete successfully a three or four credit course from a list published annually in the College Catalogue. The list of courses approved for satisfying the requirement in each area changes every year. Only courses taken in the year they appear on the approved list can count toward fulfillment of the requirement.

6.1.1.1.5 Liberal Arts Core

The Liberal Arts Core is designed to ensure that all Bethany students are acquainted at the college level with areas of knowledge and methods of thinking traditionally associated with a liberal arts education. Each student is required to complete successfully a three or four credit course in each of the eight areas of the liberal arts core, with no more than two courses from the administrative department of the student's major. The list of courses approved for satisfying the requirement in each area changes every year. Only courses taken in the year they appear on the approved list can count toward fulfillment of the requirement.

6.1.1.1.6 Major Field of Study

Every student must select a major field of study from one of the academic departments of the College, from among the faculty-sponsored interdisciplinary programs, or by initiating and developing an individual interdisciplinary program.

A major program may require no more than 72 credits, no more than 48 of which may be in one curricular department. Credits for senior projects (two, three, or four credits) do not count toward this total unless otherwise specified by a department. Each major requires a minimum of 24 credits within the department.

Faculty-sponsored and student-initiated interdisciplinary majors cross departmental lines. Information about faculty-sponsored interdisciplinary majors is available from the Office of the Registrar and in the Interdisciplinary Studies section of the Catalogue. Information about student-initiated interdisciplinary study is available in the Interdisciplinary Studies section of the Catalogue and from the Director of Interdisciplinary Studies.

Majors are offered in:

Accounting

Biology

(with options for emphasis on Biology, Biochemistry, and Biology Education Grades 9-12)

Chemistry

(with options for emphasis on Professional Chemistry, Forensics Chemistry, Biochemistry, and Chemistry Education Grades 9-12)

Communications and Media Arts
 (with options for emphasis on Digital Media and Production, Graphics, Integrated Media and Marketing, and Sports Communication)

Computer Science

Computer Science and Accounting (Dual Major)

Economics
 (with options for emphasis on Managerial Economics and International Economics)

Economics and Mathematics (Dual Major)

Education
 (Elementary Education; Middle Childhood Education through individual department programs in the areas of English, General Science, Mathematics, Physical Education, Social Studies, or Spanish; Secondary Education through individual department programs in the areas of Art, Biology, Chemistry, English, Mathematics, Physical Education, Social Studies, and Spanish)

English
 (with options for emphasis on Creative Writing, Education, Literature, and Writing and Language)

Environmental Science (Interdisciplinary)

Equine Studies
 (with options for emphasis on Equine Management and Pre-Veterinary Medicine)

Finance

History

Interdisciplinary Studies
 (major programs initiated and developed by individual students to fulfill their particular educational goals)

International Economics with study abroad (Interdisciplinary)

International Relations (Interdisciplinary)

Management

Marketing

Mathematics
 (with options for emphasis on Mathematics, Mathematics-Economics, Mathematics-Physics, Mathematics-Computer Science, Mathematics-Actuarial Science, and Mathematics Education)

Music

Physical Education and Sports Studies
 (with options for emphasis on Sports Management, Recreational and Athletic Programming, and Teaching Physical Education)

Pre-Engineering/Physical Science

Political Science

Psychology
 (with options for emphasis on Scientific Psychology, Human Services, Pre-Physical Therapy, and Pre-Occupational Therapy)

Psychology and Education (Interdisciplinary)

Psychology and Social Work (Dual Major)

Religious Studies

Social Work

Spanish
Theatre

(with options for emphasis on Acting and Technical Theatre)

Visual Art

(with options for emphasis on Studio Art and Art Education)

6.1.1.1.7 Capstone Project

Each student must successfully complete a project consistent with the guidelines and requirements of the department of the student's major. Guidelines are available from the Chair of each department. A student may propose a senior project earning two, three, or four credits as determined through consultation with the faculty of the major department. Projects are proposed, scheduled, and evaluated in accordance with guidelines established by each major department. The project is supervised and evaluated by the student's project advisor and by at least one additional faculty member. The project grade is submitted by the Department Chair. The completed project is filed in the library archives.

6.1.1.1.8 Senior Comprehensive Examination

The culmination of the Bethany education is the Senior Comprehensive Examination. Comprehensive examinations assure the College of qualitative accomplishment and lead the student to a sense of self-confidence and achievement.

A student who has attained senior standing, is completing the requirements for a major, and has a grade-point average of at least 2.0 in the major is eligible to take the Senior Comprehensive Examination.

Students who do not pass the examination in January may take it again at the end of the Spring semester or at any time that it is regularly given within the following twelve months. If the student fails a second time, the student may petition the faculty for a re-examination during the following year. No student may take the examination more than three times. Students who do unusually well in the Senior Comprehensive Examination earn a pass with distinction.

1. Students must apply to take the examination at least two months prior to the first day of the written examination. The application form can be obtained from the Registrar's Office or online and requires the signature of the department chair, and a copy of the student's most recent Degree Audit must be attached.

The timing of this audit is crucial. A student and his or her advisor must have the degree audit completed before they submit the application to sit for the examination. The Registrar's Office will run the Degree Audit again at the end of the Fall Term following the verification of grades for that term. This process is also applicable to the Spring Term. The Registrar's Office will run the Degree Audit at the end of the Spring Term to ensure all grades are verified for those students on the Monday after the end of the 12th week of classes.

2. A preliminary orals examination schedule will be circulated to the departments as the earliest practicable time subject to revision for students found to be ineligible or scheduling conflicts.
3. All questions for the written portion of the exam must be submitted to the Registrar's Office no later than the Thursday before the first day of the written examination.
4. Departments must notify the Registrar's Office of any portion of the exam which is to be administered outside the examination room, i.e. practicals, computer-based external exams, etc., no later than the Thursday before the first day of the written examination. It is the department's responsibility to provide proctors for these off-site activities.
5. Written examinations are conducted in Weimar Lecture Hall under the supervision of the Registrar's Office. Departments are responsible for picking up the written examinations at the end of each session for distribution to faculty for grading.
6. Oral examinations are conducted Wednesday-Saturday of the examination period with every attempt being made to avoid Saturday examinations if possible.

6.1.1.1.8.1 Comprehensive Examination Procedures

The Written Portion of the Examination: The written portion of the exam traditionally consists of eight hours of activities, spread over three sessions; a three-hour morning session on Monday, a two-hour session that afternoon, and another three-hour session on Tuesday morning. During these sessions, programs not only include traditional objective and essay examination questions, but may also require additional activities, including practical demonstrations and completion of standardized examinations, such as the Major Field Test created by the Educational Testing Service.

All questions and activities that constitute the written portion of the examination are determined by the program itself. These shall be developed in a collaborative effort by all faculty in the field who have provided instruction for one or more areas of the examination. Critically, all activities shall be evaluated using a clearly defined rubric or rubrics, designed by the program itself, which determine the level of performance by the students on each portion of the exam, and which can provide evidence of how the students' efforts have been judged in the event that a question is raised.

These preparations shall then be filed with Vice President for Academic Affairs and Dean of the Faculty.

Guidelines for Preparing and Evaluating the Written Portion of the Examination:

1. Programs shall insure that the written portion of the exam addresses the stated learning outcomes of the major as defined in its catalogue statement. (Not all outcomes need be addressed in the examination, as one or more may be assessed using other activities such as the senior project.)
 - a. How this is to be done is entirely up to the program and could include a variety of examination activities such as essay, short answer, multiple-choice, and other types of questions, as well as practical exercises, external standardized exams, etc.

2. Programs shall decide whether to prepare a common exam for all students in the major or choose to tailor each exam to the individual student based on her or his course of study and choice of electives within the major. As noted above, this process shall include all departmental faculty who have responsibility for providing instruction in the program.
 - a. What matters is that every student be given the opportunity to demonstrate his or her mastery of or competence in those areas which the program considers vital to the discipline within the context of the program's learning outcomes. Who makes up the questions and how they are assembled—which areas in which exam sessions, etc.—again, are entirely up to the program, but a well articulated process must be in place.
3. The department itself shall clearly define the extent to which adjunct faculty who have responsibility for providing instruction in an area covered by the exam should be involved in the process bearing in mind the transitory nature of faculty on adjunct status and the possibility that adjuncts may no longer be under contract at the time of the examination.
4. Programs should clearly define in writing:
 - a. The process of evaluation of each activity, (see below Point 1 for Oral portion of the exam), particularly by the development of scoring rubrics or other methods which clearly state how the activity is to be evaluated. Numerical rubrics tend to be the method of choice for many programs, but it is certainly true that sometimes numbers can convey an unjustified sense of precision. Each program needs to define for itself how this will be done.
 - b. Who within the department evaluates which activities. Do all members of the program evaluate all activities? Or, rather, are individual faculty members responsible only for the areas of the exam covered in their own courses? Some combination of the two?
 - c. The relative weight of each activity in the eight-hour exam in determining the overall evaluation should be clearly stated. Also, the relationship between the written portion and the oral portion of the exam must be clearly stated (see below).
5. Every effort should be made to complete the evaluation of the written portion of the exam as early as possible, so that any concerns about the student's performance can be addressed. Regardless of her or his performance, however, the oral portion of the exam should be held as scheduled by the Registrar. This is to ensure that should a challenge be made, all students will have completed all portions of the examination in accordance with the stated graduation requirements in the catalogue.
6. Disagreements between and among program members as to the overall performance of a student will inevitably arise from time to time. The program shall have in place a written policy as to how these disagreements will be resolved. It is hoped that through open discussion they can be resolved to the satisfaction of all, but if necessary, a final arbiter should be determined, normally the chair of the department or, in the case of a multi-disciplinary program, perhaps a member so designated by the chair for that particular discipline.

The Oral Portion of the Examination: The comprehensive examination also includes a one-hour oral examination conducted by a panel of faculty assigned by the Registrar's Office and which consists of three or four voting members, depending upon the departmental structure.

The chair of the department generally serves as the chair of the Orals panel accompanied by one other member of the discipline of the examination. In the event that the examination field is not that of the chair of the department—as in the case of multi-disciplinary departments—a second member of the discipline being examined may be assigned to the panel by the Registrar. In some cases, departments may choose to designate a member of the discipline as the chair of the Orals panel rather than having the departmental chair serve. This might particularly apply to a multi-disciplinary department with a large number of majors or disciplines.

The final member of the panel is chosen by the Registrar from a list of instructors which the student has had outside the discipline. However, the student is not being examined in the materials covered in that course, only the major. This person serves as an observer of the process to insure its integrity and that the student has received a fair hearing from the disciplinary faculty. It is critically important, then, that this person attend the examination as scheduled barring a true emergency.

Other faculty members are welcome to attend the oral exam if their schedule permits. They are there, however, as observers. Only those officially assigned to the examination by the Registrar should evaluate the student's performance.

As with the written portion of the exam, it is, again, critically important that a rubric be devised by the program which clearly defines how the student's performance on the oral portion of the exam is judged. Further, as the oral portion represents one-ninth of the amount of time allotted for the full comprehensive examination, members of the program should be clear as to the weight of the student's performance on this portion of the exam in relation to the eight-hour written portion of the exam.

These preparations shall be filed with the Vice President for Academic Affairs and Dean of the Faculty.

Guideline for Conducting and Evaluating the Oral Portion of the Examination

1. Programs should determine the overall shape of the examination, including any common opening or closing questions, specific presentations the student is expected to make (i.e. a portfolio, a board demonstration, etc.), and the method of evaluation through a rubric or other tool.
2. As noted in Point 3c above, the relationship between the student's performance in the oral exam and his or her performance on the written exam should be clearly stated. For example, is it possible for the student to have "passed" the written exam, but fail the overall comprehensive based solely on her or his performance in the oral exam? How does the oral exam influence the assignment of Distinction, that is, can a poor performance on the orals undermine a distinctive performance on the writtens, and if so, at what level?
3. The role of the outside member of the panel in the evaluation process of the oral shall be clearly stated, as well as that member's level of input into the overall evaluation of the comprehensive examination when determining failure, pass, or distinction. As a professional courtesy, this person should be invited to participate in the questioning at

some point, bearing always in mind that the student is not being examined in the course or courses which were taken with that person, rather only in the major.

4. The department shall determine how it will inform students of their performance on the overall exam, including Failure, Pass, and Distinction. In addition, the department is responsible for returning the Comprehensive Examination sheet to the Registrar's Office in a timely manner.

All departments from time to time will be faced with the problem of integrating new faculty members into the comprehensive examination process. And since, as noted above, the underlying principle of comps is to "test what we've taught," first and second year faculty will likely not have had the examinees for some of the courses within the new instructor's responsibilities. Nevertheless, these instructors must, of necessity, be fully integrated into the process of compiling and evaluating the exams.

Therefore, at a minimum, programs should provide examples of questions from former professors in the new instructor's area, as well as examples of previous efforts by students in answering those questions and the rubric used to evaluate the activity. This will give the new faculty member a feel for what previous professors had expected of students based on what they had incorporated into the courses for which the new professor is now responsible. Obviously, new faculty should be sensitive to the range of coverage within their discipline consistent with the principles of academic freedom, but also recognize the existence of certain, minimal standards accepted by the disciplinary mainstream.

6.1.1.1.8.2 Appeals Process

1. Within 48 hours of the completion of the scheduled Comprehensive Examination period as listed in the college calendar (in effect by the following Monday afternoon), the student must submit a written appeal of her or his evaluation to the Vice President for Academic Affairs and Dean of the Faculty, citing specific justification for the appeal. The VPAA acts as a gatekeeper to separate the unsustainable appeal from a more complex situation.
2. Within 24 hours of receipt of the appeal, the VPAA consults with the program and may review all documents pertaining to the student's efforts including examination questions, the student's responses, the evaluation rubrics used by the program, and the program's overall process for evaluation of the comprehensive examination.
3. If in the opinion of the VPAA the student was given a fair and reasonable evaluation consistent with the program's own process, the appeal is denied.
4. On the other hand, if in the opinion of the VPAA, there may appear to be some grounds for the student's appeal, he or she would refer the appeal to the Academic Standards Committee for its consideration. The VPAA may forward any and all documentation that she or he has collected in the initial investigation, and the committee may request additional information from the program, the student, and any office of the college relevant to the investigation. The committee may take up to 48 hours to complete its review.
5. After reviewing the evidence and interviewing any persons which the committee wishes to speak with, the committee either grants or rejects the appeal.

6. In the event of the former, the student will have been judged to have successfully completed the Comprehensive Examination Requirement for degree. However, recommendation by the faculty for the granting of a degree is dependent upon certification by the Registrar that the student has also met all other requirements for degree as listed in the relevant catalogue.
7. In the event of the latter circumstance, the judgment of the program is upheld and the student is not deemed to have completed the Comprehensive Examination Requirement for degree. As in the past, the student is automatically free to take the examination a second time, and if unsuccessful again, may appeal to the faculty for permission to take the examination a third time.
8. The decision of the Academic Standards Committee should be considered final.

6.1.1.1.8.3 Academic Integrity on Comprehensive Exams

Students are expected to adhere to Bethany College's Academic Integrity Policy (6.2.8 in this volume) at all times. If a student violates academic integrity during comprehensive exams, the person discovering the violation must complete a Violation of Academic Integrity Form for Comprehensive Exams and file it, as well as any supporting documentation and communication with the student concerning the violation, with the Vice President for Academic Affairs and Dean of the Faculty's Office immediately. This form will be turned over to the Academic Standards Committee who will hear any student appeals. If the decisions of the Academic Standards Committee are not satisfactory to any involved, they may appeal to the Vice President of Academic Affairs and Dean of the Faculty or his/her designee. Students will be provided with the Violation of Academic Integrity Form, and is required to sign this form within *twenty-four hours* from the date of receipt from Campus Security. If the requirement is not met, it will be understood the student admits to the violation as described on the form.

The sanction imposed for a violation of academic integrity on comprehensive examinations is failure of the comprehensive examination and a two-semester waiting period to re-sit for the exam.

6.1.1.1.9 Academic Residence Requirement

To be eligible for a degree a student must have completed 48 credits in courses at Bethany and/or as part of an approved off campus Bethany program. With pre-approval of the major department and the Vice President for Academic Affairs, students may take up to, but no more than six of the last thirty-four credits as transfer credits.* The pre-approval process ensures that the transfer credits will be acceptable substitutions for Bethany College classes.

*Transcripts showing final grades for all transfer credits must be received by the Registrar by the final grade due dates in the Bethany College Calendar.

6.1.1.1.10 Minor Field of Study

Students may include as part of their program of study one or more optional minors. Requirements for minors are described in detail in the sections of the Catalogue devoted to the offerings of the individual academic departments. Minors generally require between 15 and 24 credits of directed study in one or more departments. Minors are offered in:

Accounting
American Literature
Botany
British Literature
Business Administration
Chemistry
Communications and Media Arts
Computer Science
Creative Writing
Criminal Justice
Economics
Environmental Biology
Equine Facilitated Therapy
Equine Studies
Experimental Physics
French
German
History
International Relations
Mathematics
Medieval and Renaissance Studies
Music
Multi-Category Special Education K-Adult
Nonprofit Management
Nonprofit Marketing
Philosophy
Political Science
Religious Studies
Secondary Education
Spanish
Theatre
Theoretical Physics
Visual Art
Women's Studies
Zoology

A student may earn a minor in a curricular department in which the student earns a major only if the minor requires no more than six credits in courses also required for the major.

6.1.1.2 January Term

The Bethany program includes a required three-week January Term for all First-Year Students. The First-Year January Term provides students with a small topic driven seminar experience (most often students will remain in their seminar group from first semester and continue to study with their seminar professor, although they may explore a new topic). The seminar will allow students to learn deeply, rather than broadly, since this seminar will be the only course they take during January Term. Topics will vary, but all seminars are designed to enhance college-level reading, writing and research skills. In addition to the required First-Year January Term

seminars, a limited number of courses will be offered for upper class students who choose to take a three-week January Term course.

6.1.1.3 May Term

The Bethany program includes a voluntary two to four-week May Term. The May Term provides opportunities for students to supplement and extend the learning experience available during the traditional academic year. Students may enroll in a course, study single topics intensively, travel and study in various parts of the world, and undertake independent study projects.

Students may earn a maximum of four credits towards Bethany College degree requirements in any one May Term. Since the May Term is voluntary, students who participate in credit-granting programs are assessed for tuition, room and board, travel, and laboratory and other fees as appropriate to the particular program. Specific information about course offerings and costs is available from the Office of the Registrar.

6.1.2 Online Consortium of Independent Colleges & Universities

All consortium members are regionally accredited, independent, not-for-profit liberal arts institutions. OCICU is managed by New Ventures of Regis University in Denver, CO. Bethany College students are permitted to have 12 total hours of OCICU credit to count towards their graduation requirement. Under certain circumstances, concessions may be made by the Vice President for Academic Affairs and Dean of the Faculty to allow a student to take additional OCICU courses above the 12 allowed credit hours. If such concession is made, those credit hours will be permitted to count towards the student's graduation requirement.

6.1.3 Pre-Professional Study

Bethany offers pre-professional study programs in a number of areas, including the following:

6.1.3.1.1 Engineering

The Bethany engineering program permits students to earn both a bachelor's degree from Bethany and a B.S. in engineering from a cooperating school upon completion of a five-year sequence. Students spend three years in the liberal arts environment at Bethany and then attend Case-Western Reserve University or Columbia University for an additional two years. Students interested in engineering should plan to take Physics 201-202 and Mathematics 201-202 during their first year. Other courses should be chosen with regard to the particular subfield within engineering that interests the student. Additional information is available from the pre-engineering advisor.

6.1.3.1.2 Medical and Health Professions

Programs for advanced degrees in medical fields such as dentistry, medicine, optometry, pharmacy, and podiatry, as well as physician's assistant and other health science fields require applicants to have a broad foundation in the sciences, mathematics, and English. Students are required to show competency in both inorganic and organic chemistry, biology and general physics, usually completing a two semester sequence, and many programs are now requiring or

strongly recommending biochemistry. Students will also be expected to perform satisfactorily on a qualifying exams such as the DAT, GRE, MCAT, OAT, or PCAT. Students interested in health related professions should plan to take Chemistry 101-102 and Biology 100 during their first year. Mathematics 201 is highly recommended during the first year. Chemistry 211-212 should be taken in the second year, and Physics 201-202 taken no later than the third year. Pre-professional students in the health sciences should consult early in their first year with the chair of the Health Professions Advisory Committee.

6.1.3.1.3 Pre-Veterinary Medicine

Colleges of Veterinary Medicine expect incoming students to have a broad background in the biological and physical sciences with students completing at least three courses in biology including general biology, genetics, microbiology as the most requested, two semesters of both general chemistry and organic chemistry, as well as at least one semester of biochemistry, and two semesters of general physics. A course in animal nutrition is required by nearly half of the schools. Bethany College courses that satisfy the usual requirements are: Biology 100, 180, 290, and 343; Chemistry 101-102, 211-212, and 351-352; Physics 201-202.

Other typical course requirements include at least one math class and two semesters of English composition and literature. Another major requirement is documented experience with animals and work with veterinarians. Students can gain valuable experience working with area veterinarians.

Students who can claim West Virginia residency status may obtain a position as a contract student at one of three schools: Auburn University, The Virginia-Maryland Regional College of Veterinary Medicine, and Mississippi State University. There are at present 13 contract seats among the three schools. Eligible students must complete the application for the West Virginia Contract Seat, which can be obtained at http://dms.wvu.edu/veterinary_school_information. Application deadlines vary, and students are encouraged to consult the website listed above at the beginning of their junior year. All students interested in attending veterinary school should review the admission requirements of any veterinary college they may likely attend as requirements among the colleges vary widely

6.1.3.1.4 Law

No particular pattern of courses is required for admission to law schools. Students should plan to take the Law School Admission Test no later than December of the senior year. The following courses will assist students to prepare for this test: Political Science 225, Political Science 322, Political Science 361-363, 401; Accounting 202-203, Communications and Media Arts 206 and 304, Philosophy 100 and 123, and courses in English literature, composition, and language. Students interested in pre-professional preparation in law should consult the pre-law advisor.

Bethany College has also established, in conjunction with Duquesne University in Pittsburgh, Pennsylvania, an innovative three-three program which permits a student to complete three years of undergraduate work at Bethany and then enter the Duquesne University Law School for completion of the J.D. degree after three more years of study (four years in the Evening Division). Students receive a bachelor's degree from Bethany upon successful completion of the first year of the law program and having completed all College-wide requirements for a Bethany

degree. Additional information about this program may be obtained from the office of the Vice President for Academic Affairs and Dean of the Faculty.

6.1.3.1.5 Ministry

Students planning to enter church vocations complete their preparation in seminaries and graduate schools of religion after completing their undergraduate studies at Bethany. A solid and broad base in liberal arts is recommended as preparation for seminary studies. Students should consider taking courses in Religious Studies, History, English, Literature, Philosophy, Psychology, Social Work, and World Languages and Cultures. Students interested in ministerial careers should contact the Department of Religious Studies.

6.1.3.1.6 Pre-Physical Therapy

Preparation for graduate programs in Physical Therapy is available through one of the majors in the Department of Psychology: Psychology with a Pre-Physical Therapy Emphasis (requirements are listed in the Psychology section of the Catalogue). Students interested in pre-professional preparation in physical therapy should consult the pre-physical therapy advisor.

6.1.3.1.7 Pre-Occupational Therapy

Preparation for graduate programs in Occupational Therapy is available through one of the majors in the Department of Psychology: Psychology with a Pre-Occupational Therapy Emphasis (requirements are listed in the Psychology section of the Catalogue). Students interested in pre-professional preparation in occupational therapy should consult the pre-occupational therapy advisor.

6.1.3.1.8 Other Professions

Bethany also provides thorough preparation for professions in the fields of business administration, communication media, public administration, teaching at all levels, social work, and many more. For assistance with academic and career planning, students are encouraged to contact individual academic departments, as well as the College's Office of Career and Placement.

6.1.4 Dual Degree Programs

6.1.4.1 Carnegie Mellon University

In cooperation with H. John Heinz III School of Public Policy and Management at Carnegie Mellon University in Pittsburgh, Pennsylvania, Bethany College offers accelerated master's programs to qualified Bethany students. Students attend Bethany College for their first-year through junior years followed by three to four semesters at the Heinz School. Students who successfully complete the program are awarded a bachelor's degree from Bethany College and a master's degree from Carnegie Mellon University in less time than would normally be required to achieve both.

The following cooperative programs are available:

- Master of Science in Public Policy and Management

- Master of Science in Health Care Policy and Management
- Master of Science in Biotechnology and Management
- Master of Arts Management
- Master of Information Systems Management
- Master of Science in Information Security Policy and Management

Students pay tuition and fees to Bethany College from their first-year through junior years. They pay tuition and fees to Carnegie Mellon for their graduate program, either three or four semesters beyond the completion of the junior year, depending upon program. Certain courses taken at Carnegie Mellon University may be applied to major requirements for Bethany College as determined by the department concerned. Bethany College students are eligible for scholarship support from Bethany for their first-year through junior years. They will be eligible for scholarship support from the Heinz College for the length of their graduate program. For additional information about these programs, please contact the office of the Vice President for Academic Affairs and Dean of the Faculty.

6.1.4.2 Case Western Reserve University and Columbia University

In cooperation with Case Western Reserve University and Columbia University, Bethany College permits students to earn both a bachelor's degree from Bethany and a B.S. in engineering from a cooperating school upon completion of a five-year sequence.

Students spend three years in the liberal arts environment at Bethany and then attend Case Western Reserve University or Columbia University for an additional two years. Students interested in engineering should plan to take Physics 201-202 and Mathematics 201-202 during their first year. Other courses should be chosen with regard to the particular subfield within engineering that interests the student. Students considering this program should contact the pre-engineering advisor to plan their degree program.

6.1.4.3 Duquesne University

In cooperation with Duquesne University in Pittsburgh, Pennsylvania, Bethany College has established an innovative three-three program which permits a student to complete three years of undergraduate work at Bethany and then enter the Duquesne University Law School for completion of the J.D. degree after three more years of study (four years in the Evening Division).

Students receive a bachelor's degree from Bethany upon successful completion of the first year of the law program and having completed all college-wide requirements for a Bethany degree. Additional information about this program may be obtained from the office of the Vice President for Academic Affairs and Dean of the Faculty.

6.1.4.4 Digital Design Program with The Art Institute of Pittsburgh

Bethany College Communications and Media Arts Department administers a program in conjunction with the Art Institute of Pittsburgh (AIP). Communications and Media Arts majors spend their junior year in the city of Pittsburgh taking classes at AIP and graduate from Bethany

with an emphasis in digital design. Students complete courses in the Communications and Media Arts major for three years and at AIP in digital design for one year. For more information, contact the Chair of the Business, Communications and Media Arts Department.

6.1.5 Internships

Students may spend a semester combining practical professional experience with formal off-campus study. A student wishing to do this must obtain a position in the chosen area and arrange independent study credit which integrates this work experience with formal theoretical study.

A written proposal, signed by the faculty member responsible for supervising and evaluating the internship program, must provide a description of the student's goals in undertaking the program, a description of the experience including a summary of responsibilities and the name of the supervisor, a description of the formal independent study course work, an explanation of the way in which the program will integrate the work experience and the formal independent study course work, and a description of the methods to be used in supervising and evaluating the entire project.

Students may earn eight credits upon satisfactory completion of the project with the approval of the respective chair of the department in which the credits would be earned. A student may apply for one academic credit for every 50 hours of internship work completed. An internship is normally one semester or summer. Internships during the semester are limited to 15 hours per week and three credit hours per semester for a full-time student taking 12 or more credits of additional course work. Summer internships can have increased hours. Students must have a 2.0 cumulative GPA and have junior or senior status.

6.1.6 Study Abroad

Qualified students may earn academic credit for formal study completed in a country other than the United States. To be eligible for study abroad, a student should normally have junior standing. Approval by the faculty International Education Committee is also required. Several programs for study abroad are part of the Bethany curriculum. A student enrolled in one of them remains registered at Bethany and may remain eligible for some forms of financial aid. Students and their advisors should consult with the Director of Financial Aid before registering for a study abroad program.

Students considering study abroad should work closely with the Director of International Studies and the Director of Financial Aid to ensure a clear understanding of the costs and financial aid implications.

6.1.6.1 Heidelberg Program

Qualified Bethany students may enroll for a semester or a full year in such courses as German language, literature, history, and civilization at the Pädagogische Hochschule in Heidelberg, Germany. The first four weeks are spent in an intensive language course at a Goethe Institute. The Bethany representative and former Bethany exchange students from Heidelberg serve as counselors to Bethany's students while they are at Heidelberg.

6.1.6.2 Paris Sorbonne Program

By special arrangement with the Sorbonne, qualified Bethany students may enroll for a semester or a full year in its Cours de Langue et de Civilisation Française. A Bethany representative in Paris serves as counselor to Bethany's students during their stay at the Sorbonne.

6.1.6.3 Seigakuin Program

By special arrangement with the Seigakuin University of Saitamaken, Japan, qualified students may enroll for a semester or full year for studies in a variety of subjects or arrange for independent studies. Courses in Japanese language and culture are offered. A Bethany representative at Seigakuin University serves as counselor to Bethany students during their stay in Japan.

6.1.6.4 Spain Study Program

By special arrangement with the University of Navarra in Pamplona, qualified Bethany students may enroll for a semester or full year. A Bethany representative at the University of Navarra serves as counselor to Bethany's students during their stay in Pamplona.

6.1.6.5 United Kingdom Programs

Bethany College makes three programs for study in the United Kingdom available to its students. Enrollment is limited. Restrictions on the use of financial aid resources apply.

6.1.6.5.1 Oxford (England) Program

Qualified Bethany students may enroll in either the fall or spring semester as affiliate students at an Oxford College through the Oxford Study Abroad Program. They take tutorials with Oxford faculty, have library, dining, and social privileges at their affiliate college, and enjoy other University privileges.

6.1.6.5.2 Regent's College (London) Program

Qualified Bethany students may enroll in either the fall or spring semester at Regent's College, London. Regent's offers a broad range of courses, including many which meet regular Bethany graduation requirements, as well as special courses designed to take advantage of its London/United Kingdom setting. Internships may also be available.

6.1.6.5.3 Harlaxton College Program

Qualified Bethany students may enroll in either the fall or spring semester at Harlaxton College, near Grantham, Lincolnshire. Students choose from the full range of curriculum offerings at Harlaxton College, including courses that traditionally meet general education requirements, as well as a British Studies course which features an interdisciplinary approach to the analysis of English culture. Harlaxton College is owned and operated by the University of Evansville (Indiana).

6.1.6.6 East Central Colleges Exchange Programs

As a result of Bethany College's participation in the now defunct East Central Colleges, students may still benefit from a series of exchange agreements developed by the consortium of East Central Colleges and administered through Muskingum University, qualified Bethany students may remain registered at Bethany while living and studying for a semester or full year at one of the following institutions:

1. The American College of Thessalonica in Greece;
2. Blas Pascal University at Córdoba in Argentina;
3. The Inter-American University at San Germán in Puerto Rico;
4. Kansai Gaidai University at Osaka in Japan;
5. The University of Karlstad in Sweden;
6. The University of Passau in Germany;
7. The University of Prince Edward Island at Charlottetown in Canada;
8. The University of Québec, at any of six campuses, in Canada; and
9. The University of Saskatchewan at Saskatoon in Canada.

Students interested in one of these programs should consult the Director of International Studies.

6.1.6.7 Webster International Network Schools

Bethany College's partnership with Webster University allows for students to engage in full-term and short-term programs around the world. Webster University has international campuses in Austria, the Netherlands, Switzerland, the United Kingdom, and Thailand, as well as international exchange partners in Brussels, Belgium; Beijing, China; Trier, Germany; Japan; Guadalajara, Mexico; and Oviedo, Spain. In addition to these semester-long destinations, a variety of short-term travel courses are also available through this partnership. Information about these opportunities, and how to apply, can be found at www.webster.edu/study-abroad/index.html.

6.1.6.8 Other Programs

Bethany students have participated in additional programs for study abroad. The Director of International Studies can provide interested students with information about such programs.

6.1.7 The Washington Center

The Washington Center for Internships and Academic Seminars enables students to earn college credit for full-time Washington-based internships and short-term academic seminars. Participants in the program must be recommended by the campus liaison and have the approval of the Vice President for Academic Affairs and Dean of Faculty. Restrictions on the use of financial aid resources apply.

6.1.8 State Government Study

The Department of History and Political Science administers a program in conjunction with the West Virginia University Foundation in which an outstanding junior or senior is selected each year to spend one week studying the three branches of state government in Charleston, West Virginia. Students may earn two credits for participating in this program.

6.1.9 External Programs

Bethany College develops special programs for older adults through intensive, short-term residential and off-campus seminars, institutes, courses, and workshops. These programs generally serve business, industrial, educational, professional, and church organizations.

Each summer, the Bethany campus and facilities are used for camps for youth, including camps for sporting activities, church groups, and musical groups. Retreats and workshops also are conducted on the Bethany campus.

6.1.10 Appalachian College Association

Bethany College is a member of the Appalachian College Association (ACA), a nonprofit consortium of 35 private two- and four-year liberal arts colleges and universities spread across the central Appalachian mountains in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia. From its headquarters, the ACA helps develop and share ideas, information, programs, and resources in such areas as faculty development, library and information technology services, student-centered research and service projects, and international travel.

6.1.11 Academic Support Services

6.1.11.1 Library and Information Technology Services

Library Services: The primary center for library services is the T.W. Phillips Memorial Library which serves the Bethany College community by helping users identify, select, access, and evaluate information resources. Library holdings include more than 250,000 physical items, a broad yet selective group of electronic resources, extensive archival and special collections, and the Grace Ryland and William Henry Robinson Children's Library.

As a member of the Appalachian College Association the campus has access to a core collection of more than 100,000 eBook titles and eight database collections through the Bowen Central Library of Appalachia: ARTstor, Encyclopedia of Life Sciences, JSTOR, Oxford Art Online, Oxford Music Online, Polling the Nations, and Statesman's Yearbook. Online resources are further enhanced with more than 40 other online resources including: Academic Search Complete, Films on Demand, Credo, Lexis-Nexis Academic, Communication & Mass Media Complete, ATLAS, Mango Languages, Gale Virtual Reference Online, and Psychology & Behavior Sciences Collection. EBSCO Discovery provides a one-search interface to these resources as well as the library's online catalog.

6.1.11.1.1 Library Collection

The T.W. Phillips Memorial Library serves the Bethany College community by helping users identify, select, access, and evaluate information resources in a variety of formats. Local holdings include more than 250,000 physical items: books, periodicals, newspapers, audiovisuals, and archival materials. Additionally, the library subscribes to a broad yet selective group of electronic databases that provide access to online magazines, journals, primary source documents, and eBooks. Access to these resources is provided both in-house and through the Internet. Specialized collections located in the library building include the Bethany College Archives, the Center for Campbell Studies, the Upper Ohio Valley Collection, the James Schuyler Poetry Collection and related materials.

6.1.11.1.2 Computer Labs

There are multiple open-use computer labs on campus. Two labs are available 24 hours a day, 7 days a week. Both Apple Macintosh and Windows OS computers are available for student use. Strategically placed “walk-up” computer stations enable access to the Internet for e-mail and course needs.

6.1.11.1.3 Residential Halls

Each room in the residential halls contains basic high-speed network connectivity, basic cable TV service, and telephone ports. Students may individually purchase enhanced internet and cable options by contacting Comcast directly at 855-638-2855. Before calling, if available, please have the equipment ID ready:

- Cable box: *Serial Number* on the back/bottom of the unit.
- Modem: *HFC MAC ID* (12 alphanumeric characters), bottom of unit

Telephone service paid for by the student includes local and campus phone calls, along with voicemail service.

6.1.11.1.4 Wireless

Wireless access is available in a variety of academic and student life buildings on campus. Students, faculty and staff are able to utilize this service for high-speed internet connectivity.

6.1.11.1.5 Classroom Media

Numerous classrooms contain academic instructional technology such as computers, projectors, DVD/VCRs, TVs, visual presenters, “smart boards”, etc.

6.1.11.2 McCann Learning Center

The McCann Learning Center, located on the main floor of Cramblet Hall, is a convenient and inviting place on campus to develop or enhance skills that promote academic success at the college level. Equipped with state of the art technology, the Center houses Academic Support Services, the Writing Center, the Program for Academic and Social Success (PASS), and Disability Services. The Center provides a helpful, relaxed environment that promotes effective studying and academic success.

6.1.11.2.1 Academic Support Services

Academic Support Services are available to all Bethany students. Student resources include Supplemental Instruction, study groups, individual content tutors, course-specific software, study and meeting rooms, and study skills media and instruction. Individual and small group study skills workshops are also provided.

6.1.11.2.2 Writing Center

The Writing Center is available to assist students with all steps of the writing process from generating ideas to publishing products. The professionals and student writing assistants who staff the Writing Center are committed to providing students with the support necessary to become competent writers. The Center is also a place where students can informally share their writings with other students.

6.1.11.2.3 Program for Academic and Social Success (PASS)

PASS is a program specifically designed for students identified as having recognized learning disabilities and attention deficit disorders. Students participate in 1:1 appointments with certified, experienced learning specialists to develop the metacognitive and multisensory strategies necessary for college success. A separate application process is required for PASS, and an additional fee based upon the level of services is charged.

6.1.11.2.4 Disability Services

Students with documented disabilities are provided accommodations on a case-by-case basis in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

6.1.11.2.5 Beth-Bridge Early Experience

Beth-Bridge is a support program that Bethany College offers in the summer preceding the first year to assist students in realizing what it takes to become a successful college graduate. Bethany only invites students into the program who demonstrate a sincere interest in attending college, but whose records indicate that there could be great benefits gained from an intense pre-college experience. This two-week program consists of a preparation study-skills course for academic credit, workshops for transition to College, and several on- and off-campus extracurricular activities.

6.1.12 Thomas Phillips Johnson Recreation Center

Thomas Phillips Johnson Recreation Center is located adjacent to the Hummel Field House. The Center includes the natatorium, racquetball courts, fitness and weight training facilities, locker rooms, and indoor track, and a general purpose floor that accommodates a number of sports, including basketball, volleyball, and tennis. This building was designed to support general recreation and intramural athletics.

6.2 General Academic Policies and Procedures

6.2.1 Course Load

A full-time student is defined as any student carrying at least 12 credits during a semester. Normally a student enrolls for 15 to 18 credits each semester. A course load exceeding 18 credits is always considered an overload. Permission to enroll for additional credits must be obtained from the Vice President for Academic Affairs and Dean of the Faculty. Applications for excess credits are available in the Office of the Registrar.

Students enrolled for more than 18 credits in the Fall or Spring Semester will be charged an additional fee for each credit beyond 18 in addition to the regular full-time tuition. This fee is listed in the Undergraduate Expenses section of the Catalogue.

6.2.2 Course Offerings

Most courses listed among departmental offerings are offered annually. Some, however, are offered every other year and a few are offered in three-year cycles. Students should see their advisors or respective department chairs for a long-range course plan.

6.2.3 Activity Courses

Some courses which emphasize practice and performance are considered activity courses. Of the 128 semester credits required for a Bethany College degree, no more than eight credits may be earned in activity courses and no more than four of these eight credits may be earned in activity courses offered by a single department. However, a student may enroll in additional activity courses which will be listed on official transcripts and become part of the student's cumulative record.

6.2.4 Independent Study

Each department offers independent study for those students who have demonstrated the ability to work individually in some area of special interest. The student selects an area of study, subject to the approval of the chair of the department. Upon approval, the student then completes an Application for Independent Study in the Office of the Registrar before the start of the semester. First-Year students may not register for independent study courses. Independent study courses are not offered in courses that are being offered in the current semester.

6.2.5 Cross-Listed Courses

When a course which is part of a department's requirements for its major may be taken for credit in more than one department, a student majoring in that field may register for the course in any department in which it is listed, but the course will count as part of the maximum credit which may be earned by the student within the major department.

6.2.6 Special Examinations

A student justifiably absent from a final examination or a test given in connection with regular class work is permitted to take a special test without payment of fees with the consent of the instructor and approval of the Vice President for Academic Affairs and Dean of the Faculty. For

any other special examination a fee must be paid at the Business Office before the examination is taken and the proper receipt must be presented to the instructor at the time of the examination.

6.2.7 Change of Schedule

During the first five class days of first and second semester, a student is permitted to add or drop any course without penalty. A Course Change Form, available from the Office of the Registrar, must be filled out and signed by the student and submitted to the Registrar, in order to be applied. After these first five days, no courses may be added.

To withdraw from a course, the student must pick up a Course Withdraw Form from the Office of the Registrar. In order for the request to be processed, all sections of the form, complete with signature, must be completed and submitted directly to the Registrar. Students can withdraw from a course beginning in the second week of the semester through the end of the week nine.

6.2.8 Academic Standards and Expectations of Educational Integrity

Honesty and academic integrity are essential to Bethany College's purpose and vital intellectual pursuits. Therefore, academic integrity is expected, required, and demanded of all Bethany College students. A student's academic work and conduct should always represent the student's private and personal best efforts and thus should be above reproach. Breaches of academic honesty at Bethany College constitute a violation of the Student Code of Conduct and include acts such as:

- Cheating: using unauthorized materials, taking another's work and using it as one's own, providing work to another student to copy or adapt, allowing another to do one's work and submitting it as one's own, obtaining inappropriate assistance from another or from other sources during a quiz or test, sharing work via technological means with others without authorized permission, unauthorized collaboration on an assignment, or doing anything that would allow anyone to gain an unfair advantage over another's academic success;
- Collusion: an agreement or cooperation between two or more people for a fraudulent or deceitful purpose, or the approval or knowledge of another's fraudulent or deceitful purpose;
- Plagiarism: taking another's work and presenting it as one's own without citing or failing to document appropriate sources;
- Fabrication: unauthorized creation or invention of any data, information, or citation;
- Falsification: misrepresenting, altering, or lying to gain unfair advantage.

6.2.8.1 Procedure for Dealing with Violations of Academic Integrity

Consequences resulting from violations of academic integrity in a class may range from failure for the particular assignment to failure for the course in accordance with the policies articulated

in the course syllabus. Additionally, all breaches of academic integrity *must* be reported to the Office of the Vice President for Academic Affairs and Dean of the Faculty. Instructors must:

- Fill out and turn in the “Violation of Academic Integrity Form” to the Office of the Vice President for Academic Affairs and Dean of the Faculty. See below for description.
- Provide clear documentation that a violation of academic integrity has occurred. In cases where a group of students or an entire class is accused, the instructor must provide documentation that clearly incriminates each student he or she turns in.
- Agree, along with his or her student, to follow through with the penalty prescribed or, in cases where student and instructor disagree on either the violation or prescribed penalty, agree to follow through with the decision of the Academic Standards Committee. The penalty must be in line with the range of disciplinary actions set out in the instructor’s syllabus.
- Inform the student of his or her intentions to turn in the form.
- Request, in cases where the instructor believes a particular violation of academic integrity merits a penalty more severe than failure of the course, a hearing with the Academic Standards Committee. In cases such as these the instructor writes a letter detailing the case, attaches appropriate copies of evidence, and requests a hearing (see section 7.6.3 of the *Bethany College Policy Manual, Vol. VII, Student Life Policies*). The Academic Standards Committee reviews the merits of the case and decides whether or not it will hold a formal hearing.

6.2.8.2 Violation of Academic Integrity Form

In cases where a violation of academic integrity has been clearly identified, instructor and student must fill out the Violation of Academic Integrity Form. This form is to be used for recording violations of academic integrity and the sanctions as specified by the individual instructor’s course syllabus. If there is no appeal by the student, no additional action will be taken, unless this specific accusation is proven true and represents the student’s second or a compounded instance of academic dishonesty. Further penalties may result from actions of the Academic Standards Committee. Appeals of the Academic Standards Committee decisions must be directed to the Vice President on Academic Affairs or his/her designee.

The student is required to sign this form within *five working days* from the date this form was sent to the student. The *five working days* will be calculated from the email-sending date or the US Postal Service postmark (in which case the student *must* provide the postmarked envelope), whichever date is later. If the requirement is not met, it will be understood the student admits to the violation as described on the form.

6.2.8.3 Compounded Violations of Academic Integrity

Forms recording first-time violations of academic integrity are filed in the Office of the Vice President for Academic Affairs and Dean of the Faculty and result in no further discussion or

repercussion so long as the student and instructor follow through with the prescribed penalties and the student accumulates no further violations of academic integrity. In cases where Part B of the Academic Integrity Violation Form is used and the Academic Standards Committee finds reason to clear the student of charges, the student may request to have the form removed from his or her file.

Second-time violations of academic integrity are noted when a second form is filed. Second-time violations result in both instructor-mandated penalties and a mandatory meeting with the Vice President for Academic Affairs and Dean of the Faculty. Failures to attend such meetings are referred to the Academic Standards Committee.

Third-time violations of academic integrity are noted when a third form is filed. Third-time violations are referred by the Vice President for Academic Affairs and Dean of the Faculty to the Academic Standards Committee and may result in a recommendation of expulsion, suspension, or other appropriate action.

6.2.8.4 Grading System

Letter grades given for Mid-term (reported at the 8th week of each semester) and Final grades and their equivalents in quality points are:

A.....4.00	B3.00	C.....2.00	D 1.00
A-3.75	B-2.75	C-.....1.75	D- 0.75
B+.....3.25	C+2.25	D+1.25	F..... 0.00

Students are required to take at least 100 credits of letter-graded work.

Grades mean: A = *Excellent*, B = *Good*, C = *Fair*, D = *Poor*, F = *Failure*.

Other report abbreviations and their meanings are:

INC *Incomplete*. No quality points or credits will be awarded or counted toward the calculation of a student's grade point average for incompletes unless the student is already on probation* Poor academic performance is not, in and of itself, a reason for an INC. An incomplete must be removed by the end of the fourth week of class of the following semester, unless an extension of time is granted by the instructor and the registrar is notified. It is the student's responsibility to submit an application for an extension of time signed by the instructor of the course and submitted to the registrar in a timely manner. Four weeks after the beginning of the following semester, an INC will be recorded as an "F" and averaged into the student's grade point average. The grade can be changed within one year from the date the incomplete was submitted to the registrar's office if the instructor accepts the work in question. After one year, an INC will be permanently recorded as an "F".

*If a student is already on academic probation, an incomplete will be averaged into the calculation of the grade point average as an "F". These students must complete all work before the beginning of the next semester.

Students with an INC will not be eligible for the Dean's List or the President's List or consideration for honors until the INC is removed.

CR *Credit*. No quality points.

NCR *No-Credit*. No quality points or academic penalty.

W *Withdrawal*. Indicates withdrawal from a course before the end of the ninth week of a full-semester course or before the fifth week of a half-semester course. Carries no quality points or credits.

WP *Withdrawal while passing*. Indicates withdrawal while passing from a course after the ninth week of a full-semester course or after the fifth week of a half-semester course. Carries no quality points or credits.

WF *Withdrawal while failing*. Indicates withdrawal while failing from a course after the ninth week of a full-semester course or after the fifth week of a half-semester course. Carries no quality points or credits.

SP *Satisfactory Progress* on Senior Project. No quality points.

UP *Unsatisfactory Progress* on Senior Project. No quality points.

AUD *Audit*.

NG *No grade*. Used at mid-term only.

Any upper-class student who carries 12 credits of letter-graded academic work may elect to take additional work on a Credit-No Credit basis in courses which are not used for the major, a minor, or any graduation requirement. First-Year students may not take academic courses on a Credit-No Credit basis.

6.2.9 Grade Discrepancies

Any grade that has been submitted to the Registrar by an instructor is considered final. Grades may not be changed by allowing a student to do additional work (e.g. retaking exams, rewriting papers, extra credit projects, or other assignments not outlined in the course syllabus); by any change in course requirements that did not apply to all students enrolled in that particular class; or for any purpose other than (1) to correct a demonstrated error in calculation or recording; (2) pursuant to a confirmed finding of academic integrity violation (see Academic Expectations of Educational Integrity) or (3) pursuant to a decision in a student academic grievance.

If a student wishes to appeal a grade that the student believes has been erroneously or unjustly determined, the student must [first] try to resolve the issue through informal discussions with the instructor. If no mutually satisfactory resolution is reached and the student wishes to pursue the appeal the student must adhere to the following procedure:

1. No later than 14 days into the semester immediately following the semester for which the grade report in question was recorded, the student must send to the course instructor a written request for a change in the grade. The written communication must contain specific details about the graded work (such as grades received on exams, projects and papers) and must describe the specifics of the potential grade discrepancy. The course instructor must respond within 14 days of receiving the letter to questions raised by the student and correct any grade found to be erroneous or unjust. If the instructor believes that the grade should remain as previously recorded, the response to the student must be a written one. If the instructor is the department chair, the appeal process continues with Step 3.
2. Within 14 days of the date on which the response was written, the student may appeal the decision by notifying the instructor's department chair. The department chair will promptly (within 14 days) confer with the student, the course instructor, and such others as may be helpful. The department chair will then consider all materials and conversations to determine whether the criteria designated in the syllabus or announced in the course were used for determining the grade. The department chair will render a decision that will be transmitted in writing to the student and to the course instructor.
3. Within 14 days of the date on which the chair's response was written, the student or the instructor may appeal the decision by notifying the Academic Standards Committee (ASC). The ASC will promptly (within 14 days) confer with the student, the course instructor, and such others as may be helpful. ASC will then consider all materials and conversations to determine whether the criteria designated in the syllabus or announced in the course were used for determining the grades and whether procedures specified were followed in the appeal stages and render a decision transmitted in writing to the student and to the course instructor.
4. The student may (within 14 days of the decision by the ASC) make a final appeal of a grade to the Vice President for Academic Affairs and Dean of the Faculty.

If in any of the appeal stages, the course instructor or department chair does not respond to the formal request in the time specified, the student may immediately take the next step in the procedure. If at any point, the student does not challenge the grade within the deadline specified, the grade will remain as recorded.

6.2.10 Classification of Students

Students attain sophomore standing when they have earned 25 credits, junior standing when they have earned 60 credits, and senior standing when they have earned 94 credits.

Students are not considered candidates for the baccalaureate degree until they have earned senior classification, have filed an application to take the Senior Comprehensive Examination in the major, and have filed an application for a degree.

6.2.11 Probation and Dismissal

A satisfactory scholastic record at Bethany requires a student to have a semester's grade point average of at least 1.70 during the freshman year, 1.80 during the sophomore year, and 2.00 during the junior and senior years. For purposes of determining this average, the Fall semester and the following January Term will be considered together, and the Spring semester and May Term will be considered together. January Term and May Term are not considered to be "semesters" for purposes of this policy. Students who have an unsatisfactory scholastic record at Bethany are placed on academic probation or dismissed from the College as described below.

Academic probation is a warning that academic performance is unsatisfactory and that unless significant improvement is made, continuation at Bethany will not be permitted and the student will be dismissed. Academic dismissal is a result of a semester on academic probation directly followed by an unsatisfactory scholastic record in the next semester, unsatisfactory scholastic records in three semesters, or a grade point average of less than 0.500 in any one semester. Students who believe their grades are a result of unusual or extenuating circumstances may appeal their dismissal to the Academic Standards Committee (ASC) for its review and an exception to college standards. The ASC's decision may be appealed to the Vice President for Academic Affairs and Dean of the Faculty for a final decision. The procedure and deadlines for appeal are attached to the probation and dismissal letters. Specific policies regarding multiple scenarios may be found in Section 6.2.12.1 of this manual.

6.2.12 Academic Standards Committee

The Academic Standards Committee is composed of appointed members of the full time faculty and administration of Bethany College charged with the responsibility of developing and applying policies and procedures related to academic expectations. These policies and procedures include scholastic record reviews, probation and dismissals, academic honesty issues, and grade discrepancies. The committee also acts upon requests for deviations from graduation requirements, as well as student appeals for exemptions from established academic policies.

Students who have been dismissed for academic reasons or who have withdrawn from the College while on probation must be readmitted by formally appealing to this committee. Necessary forms and specific guidelines are available from the Registrar.

6.2.12.1: Bethany College Academic Standards Committee Policies and Procedures

- A. If a student's grade point average for the semester is below 0.50, the student is dismissed.
- B. If a student's grade point average is below the student's classification (see chart), the student is considered to have an unsatisfactory scholastic record for that semester.

Classification	Credit Hours	Grade Point Average
Freshman	below 25	0.50-1.70
Sophomore	25-59	0.50-1.80
Junior	60-93	0.50-2.00

Senior	94 and above	0.50-2.00
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If a student's grade point average is below the student's classification, but is at least 0.50, the student is placed on academic probation unless the student was admitted or registered on academic probation in which case the student is dismissed.

- C. If a dismissed student completes "incomplete" classes and the resultant semester grade point average is above the established level, the student is reinstated, effective for the upcoming semester if registration has not yet closed.
 - a. If a student on probation completes "incomplete" classes and the resultant semester grade point average is above the established level, the student is automatically removed from probation for that semester.
 - b. Students who are dismissed for academic reasons should remain separate from the College for two semesters following dismissal. Dismissed students are not eligible to sit for the Senior Comprehensive Examination.
 - c. In rare cases, exceptions may be made to these policies; if the student has a medical problem or other extenuating circumstances that indicates the grade point average is not a reflection of usual and adequate academic production.
 - d. A student having an unsatisfactory scholastic record for three semesters is [permanently] dismissed.

I. Readmission to Bethany College after not attending one or more semesters.

- A. In good standing at the time of leaving: the student is readmitted. The Registrar can readmit the student if the Dean of Students approves and coursework elsewhere if any has been completed with grades of "C-" or better.
- B. On probation at the time of leaving: student must apply for readmission to Bethany College. Academic Standing Committee may readmit or deny readmission.
- C. Dismissed from Bethany College: student must apply for readmission to Bethany College. The Academic Standards Committee may readmit or deny readmission.
- D. See the list of the types of information considered in appeals for items that may assist the Academic Standards Committee in its deliberations (VII-B-4).

II. Requests for deviation from graduation and major requirements.

- A. The Academic Standards Committee also considers requests for deviation from graduation and/or major requirements. Such requests should include a rationale and must have advisor and/or department support.

III. Student Appeals of Academic Standards Committee actions.

- A. If a student who has been dismissed believes that unusual or extenuating circumstances surround the student's academic failure, the student may appeal the dismissal to the Academic Standards Committee.
- B. Procedures for appealing and academic dismissal.
 - 1. The student must notify the Registrar by the specified date of the student's intention to appeal due to unusual and extenuating circumstances.
 - 2. The student should consult with the academic advisor, who will be asked to provide the Committee and analysis of the situation.

3. If the student is part of PASS, the student should consult with the McCann Learning Center staff, who will submit information and/or contracts to assist the Committee in its consideration of the situation.
 4. The student must submit a letter of appeal to the Registrar, to be received no later than the specified date. The degree of the student's insight into the student's academic difficulty and the extent to which the student provides evidence of future academic promise will be evaluated. The following list may suggest items to address in an appeal:
 - a. Academic record (including courses taken, patterns of achievement, etc.)
 - b. Attendance records.
 - c. Coursework attempted (at Bethany College or elsewhere) after dismissal or probation.
 - d. Incompletes removed or progress reports on incompletes.
 - e. Proposed schedule and plans to complete all graduation requirements (including the senior comprehensive examination.)
 - f. Enrollment in FDST 115 or other Fundamental Studies courses (attempted or recommended).
 - g. Advisor's recommendation (or Advisor Information Form), plus input from other faculty and staff.
 - h. Change of minor and assignment of advisor in new major.
 - i. Contracts or other formal agreements with faculty or staff.
 - j. Professional counseling, career advising, testing.
 - k. Follow-up to previous Committee recommendations.
 - l. Living arrangements and social plans.
 - m. Citizenship and community service.
 - n. Proven intellectual capacity and potential.
 - o. Verifiable degree of personal insight and problem solving.
- C. If the student appeals the decision of the Committee, the student must appeal to the Vice President for Academic Affairs and Dean of the Faculty, who will render a final decision on the matter.

IV. Membership of the Academic Standards Committee

- A. Five-eight faculty representatives
- B. Representative of the Students Affairs Office (ex-officio).
- C. Registrar of the College (ex-officio).

6.2.13 Changes in Academic Regulations

Bethany reserves the right to amend the regulations covering the granting of degrees, the courses of study, and the conduct of students. Attending Bethany College and receiving its degrees are privileges, not rights. The College reserves the right (and the student concedes to the College the right) to require the withdrawal of any student at any time.

6.3 Registration Policies

6.3.1 Registrar's Office

The Registrar's Office maintains the permanent academic records of all students. In addition, the office is responsible for course registration, classroom scheduling, transcripts, transfer credit, certification of enrollments, determining eligibility for graduation, issuing diplomas, and producing the Schedule of Classes.

Contact the Registrar's Office:

Location: Cramblet Hall

Office Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Phone: x7831 (off campus 304.829.7831)

Fax: 304.829.7796

6.3.2 Transcript of Records

Students wishing transcripts of records in order to support applications for graduate or professional school, to transfer to other schools, or for other purposes should make application to the Office of the Registrar at least one week before the transcript is needed. Transcripts are issued only at the written and signed request of the student, and official transcripts are sent directly to the recipient specified by the student. A fee of \$10.00 for each transcript is charged for all requests. Fees must accompany the request. Requests for expedited receipt of transcripts may entail additional expense. All financial obligations to the College must be paid before a transcript is issued.

6.3.3 Withdrawal

A student wishing to withdraw, either during the semester or for the next semester, should complete a Student Withdrawal form with the Center for Enrollment. This form will be processed to the Registrar's Office, Vice President for Finance, and Office of Student Life. Upon withdrawal, the student must turn in their residence hall keys and student identification card. If these items are not returned, appropriate charges will be placed on the student's account prior to closing that account. Questions about student withdrawal should be directed to the Director of the Center for Enrollment at 304.829.7611.

6.4 Admission Policies

6.4.1 Application

Bethany accepts application for admission from candidates who feel they would benefit from and contribute to a Bethany education. Bethany College is a proud member of the Common Application. Prospective students can submit their applications in the following way through the Common Application, by paper application or through our online application on the Bethany College website www.bethanywv.edu/prospective-students/apply-online. There is not an application fee for any of the applications. Bethany College has the right to refuse or revoke the admission of a prospective or current student due to a criminal background.

Admission is based on a careful review of all credentials presented by the candidate. The Center for Enrollment accepts candidates it considers best qualified among those applying. The meeting of minimum standards does not in itself assure admission. After acceptance, enrollment is contingent upon a candidate's successful completion of secondary school.

The College seeks students who have prepared themselves for a liberal arts curriculum by taking at least 15 units of college-preparatory work. Although the College does not absolutely prescribe how these units should be distributed, it encourages a minimum of four years of English, three years of mathematics, three years of science, three years of social science, and two years of a foreign language. For students who have developed individual curricula, have been home schooled, or are involved in experimental honors programs, the Center for Enrollment makes special evaluations.

6.4.2 Visiting Bethany

An on-campus interview with an admission counselor is highly recommended. A campus visit enables the student to develop a more thorough understanding of the College and its expectations. A comprehensive tour, observation of classes, and interaction with Bethany students and faculty are available if desired by the applicant. Arrangements must be made through the Center for Enrollment.

Lodging for parents is available on campus at Gresham Inn and at nearby lodges and motels. Transportation arrangements from the Greater Pittsburgh International Airport and from the Pittsburgh rail and bus terminals may be arranged through the Center for Enrollment.

The Center for Enrollment is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and most Saturdays from 10 a.m. to noon throughout the academic year. Appointments may be made by calling 304-829-7611 or 800-922-7611, or by writing the Center for Enrollment, Bethany College, 31 E. Campus Dr. #4, Bethany, West Virginia 26032-3002; e-mail: enrollment@bethanywv.edu. Three days advance notice is requested to make proper arrangements for visits.

Information on admission and registration fees, and details on expenses, aid, and scholarships can be located in the current Catalogue.

6.4.3 First-Year Students

Application for admission requires the submission of the following: a completed application form; a transcript of secondary school work; a letter of reference; and scores from either the College Entrance Examination Board Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT). An on-campus interview is strongly recommended, but not required.

Candidates for admission may also submit other materials in support of their applications, such as examples of poems, plays, or short stories that they have written, samples of their art work or photography, journalistic pieces they have had printed, programs indicating their musical or dramatic endeavors, or clippings depicting activities for which they have received recognition.

Rolling admission enables Bethany to evaluate and act on completed applications as soon as they are submitted. Therefore, each applicant is notified of Bethany's decision approximately two weeks after all credentials have been received.

The application for admission and the acceptance are valid only for the academic year for which the application has been made.

6.4.4 Transfer Students

The College welcomes qualified transfer students. Applicants for transfer must have a good academic record in the institution attended and must present full credentials for both college and preparatory work, including a statement of good standing that is to be completed by the Dean of Students of the previously attended institution.

Applications for transfer students are accepted year round. A thorough transfer analysis is completed by the Registrar's office to determine the amount of credits that will transfer in to Bethany College. The Center for Enrollment encourages transfers to apply well in advance as the process for transferring can take up to a month for everything to be completed.

6.4.5 Community College Graduates

Students who have received or will receive an Associate in Arts or Associate in Science Degree and find Bethany's curriculum suited to their educational goals are encouraged to apply.

Students transferring to Bethany with the A.A. or A.S. Degree who are granted a minimum of 60 credits, enter as juniors, and receive all the rights and privileges of upper class students.

The College assists holders of Associate degrees to complete their baccalaureate programs within two years at Bethany. However, the completion of some major programs may require more than two years at Bethany.

6.4.6 Early Admission

Some students complete their secondary school graduation requirements a year early and decide to enter college after the junior year. For those who have demonstrated maturity and show evidence of a strong academic background, Bethany offers a program for early admission. For early admission, the usual admission procedures must be followed. In addition, the student must have an interview on campus and the student's high school counselor must confer with the Bethany Director of Enrollment and Financial Aid.

6.4.7 Bethany Scholars Program

Qualified area high-school students have the opportunity to take college courses at Bethany College free of charge during the regular semesters or as part of special summer offerings. The program is open to students who have successfully completed the 10th grade in high school and are located in Brooke, Hancock, Ohio and Wetzel counties in (WV), Washington County (PA) and Jefferson County (OH). Students must rank in the top 15 percent of their class and be nominated to participate in this program by a teacher, guidance counselor, or principal on an official Bethany College nomination form. Students who are home-schooled will be considered on an individual basis. Students may take a total of 6 hours per semester in their junior and senior years of high school.

Students who enroll in at least one course through this program will be designated Bethany Scholars for the term. They will be granted library privileges, given assistance in college

selection and financing, preferential consideration in Bethany scholarship awards, and be admitted free-of-charge to college athletic, musical and cultural events.

The College also offers a variety of college-level courses in partnership with a number of area high schools. Some fees will apply for non-campus based courses.

6.4.8 Advanced Placement and Credit by Examination

Credit may be received or courses waived as a result of high scores on the College Entrance Examination Board Testing Program for Advanced Placement and the higher level examinations of the International Baccalaureate Program. The waiving of courses and granting of credit, however, are departmental matters and require consultation with the chair of the appropriate department.

Students may receive advanced placement and/or credit from any department in the College through a testing program. Those who wish to receive credit by examination should consult with the Registrar and the chair of the appropriate department.

6.4.9 Program for Academic and Social Success

The Program for Academic and Social Success (PASS) provides a comprehensive set of services specifically designed to support students with learning disabilities and attention deficit disorders in the college mainstream. The program promotes the development of skills which enhance a student's ability to undertake successful college-level work and engage in lifelong learning.

In order to participate in PASS, a student must also be admitted to Bethany College. In addition to the application, high school transcript, recommendations, and SAT or ACT scores, the student must submit complete documentation of the learning disability. Complete documentation consists of a current psycho-educational evaluation (within 3 years) and it must include recommendations for any adaptive devices, assistive services, etc. All candidates applying for PASS should schedule an interview with the PASS coordinator prior to the beginning of the school year. Interviews can be scheduled by the Center for Enrollment.

Students with documented disabilities are offered accommodations on a case by case basis in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

6.4.10 International Students

Bethany encourages applications from residents of other countries. Prospective international students may apply to Bethany through the application form which appears on the Bethany College website at <https://www.bethanywv.edu/prospective-students/apply-online>.

In addition to the application form, prospective international students must submit a complete secondary school transcript, "O" or "A" level examination results (if appropriate), a certificate of financial support (available on the website address listed above), an official bank statement demonstrating financial sufficiency for at least one year's total expenses, and one letter of recommendation. English language proficiency must be demonstrated for any student whose native language is not English. This may be satisfied with a preferred score of 90 (internet-based) on the TOEFL examination, or by completing the highest-level coursework offered by the

Intensive English Language Center with a passing grade. The College prefers the examinations or coursework to have been taken within the past 3 years. Bethany College will also accept the equivalent form of testing (IELTS) with a preferred score of 7.0. Bethany does provide merit-based scholarships for international students, but does not provide need-based financial aid. Upon acceptance to Bethany, students will receive written notification, and once all financial support documentation has been received, the Form I-20 is sent to secure a student visa from the nearest U.S. Embassy or Consulate. In order to be enrolled, each student's account must be paid in full on or before the specified due dates applicable to each semester.

Prospective international students are urged to begin the application process as early as possible and to have submitted all appropriate credentials and documents at least four months prior to the beginning of the semester in which they wish to enroll.

6.4.11 Application Fee

Bethany does not require an application fee.

6.4.12 Registration Deposit

A student accepted for admission or readmission is required to pay a \$150 registration deposit. This deposit is refunded after graduation.

A student who has been accepted for admission and has paid the registration deposit but decides not to attend Bethany may submit a request in writing for a refund of the registration deposit before May 1 prior to the intended matriculation.

6.4.13 Application for Readmission

Students who were previously enrolled at Bethany College but left for any reason can apply for readmission.

All students must apply for readmission through the Center for Enrollment. The Center for Enrollment will provide all students with the necessary materials to apply for readmission.

6.5 Academic Honors and Awards

Bethany encourages achievement in scholarship and leadership in student affairs by public recognition at Commencement, Honors Day, and other suitable occasions.

6.5.1 Graduation Honors

Students who have done academic work of unusual merit are graduated with honors: *Summa Cum Laude* (3.85); *Magna Cum Laude* (3.65); *Cum Laude* (3.35).

6.5.2 Departmental Fellowships

Departments have the ability to create fellowships for their students, which may be funded or honorary at the discretion of the department. The criteria for these fellowships are determined by the department but are generally given to majors who excel in the department and are employed

by the department. See the chair of each department for information about departmental fellowships.

6.5.3 President's List

At the end of each semester, students who have demonstrated the highest level of academic achievement (grade-point average of 4.0) and have completed at least 12 graded credit hours during the semester are designated as having achieved the “Highest Distinction in Scholarship” and thus are named as members of the President’s List. Dean’s List

At the end of each semester students who have demonstrated a high level of academic achievement (grade-point average of 3.65 or better) and have completed at least 12 graded credits during the semester are designated as “Students Distinguished in Scholarship” and, thus, members of the Dean’s List. Honor Societies

A number of honor societies have been established at Bethany through the years to recognize academic achievement and campus leadership.

6.5.3.1 All-College

6.5.3.1.1 Bethany Kalon

Bethany Kalon is a junior and senior society established in 1948 to give recognition to students of high character who have demonstrated competent and unselfish leadership in student activities and have been constructive citizens of the College community. Selection is made by members of the society with the advice and approval of the Honors Committee.

6.5.3.1.2 Gamma Sigma Alpha

Gamma Sigma Alpha is the National Academic Greek Honor Society that recognizes the overall scholastic achievements of Greek students. The society is open to junior and senior students who maintain at least a 3.5 grade-point average and are members of a Greek fraternity or sorority.

6.5.3.1.3 Gamma Sigma Kappa

Gamma Sigma Kappa is a scholastic society founded at Bethany in 1932. Degree-seeking students who have achieved a high cumulative scholarship index (over at least four consecutive semesters, provided that in no semester their scholastic index falls below a 3.00 and provided they have completed at least 12 graded credits in each of the semesters) may, upon recommendation of the Honors Committee, be considered for membership. No more than 10 percent of any class will be recommended.

6.5.3.2 Biology

6.5.3.2.1 Alpha Phi Chapter of Beta Beta Beta

Alpha Phi Chapter of Beta Beta Beta is for students of the biological sciences. Its purpose is to stimulate sound scholarship, to promote the dissemination of scientific truth, and to encourage investigation into the life sciences.

6.5.3.3 Chemistry

6.5.3.3.1 Pi Alpha Chapter of Gamma Sigma Epsilon

Pi Alpha Chapter of Gamma Sigma Epsilon, a national chemistry honor society, was established at Bethany in 1989. Its purpose is to promote and recognize interest, scholarship, and research in the field of chemistry. Students are elected from those who have completed a minimum of 16 credits of chemistry with at least a 3.00 grade-point average and an overall grade-point average of 2.75, or from students recommended by faculty in the Chemistry Department.

6.5.3.4 Communications and Media Arts

6.5.3.4.1 The Society for Collegiate Journalists

The Society for Collegiate Journalists, a national recognition society in mass media and communications, is designed to stimulate interest in journalism, foster the welfare of student publications, and reward journalists for their efforts, service, and accomplishments.

6.5.3.5 Computer Science

6.5.3.5.1 Upsilon Pi Epsilon

Upsilon Pi Epsilon, an international honor society, recognizes excellence and innovation in the field of computer science. Membership is limited to students who are candidates for a degree in computer science who have completed at least 21 credits toward the major including Computer Science I and II (or the equivalent) with a grade-point average of at least 3.0. Members also must display academic achievement, reputation, and creative abilities which deserve recognition and which enhance the stature of the organization.

6.5.3.6 Economics

6.5.3.6.1 Alpha Chapter of Omicron Delta Epsilon

Alpha Chapter of Omicron Delta Epsilon, an international honor society in economics, was established in 1960 to recognize excellence in the study of economics. Membership is limited to students who have completed a minimum of 12 credits in economics courses, attainment of at least a 3.0 in both those courses and overall, and be in the top third of their class. Students need not be a declared major in Economics, but must demonstrate a genuine interest in economics in addition to meeting the above requirements. *Omicron Delta Epsilon* also sponsors the Coeey-Davis Experiential Learning Fellowship, an endowed fund to support selected students in their efforts to travel abroad, to pursue internships, or to do research. Established in 2011, the fellowship is open to students majoring in Economics, Accounting, Finance or Management.

6.5.3.7 Education

6.5.3.7.1 Kappa Delta Pi

Kappa Delta Pi is an international honor society in education, and elects those to membership who exhibit the ideals of scholarship, high personal standards, and promise in teaching and allied professions. Selection as a member of Kappa Delta Pi is based on high academic achievement, commitment to education as a career, and a professional attitude that assures steady growth in the profession. Students must have sophomore status and have completed 12 credits in education with a 3.25 grade point average to be considered for membership.

6.5.3.8 History

6.5.3.8.1 Mu Epsilon Chapter of Phi Alpha Theta

Mu Epsilon Chapter of Phi Alpha Theta was established at Bethany in 1967 to recognize excellence in the study of history. Its membership is limited to those students who have completed at least 12 credits of history with a grade-point average of 3.1 or better and with at least a 3.0 grade-point average in two-thirds of all other studies. Members also must rank in the upper 35 percent of their class.

6.5.3.9 Literature

6.5.3.9.1 Sigma Tau Delta

Sigma Tau Delta is the International English Honor Society that confers distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies. The society is open to English majors who have 12 semester hours in English beyond the College Writing course, an overall GPA of 3.0, an in-major GPA of 3.5, and who are in the top 35% of their class.

6.5.3.10 Mathematics

6.5.3.10.1 Alpha Chapter of Kappa Mu Epsilon

Alpha Chapter of Kappa Mu Epsilon, a national honor society in mathematics, was established in 1975 to recognize outstanding achievements in mathematics. Its membership is limited to those students who have completed at least three semesters at Bethany, rank in the upper 35 percent of their class, have completed at least three mathematics courses, including one semester of calculus, and have a grade-point average of 3.0 or better in all mathematics courses.

6.5.3.11 Physical Education

6.5.3.11.1 Phi Delta Psi

Phi Delta Psi is a physical education honorary society for both men and women which encourages scholarship, leadership, fellowship, high educational standards, and participation in departmental activities. To be eligible, students must be at the second semester level of the

sophomore year and achieve a grade-point average of at least 3.0 in physical education after taking at least nine credits in the department at the 200 course level or above.

6.5.3.12 Physics

6.5.3.12.1 Sigma Pi Sigma

Sigma Pi Sigma is the national physics honor society. It was established in 1921 to recognize outstanding achievement in physics. To be eligible for membership a student must have a cumulative grade-point average of at least 3.0 and have completed a minimum of 16 credits of physics with at least a 3.0 grade-point average.

6.5.3.13 Political Science

6.5.3.13.1 Pi Sigma Alpha

Pi Sigma Alpha National Political Science Honor Society, is the only honor society for college students of political science and government in the United States. Membership is not limited to political science majors, it is only limited to those who meet the following requirements: must be at least juniors who have completed at least semester-credits of work in political science including at least one upper-division course, have an average grade of B or higher in those courses, have achieved and overall GPA placing them in the top one-third of their whole class.

6.5.3.14 Pre-Professional Studies

6.5.3.14.1 Alpha Epsilon Delta

Alpha Epsilon Delta is a national honor society that recognizes scholastic achievement in the fields of pre-professional studies majors including pre-medicine, pre-physical therapy, pre-pharmacy, pre-veterinary medicine, and pre-dentistry. Membership is limited to students who have completed two semesters of pre-professional coursework and who have maintained both a science and overall grade point average of 3.2 or higher.

6.5.3.15 Psychology

6.5.3.15.1 Psi Chi

Psi Chi is a national honor society in psychology founded to recognize outstanding students who major in Psychology or a field related to psychology. To be eligible for membership students must achieve at least a 3.0 grade-point average in a minimum of 12 credits in psychology courses and have an overall grade-point average placing them in the upper 35 percent of their class.

6.5.3.16 Religious Studies

6.5.3.16.1 Theta Alpha Kappa

Theta Alpha Kappa is the national honor society for religious studies and theology. Criteria for membership include a major or minor in Religious Studies, a minimum of 12 credits in Religious Studies with at least a 3.5 GPA in all Religious Studies courses, an overall GPA of 3.0, and position in the top 35% of the student's class.

6.5.3.17 Social Science

6.5.3.17.1 Pi Gamma Mu

Pi Gamma Mu is a social science honorary for men and women who have achieved a high academic standing in the study of history, economics, political science, sociology, and geography. A 3.0 average in at least 20 credits of study in these fields and standing in the top 35 percent of their class are required for membership.

6.5.3.18 Social Work

6.5.3.18.1 Phi Alpha

The *Phi Alpha* Social Work Honor Society strives to provide a close bond among students of social work while promoting humanitarian ideals. Phi Alpha invites into membership those who have attained excellence in scholarship and achievement in social work. Social work majors who have completed at least nine credit hours in the major with a grade point average of 3.25 or higher may join the honor society.

6.5.3.19 Visual and Performing Arts

6.5.3.19.1 Alpha Psi Omega

Alpha Psi Omega is a national recognition society in dramatics. Students qualify by faithful work in playing major and minor roles or working with technical or business aspects of theatre.

6.5.3.19.2 Kappa Pi

Kappa Pi is an international honorary art fraternity with the purpose of uniting artists who care about art and its role in life. The Epsilon Chi chapter of Kappa Pi was chartered at Bethany in 1973-74 and reactivated in 2006. Membership is limited to those students who have completed 12 credits of Visual Art courses with a grade point average of 3.0 or better and with at least a 3.0 grade point average in all other courses. Members must also produce outstanding artwork.

6.5.3.19.3 Sigma Tau Epsilon

Sigma Tau Epsilon music honorary promotes participation and appreciation of music by encouraging attendance at recitals, sponsoring field trips to concerts, and providing an opportunity for students of music to meet and exchange ideas. This society also encourages participation in College musical groups and solo recitals while upholding high standards of

musical performance. Qualifications for membership include active participation in College musical organizations.

6.5.3.20 World Languages and Cultures

6.5.3.20.1 Delta Phi Alpha

Delta Phi Alpha aims to promote the study of German language, literature and civilization. Students are eligible for membership with a minimum of two years of college German, a high scholastic standing and an indication of continued interest in the study of German language and literature.

6.5.3.20.2 Sigma Delta Pi

Sigma Delta Pi is an honor society for those who attain excellence in the study of the Spanish language and the literature and culture of the Spanish peoples. Students who are at least second semester sophomores have a high scholastic index and have completed at least one advanced course in Spanish literature are eligible for membership.

6.5.4 Awards

6.5.4.1 All-College

6.5.4.1.1 Oreon E. Scott Award

Oreon E. Scott Award is presented to the graduating senior who has achieved the highest academic standing over a four-year period of study. The donor of this award was a long-time Bethany trustee and a graduate of the class of 1892.

6.5.4.1.2 Francis O. Carfer Prize

Francis O. Carfer Prize is given to the senior who, in the judgment of the Honors Committee, has made the most outstanding contribution to the College. Mr. Carfer, a trustee of Bethany College for 29 years, was a graduate of the class of 1909. Recipients of the award must display sound academic accomplishments and characteristics of loyalty, service, and devotion to Bethany.

6.5.4.1.3 John R. Taylor Memorial Award in Liberal Arts

The John R. Taylor Memorial Award in Liberal Arts is presented annually to a student who demonstrates: exceptional scholastic achievement; service to the College in terms of cross-disciplinary extracurricular activity; and a deep understanding of, and abiding commitment to, the core liberal arts values expressed in the Mission documents of Bethany College. That is, in the words of its founder, Alexander Campbell, “to liberate the individual from ignorance, superstition, vulgar prejudice, and the tyranny of others.” Preference is given to students who have benefited from immersion in an international experience.

6.5.4.1.4 Aleece C. Gresham Award

Aleece C. Gresham Award, announced each spring at the Darline Nicholson Spring Breakfast honoring senior women, was initiated in 1987 and is presented to a senior woman who has attended Bethany for at least five semesters. To be eligible for selection, senior women must have a grade-point average of at least 2.75, must have participated in and displayed leadership in a variety of co-curricular activities, and must have shown dedication and commitment to Bethany College.

6.5.4.1.5 Bethany 2000 Prize

Bethany 2000 Prize recognizes the member of the senior class who has best demonstrated loyalty and commitment to Bethany College through involvement in a wide variety of activities. The recipient must maintain at least a 3.0 grade-point average and demonstrate the characteristics of enthusiasm, dependability, and dedication.

6.5.4.1.6 The Pittsburgh Bethany College Club Award

The Pittsburgh Bethany College Club Award is presented to the outstanding woman in the junior class. The award is based on the qualities of leadership, character, conduct, and scholarship. The Club, comprising the Bethany alumnae of Pittsburgh, has placed a plaque in Phillips Hall on which the names of winners are engraved. In addition, an individual gift is made to the recipient.

6.5.4.1.7 W. F. Kennedy Prize

W. F. Kennedy Prize is given to the outstanding man in the junior class. This prize, established by Mr. W. F. Kennedy of Wheeling, West Virginia, is awarded on the basis of the student's contribution to the College community life through leadership in activities, in personal character, and in scholarship.

6.5.4.1.8 Richard B. Kenney Freshman Leadership Award

Richard B. Kenney Freshman Leadership Award is granted to a first-year student who has demonstrated outstanding scholarship, leadership, and character at Bethany, who has become actively involved in Bethany, and who has contributed service and devotion to the College community. The student must achieve at least a 3.50 grade-point average during the first year at Bethany. The award honors the late Dr. Kenney, T.W. Phillips Professor of Old Testament Literature, who taught at Bethany from 1964-1986. The award was established by the Freshman Activities Council of 1986-1987.

6.5.4.2 Research Awards

6.5.4.2.1 Gans Fund Awards

Gans Fund Awards are presented to juniors, seniors, and graduates of the College who are engaged in approved study and research in some specific field of the sciences at Bethany College or elsewhere. The direct charge is "for the encouragement of research and discovery in the various fields of science." These awards were established by Wickliffe Campbell Gans of the

class of 1870 and Emmet W. Gans in memory of their father and mother, Daniel L. and Margaret Gordon Gans.

6.5.4.3 Social Groups

6.5.4.3.1 Anna Ruth Bourne Award

Anna Ruth Bourne Award stimulates scholarship among the women's social groups. A silver cup, provided by an anonymous donor in honor of the former distinguished chair of the English Department, is awarded to the recognized women's group whose active membership earns the highest scholarship standing each semester. The group winning the cup for four semesters is presented with a smaller replica as a permanent trophy.

6.5.4.3.2 W. Kirk Woolery Award

W. Kirk Woolery Award encourages scholarship among the men's social groups. A silver cup, donated by friends of the late Dr. Woolery, a former Dean and Vice President for Academic Affairs of the College, is held by the recognized men's social group or housing organization whose membership (active membership only in the case of fraternities) earns the highest scholarship standing each semester. Any group winning the cup for four semesters is presented with a smaller replica as a permanent trophy.

6.5.4.4 Travel Awards

6.5.4.4.1 Bettie Blanck Travel Award

Bettie Blanck Travel Award is made to the student whose proposal for foreign travel best promises to augment study in English literature. The award was established by Thomas A. Hopper, class of 1967, in honor of his mother, a member of the class of 1944.

6.5.4.4.2 Benjamin Chandler Shaw Travel Award

Benjamin Chandler Shaw Travel Award is granted to the junior man who has distinguished himself by leadership, character, conduct, and scholarship and whose proposal for foreign travel most significantly supplements his educational objectives. The award is funded by the late Dr. Carl Lincoln Schweinfurth in recognition of the late Dr. Shaw, Bethany's George T. Oliver Distinguished Professor of History and Political Science. Dr. Shaw joined the Bethany faculty in 1935, served from 1945 to 1966 as chair of the Department of History and Political Science, and continued part-time as a faculty member until 1975.

6.5.4.5 Library

6.5.4.5.1 The Edna W. Woolery Bibliography Prize

The Edna W. Woolery Bibliography Prize, named for a Librarian who served Bethany from 1947-1960, was established in 1981. It is awarded to senior students who have compiled an annotated bibliography and requested that it be considered for receiving an award of which there

are four, one in the Humanities, one in the Natural Sciences, one in the Social Sciences, and one in Interdisciplinary Studies.

6.5.4.6 Business

6.5.4.6.1 Ernest L. and Dorothy Miller Korb Entrepreneurial Spirit Award

Ernest L. and Dorothy Miller Korb Entrepreneurial Spirit Award is presented to the senior who best displays an entrepreneurial spirit and honors Ernest L. Korb and his wife, Dorothy Miller Korb, both graduates of Bethany College. The selection committee chooses the recipient.

6.5.4.6.2 The Eugene Miller Award

The Eugene Miller Award is presented to a Bethany student who has made a significant contribution to communication and to economics and business. This award honors Eugene Miller, Class of 1947, long-time member of Bethany's Board of Trustees, for his lifetime accomplishments in the areas of economics and journalism spanning the last half of the 20th century. Dr. Miller is recognized as a journalist, editor, author, professor, business executive; and officer in the Navy.

6.5.4.6.3 Accountancy Award

The Accountancy Award is presented to the senior who maintains a grade point average of 3.5 or higher and demonstrates excellence in the study of accountancy.

6.5.4.6.4 Business Award

The Business Award is presented to a senior(s) majoring in a functional area of business such as management, or finance who maintains a grade point average of 3.5 or higher and demonstrates excellence in the study of the chosen field. Based on the number of majors there may be more than one business award in an academic year.

6.5.4.7 Biology

6.5.4.7.1 Beta Beta Beta - B. R. Weimer Award

Beta Beta Beta - B. R. Weimer Award, established in honor of the late Dr. Bernal R. Weimer, Professor of Biology and Dean of the Faculty, is given each year to the senior in Biology who has attained the highest academic rank in this major.

6.5.4.7.2 Beta Beta Beta Prize

Beta Beta Beta Prize is awarded the student who has received the highest grades in the initial courses in biology.

6.5.4.8 Chemistry

6.5.4.8.1 The Jerry R. Allison Chemistry Award

The Jerry R. Allison Chemistry Award is granted to the senior concentrating in Chemistry who has achieved the highest cumulative grade-point average in the program. The Award is given by his family in memory of Dr. Allison, who received The Senior Chemistry Award in 1967, awarded on the same criteria.

6.5.4.8.2 Freshman Chemistry Award

Freshman Chemistry Award is presented each year to the student who attains the highest grade-point average in a first-year level chemistry course.

6.5.4.9 Communications and Media Arts

6.5.4.9.1 E. E. Roberts Distinguished Prize in Campus Journalism

E. E. Roberts Distinguished Prize in Campus Journalism is awarded to an outstanding student who excels in work with one of the student media, in academic work in the Department of Communications and Media Arts, or both.

6.5.4.9.2 Sarah M. Cannon Award

Sarah M. Cannon Award is presented to an outstanding student who excels in work with the campus broadcast media systems.

6.5.4.9.3 James W. Carty Jr. Award

James W. Carty Jr. Award is presented each year to an outstanding student who excels in work with the campus print media.

6.5.4.9.4 Charlotte Manion Yurko Award

Charlotte Manion Yurko Award is presented to the Communications senior with the highest scholastic average in the major.

6.5.4.9.5 James Keegan Prize in International Communications

James Keegan Prize in International Communications is presented to a student whose academic achievement reflects an appreciation for the role communication plays in international affairs.

6.5.4.10 Computer Science

6.5.4.10.1 David Brown Prize

David Brown Prize recognizes outstanding achievement in Computer Science. It is given in honor of the professor who established the Computer Science program at Bethany.

6.5.4.11 Economics

6.5.4.11.1 Forrest H. Kirkpatrick Award

Forrest H. Kirkpatrick Award is presented annually to the outstanding senior majoring in economics. The award is named in honor of the late Dr. Kirkpatrick, long-time professor and Dean of the College.

6.5.4.11.2 W. Randolph Cooley Value Added Award

The W. Randolph Cooley Value Added Award is presented to the graduating senior in the Department of Economics who gained the most value added from their time at Bethany College.

6.5.4.12 Education

6.5.4.12.1 Caldwell Award for Leadership in the Art and Science of Teaching

Caldwell Award for Leadership in the Art and Science of Teaching, established by Fran and Harry R. Caldwell, Bethany College graduates, is awarded to the outstanding senior Elementary Education major who has demonstrated exceptional academic accomplishment, as well as special talent and creativity; and who exemplifies the belief that effective teaching extends beyond the classroom into the community.

6.5.4.12.2 Exceptional Secondary Education Award

To recognize exemplary performance in scholarship and teaching, the Exceptional Secondary Education Award is presented each year to an exceptional senior secondary education major. In addition to his/her overall professional disposition, the candidate has demonstrated pedagogical strength in his or her instructional strategies and respective field of study.

6.5.4.13 Equine Studies

6.5.4.13.1 Marybeth Trout Horsemanship Award

Marybeth Trout Horsemanship Award is awarded to an outstanding senior in Equine Studies who has demonstrated excellence in horsemanship, leadership, and coursework. This award is named in memory of Bethany graduate Marybeth Trout.

6.5.4.14 English

6.5.4.14.1 Florence Hoagland Memorial Award

Florence Hoagland Memorial Award, given by a graduate of the class of 1944, is presented to the outstanding senior English major. The award honors the memory of the late Florence Hoagland, who was for many years Professor of English at Bethany.

6.5.4.14.2 Christine Burleson Memorial Award

Christine Burleson Memorial Award, given by a graduate of the class of 1936, is presented to a senior English major who has attained excellence in this field. The award honors the memory of the late Christine Burleson, who was professor of English and Dean of Women from 1932 to 1936.

6.5.4.14.3 Cammie Pendleton Awards

Cammie Pendleton Awards, named in honor of A. Campbellina Pendleton, Professor of Language and Literature at Bethany from 1884 to 1909, are presented to the outstanding junior and sophomore majoring in English. These awards were given by Dwight B. MacCormack, Jr. of the class of 1956, in memory of his grandmother, Dr. T. Marion MacCormack.

6.5.4.14.4 Helen Louise McGuffie Award

Helen Louise McGuffie Award recognizes excellence in research-based, literary critical analysis. To select winners of this award, the Department of English judges an annual essay competition open to juniors and seniors. The award honors the late Helen Louise McGuffie.

6.5.4.15 History

6.5.4.15.1 Frank Alfred Chapman Memorial

Frank Alfred Chapman Memorial is a fund established by Dr. Stanton Crawford to provide for an annual award to the outstanding history student. Preference is given to students of American History and the history of the Ohio Valley.

6.5.4.16 Interdisciplinary Studies

6.5.4.16.1 Frank Roy Gay Award

Frank Roy Gay Award, established in 1982, is given to the senior interdisciplinary major who maintains a grade-point average of 3.5 or above and displays outstanding leadership qualities in the Bethany community. The award is named for the former Professor of Classics at Bethany, who taught English literature, religion, and philosophy.

6.5.4.17 Japanese Cultures

6.5.4.17.1 Wheeling-Nisshin Japanese Culture Award

Wheeling-Nisshin Japanese Culture Award is presented to a student who has shown excellence in the study of Japanese language and culture and has significantly promoted interest in Japanese culture in the College community.

6.5.4.18 Mathematics

6.5.4.18.1 W. H. Cramblet Prize

W. H. Cramblet Prize recognizes outstanding achievement in mathematics. It is named in honor of Mr. Cramblet, the 11th president of Bethany College who served from 1934-1952.

6.5.4.18.2 James E. Allison Award

James E. Allison Award is presented annually to the senior mathematics major who has excelled in the field of mathematics and best exhibits outstanding character and a giving spirit in all phases of life. This award was established by family and friends in memory of Professor Allison, a 1962 graduate of Bethany College and a member of the faculty in mathematics for 36 years.

6.5.4.19 Philosophy

6.5.4.19.1 Winfred E. Garrison Prize

Winfred E. Garrison Prize is presented in recognition of outstanding achievement in one or more areas of philosophy. The award honors the memory of the late Dr. Garrison, a member of the class of 1892, whose humane concerns and scholarly achievements contributed significantly to the areas of higher education, history, and philosophy.

6.5.4.20 Physical Education

6.5.4.20.1 John J. Knight Award

John J. Knight Award is presented to the senior male Physical Education major displaying outstanding scholarship and athletic participation during his four years at Bethany. To be eligible for selection, the student must have an overall grade-point average of at least 2.75 and a grade-point average of at least 3.20 in Physical Education.

6.5.4.20.2 S. Elizabeth Reed Award

S. Elizabeth Reed Award is presented to the senior female Physical Education major displaying outstanding scholarship and athletic participation during her four years at Bethany. To be eligible for selection, the student must have an overall grade-point average of at least 2.75 and a grade-point average of at least 3.20 in Physical Education.

6.5.4.21 Physics

6.5.4.21.1 J.S.V. Allen Memorial

J.S.V. Allen Memorial is a fund established by the family and friends of Professor Allen to provide for an annual award to the outstanding physics student.

6.5.4.22 Political Science

6.5.4.22.1 Thomas Jefferson Prize in Political Science

Thomas Jefferson Prize in Political Science is given to a student who has demonstrated outstanding performance in the field of Political Science through superior academic achievement and participation in the political life of the campus.

6.5.4.22.2 The John G. Chernenko Award

The John G. Chernenko Award was established in honor of this public servant, labor leader, and longtime friend of Bethany College. Chernenko served as United States Marshal for the Northern District of West Virginia in the administrations of Presidents John F. Kennedy and Lyndon B. Johnson. He has dedicated his life to national and state public affairs and was thrice elected to the West Virginia State Senate, serving the First Senatorial District. The Award is presented annually to the Junior Political Science major with the highest overall grade point average.

6.5.4.22.3 International Studies

The International Relations Award is presented to the senior who maintains a grade point average of 3.5 or higher and demonstrates excellence in the study of world politics through coursework, travel and study abroad.

6.5.4.23 Pre-Medical Studies

6.5.4.23.1 Leonard Emory Yurko Award

Leonard Emory Yurko Award, provided by the Yurko family, is presented annually to the senior pre-medical student exhibiting outstanding character and excellent scholarship as determined by the Health Professions Advisory Committee.

6.5.4.24 Psychology

6.5.4.24.1 Thomas R. Briggs Award

Thomas R. Briggs Award is presented annually to the senior in psychology who has maintained the highest academic average in the department. The award is a memorial to the late Mr. Briggs, class of 1978, recipient of the Psychology Society Award in 1978.

6.5.4.25 Religious Studies

6.5.4.25.1 Osborne Booth Prize

Osborne Booth Prize is given to the student who excels in the field of Religious Studies and in the overall academic program. The late Dr. Booth was T. W. Phillips Professor of Old Testament Literature when he retired in 1964 after 35 years of teaching at Bethany.

6.5.4.25.2 Harold R. and Evelyn N. Watkins Award

Harold R. and Evelyn N. Watkins Award, first presented in 2000, is awarded to the junior or senior who has demonstrated outstanding leadership ability and potential in the area of Christian ministry. It is named in honor of Harold Watkins, a Bethany alumnus, trustee, and ordained minister of the Christian Church (Disciples of Christ), and Evelyn Watkins, a long-time friend and advocate of Bethany and the Christian Church.

6.5.5 Social Work

6.5.5.1 The Lester N. and Helen W. Frantz Award

The Lester N. and Helen W. Frantz Award is presented to a senior who demonstrates outstanding achievement in Social Work by maintaining a minimum 3.0 GPA in the major, active participation in the Social Awareness Club, outstanding achievement in field placement, community involvement outside of the social work curriculum and maintaining a good member standing in NASW.

6.5.5.2 The Lynn Frantz Adkins Award for Outstanding Involvement in Social Work

The Lynn Frantz Adkins Award for Outstanding Involvement in Social Work, endowed by the faculty and graduates of the Social Work Program in honor of its founder, recognizes a junior social work major. Recipients of the award must have a minimum GPA of 3.0 in the major and overall, maintain active participation in the Social Awareness Club, serve in a leadership capacity in at least one campus organization, and demonstrate dedication to helping peers.

6.5.6 Visual and Performing Arts

6.5.6.1 Rush Carter Prize

Rush Carter Prize in music is presented to a member of the senior class in recognition of outstanding achievement in music. The prize honors the memory of the late Professor Carter, who was a member of the Bethany faculty from 1934 to 1945.

6.5.6.2 George K. Hauptfuehrer Award

George K. Hauptfuehrer Award in music is sponsored by Sigma Tau Epsilon in honor of the late Professor Hauptfuehrer, Professor of Music and chair of the Department of Music. The award is presented to a Bethany student who has demonstrated musical excellence and has participated actively in campus musical organizations. Preference is given to seniors.

6.5.6.3 Charles H. Manion Award

Charles H. Manion Award is presented to the outstanding senior in Fine Arts who has an emphasis in one of the art areas. The award memorializes Mr. Manion, long-time trustee of Bethany College who was associated with the steel industry in the Ohio Valley and who enjoyed painting. The award is provided by his daughter, Mrs. Leonard Yurko of Weirton, W.Va.

6.5.6.4 A. Kenneth Stevenson Theatre Award

A. Kenneth Stevenson Theatre Award is presented each year to the outstanding Bethany junior or senior of any discipline who has contributed most significantly to the Bethany College Theatre activity. The award also provides for guest artists to enhance the program in Theatre. Mr. Stevenson, of Washington, Pa., was a long-time supporter of the Bethany College Theatre program until his death in 1979.

6.5.6.5 David Judy Prize

David Judy Prize, an endowed prize, is awarded each year at Honors Day to the senior who has achieved outstanding academic success as a major in Fine Arts at Bethany. The award honors the late David Jones Judy, Jennie Steindorf Renner Professor of Fine Arts. Professor Judy taught at Bethany from 1967 until his retirement in 1993 and served as Chair of the Department of Fine Arts and Director of the Bethany Theatre.

6.5.6.6 Wes Wagner Award

Wes Wagner Award is presented to a Visual Art major who has demonstrated academic accomplishment, outstanding artistic ability, and exceptional creativity. This award was established by Mrs. Ruth Wagner through the Community Foundation for Ohio Valley, Inc. in memory of her husband, and outstanding artist, teacher, mentor and friend of Bethany from 1967 until his retirement in 1988. Mr. Wagner continued to have a profound impact on the arts community of Wheeling until his death in 2006, and his artistic spirit lives on in art students, and art lovers in the Upper Ohio Valley and beyond.

6.5.7 World Languages and Cultures

6.5.7.1.1 Pearl Mahaffey Prize

Pearl Mahaffey Prize is awarded to the outstanding senior majoring in World Languages and Cultures. The award was established by Mrs. Walter M. Haushalter and other former students of Bethany's Emeritus Professor of Foreign Languages. The prize honors Professor Mahaffey, a faculty member from 1908 until 1949 and a trustee of the College at the time of her death in 1971.

6.5.7.1.2 Leonora Balla Cayard Prize

Leonora Balla Cayard Prize is awarded to an outstanding German student. This prize honors Dr. Leonora Balla Cayard who was Professor of German and Chair of the Department of Foreign Languages until her retirement in 1986.

6.5.7.1.3 Theodore R. Kimpton Prize

Theodore R. Kimpton Prize is awarded to an outstanding French student. This prize, which is restricted to those students whose native language is other than French, was established by the late Professor Kimpton, Assistant Professor of Foreign Languages at Bethany prior to his retirement from full-time teaching in 1975.

6.5.7.1.4 Shirley Morris Memorial Award

Shirley Morris Memorial Award was established by Theta Chapter of Zeta Tau Alpha in memory of Shirley Morris, a member and past president of the chapter. The award is given to an outstanding student in the field of modern languages. Selection is made by the Department of World Languages and Cultures.

6.5.7.1.5 Margaret R. Woods Prize

Margaret R. Woods Prize, sponsored by the Kappa Xi Chapter of Sigma Delta Pi, is awarded to an outstanding Spanish major. The prize honors Professor Woods, who was a faculty member from 1943 until her retirement in 1965.

6.6 Academic Advising Policies

The student-advisor relationship is an important aspect of the Bethany education. Although students are responsible for understanding Bethany's curriculum, knowing the requirements for graduation from Bethany, and recognizing their progress toward fulfilling all requirements, students and advisors work together to determine and schedule classroom and experience-based academic activities appropriate for individual students.

First-Year Seminar instructors serve as advisors for entering students and for other students who have not yet officially selected a major. All students are encouraged to discuss their academic plans with a faculty member from their intended major department as soon as they have decided what that department is to be. Students must declare a major before the end of the second semester of the sophomore year; at that time, they are assigned formally to an advisor from the chosen department.

There are also special advisors to assist students with specific academic activities, such as fulfilling particular requirements, preparing for specific careers, and planning for applying to graduate and professional school programs. A list of special advisors is in the Catalogue.

6.7 Academic Policies of Interest to the Faculty

6.7.1 Class Records

The Registrar's Office provides faculty members with lists of students enrolled in their classes through the online WebAdvisor program. Students are permitted to drop and add classes during the first five days of the semester and during the first five days of classes which began during the second half-semester. Except during the drop-add period, students may not be added to the class. Students may withdraw from a full semester course at any time before the end of the ninth week of the course and from a half-semester course any time before the end of the fifth week of the course. After the drop-add period, however, withdrawal is contingent upon the approval of the instructor.

Mid-semester grades and final grades are submitted to the Registrar's Office through WebAdvisor. Once a final grade other than Incomplete has been recorded by the Registrar, it can be changed only by approval of the Academic Standards Committee, except that the Registrar can change a grade when an error in its computation is involved.

The due dates for mid-term and final grades are published in the *Bethany College Catalogue*. The Registrar notifies the faculty concerning special due dates of grades for graduating seniors.

6.7.2 Class Schedule and Classrooms

Classes are scheduled and classrooms are assigned by the Registrar on the basis of recommendations submitted by the Chairs of the departments. Department Chairs normally develop their recommendations in consultation with the members of their respective departments. In this way, maximum consideration is given to individual preferences. When necessary to eliminate conflicts and space problems, changes from schedules recommended by the departments are made by the Vice President for Academic Affairs and Dean of the Faculty in consultation with the faculty members involved.

Official class hours are from 8 a.m. to 4 p.m., Monday through Friday and certain designated evening hours. Written approval of the Vice President for Academic Affairs and Dean of the Faculty is necessary before official classes and class-related activities may be scheduled at other times.

6.7.3 January Term Course Proposals

6.7.3.1 Faculty Eligible to Teach During January Term

Those eligible to teach during January Term includes:

1. Courses
 - a. All full-time faculty.
 - b. Part-time faculty if they receive permission from the Department Chair and Vice President for Academic Affairs and Dean of the Faculty.
2. Independent Studies:
 - a. All full-time faculty if they receive permission from the Department Chair and if the standard independent study form is approved by the Department Chair and Registrar.
 - b. Part-time faculty if they receive permission from the Department Chair and if the standard independent study form is approved by the Department Chair and Registrar.

6.7.3.2 Guidelines for Courses

1. Any academic course or independent study offered must be one to three credits.
2. The standard course proposal form must be used. The form may be obtained from the Registrar.
3. College-wide requirements, courses required for a major, and courses required for a minor may be offered during the January Term as long as January is not the only time during the same academic year that this course may be taken.
4. No student may enroll for more than three credits during any one January Term.
5. All courses must be endorsed by the Department Chair and approved by the Curriculum Committee and the faculty.

6.7.3.3 Course Information

1. Beyond required First-Year Studies sections, additional courses (up to but not exceeding a total of fifteen) may be offered during January Term.
2. Course proposals must be submitted to the Curriculum Committee on or before October 12 each year. Proposed credit/s associated with the course must receive the written endorsement of the Department Chair prior to proposal submission.
3. A minimum enrollment of five students is required.
4. Additional fees for travel or other items must be presented with the course proposal.
5. Travel-related expenses for faculty teaching approved travel courses will be reimbursed to the faculty member unless other arrangements are made prior to departure. It is expected that efforts will be made to minimize travel costs by working with an approved travel agent.
6. All travel courses must follow standard student travel approval procedures. Necessary forms are available from the Office of Student Life.
7. A deposit will be required from each student enrolling in a travel course at the time of registration. Deposits will be paid to the College through the Accounts Receivable Office.

6.7.3.4 Compensation

1. Faculty teaching a three-credit course will receive a stipend of \$2,250.00 for the January Term. This stipend will not be added to the faculty member's base salary nor is it benefit bearing.
2. Faculty teaching one or two credit courses will receive \$750.00 per credit. This stipend will not be added to the faculty member's base salary nor is it benefit bearing.
3. If the Department Chair and Vice President for Academic Affairs and Dean of the Faculty approve, a course reduction of equal credits may be awarded in lieu of a stipend for the regular Fall or Spring semester within the same academic year.
4. As is customary during Fall and Spring semesters, independent studies will not be compensated.

6.7.4 Course Syllabus

Every semester all members of the faculty are required to file a syllabus for each course in the office of the Vice President for Academic Affairs and Dean of the Faculty and in the Library. Each syllabus must include a statement of the attendance policy for that course.

6.7.5 Grading

The grading system of the College is explained in *The Bethany College Catalogue* - no grades may be given other than those specified.

Some additional explanation and emphasis may be useful in connection with the grades of "W" and "INC." A grade of "W" shall be given if a student withdraws officially from a full-semester course before the end of the ninth week of a semester or withdraws from a half-semester course before the end of the fifth week of the course. After the ninth week, a grade of WP or WF is assigned. A student who simply stops attending a course is still officially enrolled in the course

and may not receive a grade of “W.” A grade of “W” is not included in the computation of a student’s grade-point average *and carries no quality points or credits*.

The grade of “INC.” indicates that when final grades were called the student, for some reason justifiable to the professor, had failed to complete the work of the course, but intends to do so at a later date. An Incomplete must be removed by the end of the fourth week of class the following semester, unless an extension of time is granted by the instructor and the registrar is notified. It is the student’s responsibility to submit an application for an extension of time signed by the instructor of the course and submitted to the registrar in a timely manner. Four weeks after the beginning of the following semester, an INC will be recorded as an “F” and averaged into the student’s grade point average. The grade can be changed within one year from the date the incomplete was submitted to the registrar’s office if the instructor accepts the work in question. After one year, an INC will be permanently recorded as an “F.”

The grade of “SP” (satisfactory progress) or “UP” (unsatisfactory progress) is given only at mid-term or at the end of the semester for Senior Projects. When given at the end of the semester the grade of “UP” allows a student to continue working on the senior project beyond the semester in which that student has registered for the project.

The Curriculum Committee may authorize the use of “NG” (No Grade) as a grade at mid-term in some courses. “NG” is permitted when the course is such that no meaningful evaluation of student performance is possible at mid-term. The use of this grade must be authorized prior to the beginning of the course and must be explained to the students enrolled.

6.8 Classroom Management Policies

6.8.1 Class Attendance Policy

A student is expected to attend all class meetings and laboratory, discussion, and practice sessions of courses and to participate in outside activities that are part of the courses. Upon enrolling for any course at Bethany College, a student accepts the requirements of that course as binding, including the instructor’s attendance policy as stated in the syllabus.

The number of absences that are acceptable and the manner in which they are handled are the prerogative of the instructor. An absence, for whatever reason, does not excuse a student from meeting the full requirements of the course. Students recognize that many class activities can neither be replicated nor made up and that absences are likely to be detrimental to the student’s performance.

A student who misses a class session may choose to verify the reason for that absence by submitting to the instructor a completed Explanation of Absence Form. Forms are available in the Office of the Registrar.

6.8.2 Guidelines for Handling Disruptive Students

Bethany College students are expected to conduct themselves at all times in accord with good taste and observe the regulations of the College and the laws of the city, state, and national government.

All College community members - faculty, staff, employees, students - have the right and obligation to report violations of civil or College regulations to the Vice President for Academic Affairs and Dean of the Faculty.

Should a College community member encounter a disruptive student, the student shall be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). A College community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, the Vice President for Academic Affairs and Dean of the Faculty shall be notified.