



## **Student Handbook 2023-2024 Academic Year**

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**Welcome to Bethel College**  
We are so honored that you have chosen to be part of the Bethel College Family!

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Table of Contents	
<b>Introductory Statement</b>	<b>5</b>
<b>Our Mission</b>	<b>6</b>
<b>Core Values</b>	<b>6</b>
Identity	6
Nobility	6
Creativity	6
Service	6
Legacy	6
Statement of Faith	7
<b>Statement of Diversity</b>	<b>8</b>
<b>Statement on Human Sexuality</b>	<b>8</b>
<b>Candidacy for Accreditation</b>	<b>9</b>
<b>Bethel College Programs</b>	<b>9</b>
Bethel Conservatory of the Arts	9
Bethel Music College	9
Bethel School of Technology	9
<b>Bethel College Policies</b>	<b>10</b>
FERPA	10
Statement of Non-Discrimination	10
Transfer of Credit	11
Notice Concerning Transferability of Credits and Credentials Earned at our Institution	11
Payment Schedules	13
Cancellation and Refund Policy:	13
Withdrawal and Refund after Commencement of Program:	13
Postponement of Start Date	14
Procedures to Resolve Student Grievances	14
Informal Grievance Process	15
Formal Grievance Process	15
Grade Change Policy	16
<b>Sexual Harassment Policy</b>	<b>17</b>
Definitions	17
Implementation	18
Procedure	18
<b>Academic Life at Bethel College</b>	<b>19</b>
Graduation Requirements	19
Method of Instruction	20
Clock Hours	21
Withdrawal	21
Satisfactory Academic Progress Policy	22

Attendance Policies	26
Class Attendance	26
Online Attendance & Class Participation	27
Student Achievement	29
Credit Hour Definition	32
Plagiarism Policy	32
Definitions:	32
Consequences:	34
Minimal plagiarism	34
Substantial plagiarism	34
Complete plagiarism	34
Student Records, Grade Reporting, and Transcripts	34
Records Retention	34
Distance Education	35
Course Drop For Non-Attendance	35
<b>Student Services</b>	<b>35</b>
Student Coaching Overview	35
Student Onboarding	36
Library and Learning Resources	36
Campus Safety and Security	37
Spiritual Mentorship	37
Program Mentorship	38
Weekly Seminars	38
Advising	38
Bethel College Student Government	38
<b>Covenant Code of Conduct</b>	<b>39</b>
Presence	39
Biblical Truth	39
Loved by God	40
Participation	40
Personal Time With God	40
Honor	40
Homework Expectations	40
Classroom Etiquette	41
Brave Communication	41
Family	41
Community	41
Revival Group	42
Excellence	42
Intentionality and Focus	42
Passion Revealed in Excellence	42

Balance	42
Attire	43
Time Management	43
Average Time	43
Accountability	43
Purity	44
Sexual Wholeness Expectations	44
Alcohol and Drug Policy	44
Weapons	45
Legacy	45
Resources	45
Bethel Tech For Life	45
Influence Beyond Bethel	47
Career Services	47
Placement Assistance	48
Copyright and Intellectual Property	48
<b>Student Discipline Process</b>	<b>49</b>
<b>School Policy Regarding Student Conduct Causes For Expulsion or Dismissal</b>	<b>49</b>
Causes for Readmission	50
Code of Conduct Violations	50
Pastoral Care Contract	50
Code of Conduct Suspension	51
Code of Conduct Expulsion	51
<b>Student Housing</b>	<b>51</b>
<b>Student Health Care Resources</b>	<b>51</b>
<b>Bethel College Contact Information</b>	<b>52</b>
Email	52
Bethel College Program Contact Information	52
Bethel College Campus Facilities	52

# Introductory Statement

The student handbook of Bethel College is intended to serve as the primary resource for policies, procedures, and information related to student life and the values on which Bethel College is built.

Students should be aware that policy adoption is an ongoing process. The most recently adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated to students.

In process and policy matters involving reference to a timeline, the duration will always be defined in business days (Monday through Friday, excluding Saturdays, Sundays, and all federal and school holidays) unless otherwise noted (e.g. “calendar days”).

Enrollment in Bethel College implies consent to abide by the values and guidelines outlined in the student handbook, and it is each student’s responsibility to become familiar with the content herein.

**Questions regarding the Student Handbook may be directed to your Student Success Coach, mentor, or the Chief Academic Officer (CAO) at [registrar@bethel.com](mailto:registrar@bethel.com).**

# Our Mission

The mission of Bethel College is to disciple, develop and deploy believers with the most in-demand skills for the future of work and train them to demonstrate the wisdom, character, and power of Jesus and His superior Kingdom in all spheres of society.

## Core Values

### Identity

Embrace and experience identity as sons and daughters of God and carriers of His Presence. Live purposefully and with passion to impact the world. Activate individuals to mature in the gifts, callings, and anointings uniquely appointed by God.

### Nobility

Embody integrity and humility, remaining teachable and curious. Pursue maturity and character formation as lifelong and joyful acts of worship. Foster vibrant unity and faith in God by establishing a foundation of spiritual disciplines and habits.

### Creativity

Partner with the creative genius of the Creator through artistic expression, technological innovation, and inspired solutions for the challenges facing the world. Develop new and unique expressions of worship that transcend the corporate Church gathering. Cultivate hope as a catalyst for inspiration in pursuit of cultural transformation.

### Service

Integrate rigor and practice in academic disciplines to master essential skills for thriving in the workplace, in the community, and in the Church. Practice hospitality and inclusivity, building relational bridges as an agent of restoration and hope. Embody servant leadership as modeled in the life of Jesus.

### Legacy

Transform spheres of influence with excellence, justice, and mercy. Bring reformation to local, national, and global communities to the glory of God. Build into future generations and the advancement of God's Kingdom through intentional discipleship and the transfer of knowledge and skills.

## Statement of Faith

We believe that there is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe that the Bible is the inspired and only infallible and authoritative Word of God.

We believe that humankind was created in the image of God to know and enjoy Him, yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.

We believe in the Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's kingdom on earth. He was crucified for our sins, died, was buried, resurrected, and ascended into heaven, and is now alive today in the presence of God the Father and in His people. He is "true God" and "true man."

We believe that we are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies, sanctifies, and adopts us as we enter the kingdom of God as His sons and daughters.

We believe in the ongoing, sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life and minister supernaturally. The baptism of the Holy Spirit, according to Acts 1:4-8 and 2:4, is poured out on believers that they might have God's power to be His witnesses.

We believe in the victorious, redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment.

We believe that the Church consists of all who put their faith in Jesus Christ. He gave His Church the ordinances of baptism and communion. The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by undoing the works of the enemy, preaching and living the good news of God's love, and discipling the nations – baptizing and teaching them to love and obey God.

We believe in the ever-increasing government of God and in the Blessed Hope, which is the glorious, visible return of the Lord Jesus Christ to rule and reign with His overcoming bride – the Church.

We believe that heaven and hell are real places. There will be a resurrection of the lost and the saved, the one to everlasting death and the other to everlasting life.

We make these foundational declarations as pillars of our faith:

- *God is good:* God is good, so we're required to dream big.
- *Nothing is impossible:* Nothing is impossible, so a huge part of our lives is designed around taking risks.

- *The blood of Jesus paid for everything:* Everything we'll ever need was dealt with at the cross, so we must come to a place of trusting Him in everything.
- *We are significant:* God has made us each to be significant, so we must serve well.

## Statement of Diversity

As a Christ-centered learning community, we value each person as a unique and gifted child of God, made in His image and called to live as Jesus lived.

We are committed to following the example of Jesus by advancing the work of the Kingdom of God for every tongue, tribe, people and nation. All are called by Him to participate together in a grace-filled community. In valuing diversity, we encourage each individual to develop his or her own unique gifts, talents, and strengths that will enrich our school community through dialogue, celebration, and leadership that ushers in peace and reconciliation of relationships. We strive to create a culture of common understanding driven by compassion where diversity is highly valued.

Recognizing that every individual represents a background and perspectives that are unique, we are intentionally committed to building an environment that is welcoming and honoring of all, and where learning is maximized through understanding and acceptance to create excellence in education. For these reasons, we commit to doing the following:

- Celebrate the richness of God's Kingdom and those created in the *Imago Dei*
- Learn from one another in humility
- Honor people and practice grace
- Celebrate our common faith and not our cultural differences
- Build an international, multiethnic and multicultural community through recruitment, education, and collaboration
- Raise our collective awareness of injustice and inequities through education and meaningful relationships
- Address systemic injustice and inequities through education and leadership in the Church and marketplace
- Create a community where people experience a sense of belonging and are recognized and appreciated for their unique contributions
- Facilitate an environment for respectful dialogue that seeks to build bridges of love and understanding
- Model the character of Jesus in all of our interactions

***Bethel College does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age or physical or mental disability. However, as a private religious institution, we reserve the right to exercise preference on the basis of religion in employment practices and student admissions.***

## Statement on Human Sexuality

As a Christian institution, we align ourselves with principles and statements consistent with our God-defined identity and core values. We affirm the position that the consistent sexual ideal in the Bible is chastity for those outside a monogamous heterosexual marriage and fidelity for those inside such a marriage.



As we seek to fulfill the Church's and our institutional mission of *revival (the personal, regional and global expansion of God's Kingdom through his manifest presence)*, we integrate grace and truth in the pursuit of education and discipleship. This integration of grace and truth in every dimension of Bethel College's community life is neither permissive nor judgemental. It motivates redemptive action in the embrace of persons and processes toward transformation and wholeness.

To this end, the policies and practices that guide our community life are rooted in truthfulness and the biblical narrative focused on the Lordship of Jesus Christ, dependent on the transforming power of the Holy Spirit, and committed to the dignity of all persons.

## Candidacy for Accreditation

Bethel College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) 15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)<sup>1</sup>, having been awarded Candidate Status as a Category II institution by the TRACS Accreditation Commission on October 25, 2022. This status is effective as of July 1, 2022, and is good for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## Bethel College Programs

### Bethel Conservatory of the Arts

Bethel Conservatory of the Arts exists to train and equip professional artists, creative revivalists who release God's Kingdom through story, movement, and emotion. Through our Spirit-filled teachers, curriculum, and environment, we will equip a generation of bold and strong storytellers who partner with the Presence as they train and perform. Our approach is threefold: To ALIGN our identity as artists with our identity from heaven. To TRAIN students to be excellent at their craft and to risk creatively, growing in God's presence. To PERFORM as transformed and secure in identity, and to extend God's kingdom beyond the studio and stage into the world.

### Bethel Music College

Bethel Music College exists to equip worship leaders, songwriters, and musicians with the technical skills and biblical foundations needed to become excellent leaders in worship ministry. Our classes are taught by leading voices in modern worship including Bethel Music, Elevation Worship, and more.

### Bethel School of Technology

Bethel School of Technology set out to build a faith-based tech school as the first of its kind, that would equip believers with the most in-demand and hireable technology skills. Our greatest desire

is to see students serve companies with excellence in both skill and character by representing the love of Christ to everyone, everywhere.

## Bethel College Policies

### FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the academic and other educational records of students from unauthorized access. It allows Bethel College to refuse to issue a transcript in the event of an outstanding financial obligation or to a national loan program.

FERPA permits access to Bethel College's academic records under the "legitimate need to know" clause. This allows program mentors, administrators, instructors, and selected staff access as long as the use of such information is within the purpose of the institution and for the benefit of the student.

FERPA allows third-party access to academic records under the following circumstances:

1. with the student's signed release,
2. to the parent of a student who is legally an adult but is a financial dependent of the parent, and
3. for academic research, provided all personally identifiable information is removed from the data.

Parents, guardians, spouses, or other family members must present proof of the student's financial dependence or written approval from the student to Bethel College before a discussion about grades or academic performance can be conducted.

### Statement of Non-Discrimination

Bethel College does not discriminate on the basis of race, color, height, weight, national origin, age, marital status, gender, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, Bethel College actively encourages applications from members of all groups.

Bethel College allows students from other countries to attend online classes. Due to the nature of instruction, students are not required to provide a visa or any kind of documentation on student visa status for online classes because all attendance is required online. Bethel College will not vouch for or provide online students with visa status.

If accepted into a course of study that is offered on-campus, students will be provided with a Certificate of Entry I-20 document that can be taken to a U.S. embassy for an F1 visa appointment. Students will need to show their acceptance letter, proof of finances for tuition and living expenses for their first year of study, their payment receipt for their SEVIS fee, current passport, passport photos, and any other documentation requested by the embassy for their appointment.

## Transfer of Credit

Bethel College does not give credit for previous education, training, or work experience, with the exception of Bethel Conservatory of the Arts (BCA). BCA will evaluate prior college-level transcripts for credit towards the General Education or Bible, Theology, & Ministry sections of our programs for transfer credits as long as the grade earned in the course was a C or higher.

Bethel College does not guarantee the transferability of our credits to another institution.

### Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits earned at Bethel College is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate or degrees earned from Bethel College is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate or degree earned at this institution is not accepted at the institution to which the student seeks to transfer, some or all of the coursework completed at Bethel College may need to be repeated at that institution. For this reason, students should ensure that attending the transfer institution aligns with their educational goals and contact the institution to determine if Bethel College credits will transfer.

Oral Roberts University (ORU) has entered into an articulation agreement with Bethel College. ORU will accept up to 12 transfer credits from the Full Stack Web Development program online into a college program chosen at the discretion of ORU and the student. The student must satisfy ORU's admission requirements and receive an evaluation of credit before being accepted for degree completion at ORU. Based on the student's declared major, ORU has discretion as to which credits will transfer. The articulation agreement is available to any student who wishes to view it upon request. Requests can be made through the admissions department by emailing [admissions@betheltech.net](mailto:admissions@betheltech.net) or by calling 530-255-2018.

Indiana Wesleyan University (IWU) has entered into an articulation agreement with Bethel College. IWU will accept up to 18 transfer credits from students who have successfully completed the Full Stack Web Development program. Students will be recognized as satisfying the eighteen (18) credit hours of the Web Development specialization.

1. A student who has successfully completed the Bethel College Full Stack Web Development program and who satisfies all other admission requirements as listed in the IWU catalog is eligible for admission into the IWU Bachelor of Science in Information Technology with a specialization in Web Development program offered by the College of Adult and Professional Studies.
2. This agreement does not address courses outside the scope of Bethel College. IWU reserves the right to evaluate transfer credit independently.
3. The Bachelor of Science in Information Technology with a specialization in Web Development will be conferred by IWU after the successful completion of the combined curricula and satisfaction of graduation requirements.

4. Bethel College students who have completed the Full Stack Web Development program curriculum may receive IWU credit according to the following table

<b>BETHEL TECH Course(s)</b>	<b>IWU Course</b>
<ul style="list-style-type: none"> <li>• FSW 100 Coding From Scratch</li> <li>• FSW 101 Front-End Foundations</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 300 Coding and Front-End Foundations for Web Development</li> </ul>
<ul style="list-style-type: none"> <li>• FSW 103 Front-End Frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 301 Front-End Frameworks</li> </ul>
<ul style="list-style-type: none"> <li>• FSW 105 Database Foundations</li> <li>• FSW 102 Programming Foundations</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 302 Database and Programming Foundations</li> </ul>
<ul style="list-style-type: none"> <li>• FSW 104 Back-End Foundations</li> <li>• FSW 106 Mobile Apps &amp; Responsive Design</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 303 Back End Foundations, Mobile Apps, and Responsive Design</li> </ul>
<ul style="list-style-type: none"> <li>• FSW 107 Agile Project Management &amp; Career Skills</li> <li>• FSW 108 Deployment &amp; Web Security</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 304 Agile Project Management, Deployment and Web Security</li> </ul>
<ul style="list-style-type: none"> <li>• FSW 109 Project Capstone</li> </ul>	<ul style="list-style-type: none"> <li>• WEB 305 Web Development Group Project</li> </ul>

Visible Music College (Bethel School of Technology) has entered into an articulation agreement with Bethel College. Visible will accept up to 16 transfer credits from the Full Stack Web Development program online into a chosen college program under the discretion of Visible and the student. The student will need to meet Visible’s admission requirements and receive an evaluation of credit before being accepted to begin degree completion at Visible. Based on the student’s declared major, Visible has discretion as to which credits will transfer. The articulation agreement is available to any student who wishes to view it upon request. Requests can be made through the admissions department by emailing [admissions@bethel.com](mailto:admissions@bethel.com) or by calling 530-255-2018.

The King’s University (TKU) has entered into an articulation agreement with Bethel College. TKU will accept up to 12 transfer credits from the Full Stack Web Development program online into a chosen college program under the discretion of TKU and the student. The student will need to meet TKU’s admission requirements as well as receive an evaluation of credit before they are able to begin the degree completion at TKU. Based on the student’s declared major, TKU has discretion as to which credits will transfer. The articulation agreement is available to any student who wishes to view it upon request. Requests can be made through the admissions department by emailing [admissions@bethel.com](mailto:admissions@bethel.com) or by calling 530-255-2018.

William Jessup University (WJU) has entered into an articulation agreement with Bethel College. WJU will accept up to 27 transfer credits from the Data Science, Full Stack Web Development, and UI/UX design programs online into a chosen college program under the discretion of WJU and the student. The student will need to meet WJU’s admission requirements as well as receive an evaluation of credit before they are able to begin the degree completion at WJU. Based on the student’s declared major, WJU has discretion as to which credits will transfer. The articulation agreement is available to any student who wishes to view it upon request. Requests can be made through the admissions department by emailing [admissions@bethel.com](mailto:admissions@bethel.com) or by calling 530-255-2018.

Bethel College does not provide credit for prior experiential learning from any institution. We do not allow students to transfer any credit into our programs.

## Payment Schedules

- Bethel College does not participate in any federal or state financial aid program.
- Bethel College partners with a variety of lender organizations to offer students access to personal education payment plans. However, students may choose any lender of their choice. Payment Plan terms, interest rates, and monthly payments are between the student and the lender of choice.
  - If the student obtains a loan to pay for an educational program, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund (if applicable).
  - If the student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.
  - If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
    - The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
    - The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Cancellation and Refund Policy:

The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting program is canceled by the school.

## Withdrawal and Refund after Commencement of Program:

1. A student choosing to withdraw from the school after the student enters the program must provide written notice to the CAO via the Registrar's office. The notice must indicate the expected last date of attendance and be signed and dated by the student.
2. If training is terminated after the student enters the program, the school may retain a percentage of the total tuition based on the number of days the student has attended the institution.
3. The amount owed equals the daily charge for the program (total institutional charge divided by the number of days in the program), multiplied by the number of days a student attended, or was scheduled to attend prior to withdrawal. A student who withdraws before the 60% point in time in the session will receive a refund of applicable tuition. The amount of the refund is based on the percentage of the session that has not been completed.
4. The institution will refund 100 percent of the amount paid of institutional charges if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
5. Attendance is defined as participation in or record of exams, quizzes, assignment submissions, attendance records, tutorials, and revival group sessions.

6. Books, supplies, and fees are not included in the tuition and will not be refunded under the tuition refund policy.
7. When calculating refund the official date of a student's termination is the last day of recorded attendance:
8. When the school receives written notice of the student's intention to discontinue the training program; or,
9. When the student is terminated for a violation of a published school policy which provides for termination; or,
10. When a student, without notice, fails to attend classes for thirty calendar days.
11. All refunds must be paid within 30 calendar days of the student's official termination date.
12. Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence ("LOA"), within 30 days of the date the student was scheduled to return from the LOA and did not return.
13. The following reasons for refunds are applicable:
  - a. Dismissal from the program \*\*\* See the Reasons for dismissal section of the catalog\*\*\*
  - b. Withdrawal from the program due to lack of attendance, personal emergency, financial hardship, or any other situations that are communicated between the student and the institution within the withdrawal form.

Bethel College's Refund policies apply to online programs.

## Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

## Procedures to Resolve Student Grievances

***This grievance process is not applicable to Final Grade appeals, Sexual Harassment complaints, or SAP Academic Probation appeals.***

Bethel College supports and encourages positive communication. Our grievance process provides students with a means to escalate and resolve misunderstandings, concerns, or issues

in a fair, equitable, and timely manner. A student may invoke this process if they believe that a Bethel Tech employee, fellow student, or third party associated with the School has violated a policy and/or has acted in a manner that is discriminatory, inappropriate, or unfair to the student.

Students who attend Bethel College through a partner institution are subject to this grievance process. In the event a grievance involves an employee of a partner institution, the Registrar will identify the correct representative at the partner institution to represent the institution through this process.

Consistent with Biblical principles for conflict resolution (see Matthew 18:15-20), students are encouraged to attempt to resolve issues directly with the involved individual(s) whenever possible. When informal means of resolution are not feasible, the formal grievance process should be followed.

The grievance process should be initiated as soon as possible following the culminating incident. Note that specific timelines are defined in the informal and formal grievance processes to ensure timely resolution.

### Informal Grievance Process

1. Attempt to discuss the matter with the individual(s) involved and seek a resolution that preserves mutual respect, honor, and understanding. If desired, a Student Support Coach or spiritual mentor can assist in preparation for the conversation. To preserve the privacy and integrity of involved parties, it is best to minimize discussion about the issue with others in the Bethel College environment who are not involved.
2. If a resolution is not reached within ten days after attempting to initiate a discussion, or if the student chooses not to discuss the matter with the individual(s) involved, the student can seek mediation support. If the grievance involves a Bethel College employee, that individual's supervisor should be consulted. If the grievance involves a fellow student or a third party, a mentor or the Registrar may be consulted.
3. If, after escalation, the issue cannot be resolved within seven days, the matter should be reported to the Registrar ([registrar@bethel.com](mailto:registrar@bethel.com)). The Registrar will be responsible for gathering information, communicating with all parties, and attempting to mediate a resolution.
4. If the student is dissatisfied with the outcome, they can proceed with the formal grievance process.

### Formal Grievance Process

The student must notify the Registrar in writing within 30 days of either the culminating incident or notification of a sanction. If a student does not provide written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.

The Registrar will present the grievance as determined by the nature of the grievance:

Academic Dishonesty Sanction

- The Registrar will provide a copy of the appeal to the instructor involved and convene the Academic Development Team to review the student's appeal and render a decision within seven days of receipt of the grievance.
- In addition to the written grievance, the Registrar will convene meetings with the student and the instructor within seven days of receipt of the grievance

#### Personal Grievance

- Fellow student: The Registrar will identify an appropriate party to facilitate a timely conversation between the students, employing brave communication principles outlined in the code of conduct with a goal of respectful resolution.
- Member of Bethel College faculty or staff: Within seven days of receipt, the Registrar will provide a copy of the grievance to the faculty or staff member and convene the Academic Development Team to review the student's grievance and render a decision. The Academic Development Team may decide to gather more information from the student.

At any time a student may file a complaint with the Bureau of Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 Telephone: (916) 431-6959 FAX: (916) 263-1897

## Grade Change Policy

### Appealing a Grade

After final grades have been finalized in the Office of the Registrar, a grade in a course may be changed only by the course instructor or the Registrar. Student grade appeals must be directed first to the instructor, then to the department head, and then to the Office of the Registrar using the [Bethel College Petition for Grade Change](#) form in Populi. The deadline to file an appeal is within six months of the last day of the course for the grade in question.

Grade changes must be supported by evidence, such as an instructor's assessment of a student's work or an error in calculating a grade. Grade appeals should be based on compelling, documented evidence of an instructor's misunderstanding of a student's work, an error in the calculation of a grade, or other extraordinary circumstances. If the student has concerns beyond a resolution of the grade in question, they should refer to the procedures to resolve student grievances.

Bethel College is committed to creating an environment of support for all our students, and instructors are encouraged to review grade change requests with compassion and understanding. Appeals are considered on the basis of fairness and equity, and instructors exercise discretion in granting grade changes when appropriate.



# Sexual Harassment Policy

Bethel College prohibits sexual harassment of its students and employees in any form. In maintaining this policy, we seek to assert basic Christian precepts, affirm ethical standards universally accepted within the College, and uphold existing laws. Any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual harassment is primarily a desire for a locus of control over the victim, intended to intimidate, coerce, embarrass, or degrade another person. Usually, the aggressor has implied power over the victim such as a supervisor of an employee, instructor to student, or student to student. However, the roles could be reversed such that a student could attempt sexual harassment of an instructor or staff member. The result of this harassment is the exploitation of power.

In any form, such behavior undermines the atmosphere of trust and community which we seek to foster and is unacceptable. While harassers may think that their words/actions are meaningless, the victim may be emotionally distraught or even internalize the events into physical symptoms. Emotive responses may include anger, embarrassment, fear, feeling intimidated, powerless, and degradation. Physical responses may include physical illnesses, withdrawal from social situations, use of drugs and alcohol to ease/lessen emotions and tension, and distrust of previously trusted individuals. If you have been harassed, it is imperative that you contact the office of the Chief Academic Officer (CAO).

## Definitions

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual are used as the basis for employment decisions affecting an individual, (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Examples of behavior that may constitute sexual harassment include (but are not limited to) the following:

- subtle pressure for sexual activity
- unnecessary brushes or touches
- offensive sexual graffiti
- disparaging remarks about one's gender
- physical aggression such as pinching and patting
- sexual innuendos
- verbal sexual abuse disguised as humor
- obscene gestures
- sexist remarks about a person's clothing, body, or sexual activities

## Implementation

It shall be the responsibility of the CAO and Bethel College's executive administration to ensure that all students and employees are aware of this policy.

## Procedure

Complaints of harassment or misconduct may be submitted as follows:

Please contact the CAO to arrange a time to meet with a Bethel College official. Complaints about sexual harassment will be responded to promptly and equitably. The confidentiality of all members of the school community will be respected insofar as possible. The office will assist the individual in choosing an option to process a complaint, which may include expressing concern to the person who allegedly engaged in the offensive activity (either verbally or written), mediating the issue, or filing a formal written complaint detailing what occurred.

When informal resolution is impractical or unsuccessful the following formal process should be implemented:

1. Submit a signed, written complaint to the CAO ([academics@bethel.com](mailto:academics@bethel.com)). This written document must detail the alleged misconduct or harassment, including what occurred, the time and place, the persons involved, and any eyewitnesses present.
2. The CAO will confer with the appropriate supervisor, or when appropriate, to investigate the allegation within seven days of the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time within seven days to respond in writing to the allegation. Care and concern for the accuser and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds thirty days, a written justification for the delay will be presented to the Chief Executive Officer (CEO).
3. The CAO will talk with the accuser and the alleged offender within the first seven days after the allegation was provided. Along with the information gathered from the interview and investigation, the CAO will confer with the CEO, and they will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation or reports (including the final decision) will be kept in a confidential file.

If either the accuser or the alleged offender disagrees with the decision of the CAO, the individual may appeal to the CEO.

4. The confidentiality of all involved individuals will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participate in the investigation, or those who are alleged to have committed the harassment.

# Academic Life at Bethel College

*Bethel College's academic policies apply to all students, regardless of course delivery method or program. All students are expected to meet minimum standards set forth in the academic policies, including attendance and satisfactory academic progress (SAP).*

## Graduation Requirements

### Certificate Programs:

Certificate In Audio Production, Screenwriting, Worship Artistry, Worship Ministry, Cybersecurity, Data Science, Full Stack Web Development, or UI/UX Design

- Successfully complete all courses as indicated in the program schedule
- Maintain a minimum grade point average (GPA) of 2.0.
- Satisfy all attendance and academic requirements

### On-Campus Programs:

Bachelor of Arts in Acting

- Complete 120 semester credit hours:
  - 30 credit hours in General Education (GE) requirements\*
  - 12 credit hours in Bible, Theology and Ministry (BTM)\*
  - 6 Core Community classes (Revival Group)
  - 72 credit hours in Acting Major
- Participate and pass at least 3 production/performance courses.
- Successfully Pass Professional Development and Senior Showcase courses.
- Maintain a minimum cumulative grade point average (GPA) of 2.0
- Have no grade lower than C minus for degree-required courses
- Complete the last 30 semester credit hours of the degree at Visible Music College (includes courses taught at the BCA/Bethel College branch campus)
- Complete the graduate checkout/exit interview process
- Complete all financial obligations to the College.

Certificate in Creative Leadership (specialization in Film & New Media or Screenwriting),

Certificate in Acting, or Certificate in Dance

- Complete all semester credit hours in the course group specific to the certificate or certificate specialization.
- Enroll in and pass the Revival Group (RG) and Bethel Church class each semester
- Maintain a minimum cumulative grade point average (GPA) of 2.0
- Have no grade lower than C minus for certificate-required courses
- Complete the last 9 semester credit hours of the program at Visible Music College (includes courses taught at the BCA/Bethel College branch campus)
- Complete all financial obligations to the College.

### All Programs:

Students must satisfy outstanding financial obligations before the school will issue an official transcript. A continuously enrolled student is entitled to graduate under the academic

requirements stated in the catalog in effect at the time of the student's enrollment. Students who re-enter do so under the catalog in effect at the time of their re-enrollment.

## Method of Instruction

### All programs

Students use the following learning management systems (LMS) platforms to read and watch curriculum, review and submit assignments, and/or engage with instructors and mentors during the program:

- Bethel Tech and Bethel Music Populi: <https://bethel.populiweb.com>
- Bethel Conservatory of the Arts Populi: <https://visible.populiweb.com/>
- Cisco: <https://www.netacad.com/> (Cybersecurity and Data Science only)

In addition to the instructional and communication tools described herein, students are guided to find additional resources to enhance their comprehension of course materials.

### Online programs

Coursework and Assignments:

- Each program has several modules, and each module has several assignments. On occasion, students may be required to complete assignments and projects on platforms other than the designated LMS.
- Students in the Certificate of Worship Ministry program create a personal YouTube account for submitting assignments.
- Students complete assignments during and at the end of each module to be reviewed by their instructor.
- Instructors teach live video workshops throughout the week according to module and topic. Students are provided with an instructional calendar before the beginning of their program and updates are communicated throughout the program by email and Slack announcements.
- Students are **not** required to submit any coursework through the mail.

Meetings and Correspondence:

- Students are given access to the messaging system Slack to communicate with instructors, mentors, technical coaches, and other students in their program. Students may also send correspondence via email.
- Students participate in weekly mentoring sessions via video chat/Zoom. Content varies by program but may include: progress updates, homework/curriculum review, tutoring, spiritual mentoring, small group connection, and/or guest speakers.
- The expected response time after Bethel College's electronic receipt of student lessons, projects or assignments is 1 to 3 business days.

### On-campus programs

Coursework and Assignments:

- Students attend classes in person
- The LMS is used to access syllabi, assignments, and other course materials and to submit completed assignments.

## Meetings and Correspondence:

- Students can engage with instructors and staff in person or via email and request meetings as needed throughout the program.
- BCA students enrolled through Visible Music College receive an email address for the duration of their participation in the program.
- All other students are expected to provide a current, working email address to use as the primary means of communication with instructors and mentors.
- The expected response time to school-related emails from Faculty to students is:
  - Full- Time Faculty: 48 business hours
  - Part-Time/Adjunct Faculty In-Person: 72 business hours
  - Part-Time/Adjunct Faculty Online: “Office hours” and scheduling abilities\*
    - A response is defined as:
      - Engagement to the correspondence from a student.
      - A response could include direct communication or a redirection, dictating available avenues for alternative communication.
        - This includes but not limited to; office hours, email signatures, Slack alternatives, any statement in receipt of correspondence.
- Students will also have additional access to faculty, staff, and other students via a campus-wide Slack workspace.
- Students have access to spiritual mentors for pastoral care by request.

*\*All Bethel College staff are expected to observe a full day of Sabbath rest from work each week. Generally, most staff choose Sunday to observe the Sabbath. Instructors should ensure that their students know when their sabbath is observed.*

## Clock Hours

Clock hour: a period of time consisting of (1) A 50 to 60-minute class, lecture, or recitation in a 60-minute period; (2) A 50 to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; (3) Sixty minutes of preparation in a correspondence course. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

## Withdrawal

An official withdrawal occurs when you, as an enrolled student, decide you must leave Bethel College at any time after starting the course. Leaving the course without completing the official withdrawal process may result in the assignment of a temporary or failing course grade.

- a) A student choosing to withdraw from the school after the commencement of the course is to provide written notice to their Student Success Coach.
- b) The notice is to indicate the expected last date of attendance and be signed and dated by the student. An administrative withdrawal occurs when you, as an enrolled student, are not in compliance with attendance, satisfactory progress, and/or the code of conduct policies. Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another Bethel College course following approval by the Registrar.

All students will be responsible for the tuition and fee charges associated with the course and other charges related to attending Bethel College as outlined in the STUDENT'S RIGHT TO CANCEL AND REFUND POLICY section of this catalog.

## Satisfactory Academic Progress Policy

### Evaluation of Academic Progress

Students can monitor their academic progress in all of their courses at any time through the college's learning management system (LMS), Populi. At the end of each term, the Registrar will evaluate students for **Satisfactory Academic Progress (SAP)** and identify which students require academic rehabilitative measures.

### Academic Discipline & Student Success Support Plans

Academic performance that fails to achieve, or indicates difficulty in achieving, SAP will result in either "Academic Warning", "Academic Probation", and/or "Academic Suspension". All of these rehabilitative measures involve meetings designed to help the student overcome any challenges related to achieving SAP.

### **ACADEMIC WARNING**

An Academic Warning is not considered a disciplinary or punitive measure but is extended as a courtesy from Bethel College to the student. An Academic Warning will be issued at the conclusion of any semester in which the student's cumulative GPA drops below 2.25 but is still above 2.0, or in any semester/term when the Registrar's office deems it necessary to advise the student regarding his or her Satisfactory Academic Progress and its endangerment in the foreseeable future.

The Academic Warning will be in effect for the following semester/term, and will be communicated through via an email to the student's school email address. The Academic Warning status will also be added on the student's record in Populi (but will not be printed on transcripts). The student will need to meet with their advisor within the first week of classes to discuss their Academic progress. The student will remain on Academic Warning throughout the semester/term and will be resolved when the student has a term GPA 2.25 or higher at the end of the semester/term.

### **Academic Warning improvement steps may include, but is not limited to:**

1. A **mandatory** meeting with the student's advisor/academic success coach within the first week of classes. **Voluntary** & periodic supplemental meetings can be scheduled on request after this meeting.
2. **Voluntary** reduction of total Attempted Credit Hours for the semester/term to improve student success.

3. **Voluntary** participation in the creation and implementation of an academic support and/or pastoral care plan.
4. **Voluntary** participation in scheduled Student success workshops during the term.

### **ACADEMIC PROBATION**

A student will be placed on Academic Probation at the completion of the first semester/term in which either his or her current semester's GPA falls below a 2.00 or the student fails to complete at least 67% of the Attempted Hours for that semester/term. A student on Academic Probation may still be eligible to receive financial aid (depending on their financial aid standing). **Academic Probation is *not* an appealable status since the student is still eligible to enroll in school and to receive financial aid.**

The Academic Probation will be in effect for the following semester/term, and will be communicated through an email to the student's school email address. The Academic Probation status will be also added on the student's record in Populi and *will* print on a student's transcripts.

**Academic Probation improvement steps may include, but is not limited to:**

1. A **mandatory** initial meeting with the student's advisor/academic support coach to discuss academic progress and student support options. **Mandatory** periodic check-ins during the semester/term to review progress.
2. A **mandatory** reduction of attempted credits for students enrolled in Bachelor's programs. This will be done in conjunction with the Registrar's office in order to *retain full time status* for the student, but allow a greater chance of student success in enrolled courses. Students enrolled in other programs may **voluntarily** reduce their attempted credits if they feel this is necessary to improve Academic success.
3. **Mandatory** participation in the creation and implementation of an academic support plan and/or pastoral care plan. *Failure to adhere to student requirements in any implemented plan (such as assigned meetings with advisors or mentors, required workshops, or peer tutoring hours) may cause further Academic Discipline.*
4. **Mandatory** attendance in Student Success workshops or peer tutoring hours as assigned in the Academic Support plan.
5. Not being allowed to perform or serve at promotional events on behalf of the college (this does not affect the student's ability to perform in events related to curricular requirements).

### **ACADEMIC SUSPENSION**

A student on Academic Probation who does not meet satisfactory progress at the end of their semester/term will be placed on Academic Suspension if the student's current term's GPA remains below a 2.00 and/or the student fails to complete at least 67% of the Attempted Credit Hours.

The student will be suspended from Bethel College for the following semester/term and *may file a suspension appeal or petition* to downgrade their status to a second probation by contacting the Registrar's Office, who will supply the student with the *Academic Suspension Appeal* form.

The Academic Suspension and relevant start and end dates will be communicated through an email to the student's school email address and the student will be withdrawn from any classes for the applicable semester/term. The Academic Suspension status will be applied to the student's record in Populi and *will* print on student transcripts. Students will need to reach out to the Registrar's office or their advisor/Student success coach during the next registration period to be added into courses for the following semester/term.

**If an appeal is approved**, the student will be notified by the Registrar's office via student email, allowed to re-register in their courses, and will be placed on probation for a subsequent semester/term. Failure to meet SAP in the second semester/term of Academic Probation will make the next Academic Suspension *not* eligible for an appeal. See more information regarding an appeal in the "Student Appeal Process" section below.

**On-campus International Students studying under an F1 visa who are placed on Academic Suspension** will need to exit the U.S. immediately (as well as any dependents on F2 status). This Academic discipline status will cause a SEVIS termination of their I-20 due to restrictions on registration and the potential impact to their program end date. The student will need to reapply for a new visa and/or a new I-20 from their home country to gain readmission to the U.S and may need a new & revised program end date due to the gap in registration.

**A student on Academic Suspension is not eligible to receive financial aid during the next semester/term they are registered.** Upon his or her return to the college, the student must come back into compliance with the Satisfactory Academic Progress standards *without* the benefit of financial aid. Please see "Reinstatement of Satisfactory Academic Progress" below.

### **Student Appeal Process**

Students can appeal an Academic suspension by requesting the "*Academic Suspension Appeal*" form from the Registrar's office. The student will need to submit the completed appeal form *7 calendar days before* the start of the next term/semester, so the Registrar's office can adjust any registration changes due to a successful appeal before the "last day to add a class" date has passed. **Failure to submit the completed appeal form before the term has started will mean that the student has forfeited their right to an appeal for that term/semester.**

Once the Registrar's office has received the form, the appeal request will be reviewed by the Academic Appeals Committee and a vote on decision for approval or denial will be made before the "last day to add a class date" for the term has passed. The student will be notified of the decision in an email to their school email address.

**If the appeal is approved**, the student will be re-registered into their courses, their student record in Populi will be updated to reflect that the appeal was approved and the student is now on Academic Probation. The student will need to schedule a meeting with their advisor/student success coach to create an Academic Support plan within 7 calendar days of the notification of



the appeal decision. Failure to meet SAP at the end of the Academic Probation will cause a student to be placed back on Academic Suspension *without* the ability to appeal.

**If the appeal is denied**, the student will remain on suspension for the length of that term/semester and will need to register for their next courses during the next open registration period to return to school the following term/semester.

### **Reinstatement of Satisfactory Academic Progress**

The student who has failed to achieve Satisfactory Academic Progress, has been placed on Academic Suspension, and who has re-enrolled following his or her suspension **may not qualify for student federal aid.**

The eligibility of student federal aid is determined by the two factors of having at least a 2.00 cumulative GPA and passing at least 67% of their total attempted credits. If it is determined that the student is not eligible to receive student federal aid, then the student must take and complete courses **at his or her own expense** in order to raise the cumulative GPA to a 2.00 or higher and pass at least 67% of total attempted credits.

The student will be academically evaluated at the end of each term for compliance with the Satisfactory Academic Progress standards. Upon achieving Satisfactory Academic Progress, the student may apply for student federal aid for the following term.

### **ACADEMIC EXPULSION**

A student will be placed on Academic Expulsion following a second Suspension during the student's time at Bethel College. Such a student has demonstrated that he or she is not equipped to succeed at Bethel College because of academic or other factors. In this situation, the student will be expelled and dismissed from the college. This discipline status will be applied to the student's record in Populi and will also print on transcripts.

The Academic Expulsion will be communicated through a mailed letter and an email to the student's school email address. A student under Academic Expulsion must complete the normal process for exiting the college.

If the student would like to return to the college in the future, he or she must reapply through the Admissions Office and go through an Academic Interview before gaining new admission to the college.

### **ADMINISTRATIVE WITHDRAWALS**

A student's continued enrollment at Bethel College is a privilege based not only on satisfactory scholastic status but also on demonstrated ability to meet program demands and continued alignment with conduct standards. Bethel College makes resources available through the Student Success and Spiritual & Student Life teams to support students in successfully completing the program and navigating challenges that may arise. Students who cannot successfully meet program demands or who are unable to adhere to conduct and lifestyle guidelines will be subject to suspension or expulsion according to established policies.

If a student has been withdrawn for consecutive non-attendance/non-participation in *all* registered courses in a term (without filing a Leave of Absence (LOA) or a pending request for excused absences), or has not returned to school after their Leave of Absence (LOA) has ended, they will also be administratively withdrawn from the college.

## Attendance Policies

### Class Attendance

The relational and mentoring nature of education at Bethel College influences the college's view on class attendance. Because we believe that interaction between student peers and between students and faculty is vital, class attendance is required. Attendance is a factor in the final grade of every course offered at Bethel College, as indicated in each course's syllabus.

The following policies govern class attendance:

1. Students will not be awarded credit in any course where their attendance percentage falls below 80%, regardless of the reason(s) for absence. If the student's final attendance percentage is below 80%, he or she will automatically receive a failing grade (FN=failing for non-attendance).
2. If a student has two consecutive weeks of missed class, they must be administratively withdrawn from the college.
3. Students may track their current attendance percentages on each course's Populi page (this can be seen by navigating to the course's dashboard and looking at the attendance detail in the right gray box).
4. **Excused Absences:** In the case of absences due to (1) unforeseen family emergencies, (2) illness with a doctor's note, (3) funeral, or (4) required jury duty or court summons (where the student is not at fault), or (5) a wedding of an immediate family member, or (6) degree-related professional development (with prior approval by the respective school director) the student may request an excused absence by completing the "[Request for Excused Absence](#)" form.
  - a. For emergencies and illnesses, the request must be filed within 5 business days of the student's return.
  - b. For planned absences, the request must be filed at least 1 business day in advance.
  - c. Documentation is required for all students requesting an excused absence and approvals will not be given without documentation.
  - d. The Registrar's office approves requests for excused absences (faculty may not excuse student absences) and will notify the student by email. Excused absences will be granted at the discretion of the Registrar's office in consideration with the impact on the student's academic progress and total attendance.
  - e. Students who are granted an excused absence are responsible for notifying instructors of their absence and obtaining any missed work or class materials, which must be coordinated with the instructor **within 5 school days of the student's**

**return to school.**

**5. Leave of Absence:**

Bethel College administration may grant a leave of absence (LOA) to a student after determining the student has met one of the following criteria:

- Military Service
  - Extended Jury Duty (beyond 2 weeks)
  - Family Emergencies needing 30 days or more
  - Medical Emergencies needing 30 days or more
- a. Leave of absences are intended to be used for longer absences, such as a full term or the remainder of the current term, and should only be requested if the situation would not fall under a regular “Excused Absence” request.
  - b. LOA requests must be submitted to the Registrar's office with a statement indicating the reason(s) for the LOA. Bethel College has 10 days to determine eligibility for the LOA after receipt of the request.
  - c. If approved, the student's enrollment in the program will be paused and the student will be granted the option to return in a future cohort at the same point in the program at which they decided to take the LOA.
  - d. The duration of the LOA may not exceed the length of a full term unless an exception has been granted and only one LOA per program will be permitted to a student. After this time, if the student does not re-enroll in classes, the student will be administratively withdrawn from the program and enrollment will be terminated.

6. **Tardies:** Students will be marked as “tardy” in a class if they arrive or login between 1-10 minutes after the start time of the course. Any tardy over 10 minutes will be considered the same as a full absence. It is Bethel College’s policy that three (3) tardies equals one (1) absence. This information should also be listed at the bottom of each course’s syllabus.

## Online Attendance & Class Participation

Regular attendance is critical for success in any course, and is especially true for online courses. Federal guidelines mandate that substantive engagement in *academically related activities* constitutes attendance in an online course.

Some examples of *academically related activities* are:

- Participating in any assigned course activity, such as posting a meaningful discussion board post per assignment guidelines, taking a quiz or test, watching course video content in the lesson window, submitting an assignment, etc.
- Discussing the subject matter of the course online with other students via a discussion board or with the instructor, such as discussing the topic of a writing assignment with the instructor.

Importantly, there are some activities that are **not considered** *academically related* and do not qualify as attendance in online courses.

For example, the following examples **do not** qualify as *academically related activities*:

- Emailing the instructor requesting an assignment extension
- Making plans to submit an assignment
- Logging into the course via Populi
- Posting to the course Bulletin Board on the Course Dashboard page
- Posting a self-introduction to a discussion board

### Removal from Course for Non-Attendance at the Beginning of a Term

For any given term length, students must engage in *academically related activities* (as described above) before the drop date listed on the Bethel College Academic Calendar or be automatically dropped from the course for non-attendance. See the chart below for details.

	Time to Engage	Consequence
<b>3 - 7 Week Term</b>	Student has to engage in academically related activities <b>within 7 calendar days</b> of the start of term.	After 7 calendar days, student is withdrawn from the course.
<b>12 - 15 Week Term</b>	Student has to engage in academically related activities <b>within 14 calendar days</b> of the start of term.	After 14 calendar days, student is withdrawn from the course.

### Lack of Participation During a Term

Federal guidelines mandate that substantive engagement in *academically related activities* constitutes attendance in an online course. During the term, non-participation is counted continuous and not cumulative. This means that failure to engage in *academically related activities* over a specific period of **continuous time** during the term **will result in the student being withdrawn from the course and issued either a withdrawn failing (WF) or failing (F) grade** depending on when the non-participation occurs in the semester.

This period of continuous non-participation is determined by the total length of the term. For example, a student will be withdrawn from an online course after 14 continuous days of non-participation during a 15-week term.

### Length of Continuous Non-Participation by Term

	Time of Non-Participation	Consequence
<b>3 - 7 Week Term</b>	7 Days, including weekends	If prior to last day to withdraw, student will be withdrawn from the course and issued the grade of "WF." If after the last day to withdraw, student will be issued the grade of "F."

<b>12 - 15 Week Term</b>	14 Days, including weekends	If prior to last day to withdraw, student will be withdrawn from the course and issued the grade of "WF." If after the last day to withdraw, student will be issued the grade of "F."
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### Non-Participation During Scheduled Breaks and Weekends

A student may still participate in an online course during a scheduled break (e.g., Thanksgiving Break, Fall Break, Spring Break) and have it count as participation; however, scheduled break days do not count toward the non-participation that a student may be accruing in an online course. Importantly, non-participation does accrue on weekend days that are not considered a scheduled break. Refer to the Bethel College Academic Calendar for scheduled breaks.

### Reinstatement After Automatic Withdrawal from Online Course

If a student has been withdrawn from an online course for non-participation during a term, a student can appeal for reinstatement. Reinstatement to an online course is at the approval and discretion of the Office of the Registrar. To request reinstatement to an online course, the student must send an email to the Course Instructor and the Registrar specifically requesting reinstatement.

#### This email must include:

- (1) a valid reason and explanation for why they should be reinstated to the course,
- (2) a proposed plan for how the student intends to complete the course assignments and requirements during the remainder of the term, and
- (3) an attachment containing **at least one assignment** demonstrating further progress in the course.

**Note:** Reinstatement requests that do not include evidence of actual participation will be denied.

## Student Achievement

All programs utilize the following grade scales as applied to student completion of a course(s) or module(s). This scale also applies to a student's overall GPA.

The grading scale is as follows:

A	= 94% - 100% or GPA 4.0
A -	= 90% - 93% or GPA 3.67
B +	= 88% - 89% or GPA 3.33
B	= 84% - 87% or GPA 3.0
B-	= 80% - 83% or GPA 2.67
C+	= 78% - 79% or GPA 2.33
C	= 74% - 77% or GPA 2.0
C-	= 70% - 73% or GPA 1.67
D+	= 68% - 69% or GPA 1.33
D	= 65% - 67% or GPA 1.00
D-	= 60% - 63% or GPA 0.67
F	= 0% - 59% or GPA 0.0

## GRADING SYSTEM

All academic work at Bethel College is evaluated by the instructor or school official according to the following letter grades:

**A** The grade of “A” denotes superlative performance in the work undertaken and distinction in academic achievement.

**B** The grade of “B” denotes consistently good performance in the work undertaken and academic achievement that is above average.

**C** The grade of “C” denotes satisfactory performance in the work undertaken and average academic achievement.

**D** The grade of “D” denotes minimal performance in the work undertaken and academic achievement that is below average. If a “D” is given as a final grade, *the student must repeat the entire course and earn a passing grade to receive course credit.*

**F** The grade of “F” denotes failure in the work undertaken and academic achievement that is unacceptable. If an “F” is given as a final grade, *the student must repeat the entire course and earn a passing grade to receive course credit.*

**P** The grade of “P” (in courses graded on a “P/F” basis) indicates passing work, but does not affect the student’s GPA.

**I** The grade of “I” is a temporary placeholder that denotes incomplete coursework. The grade of “I” cannot be used to allow students to revise poor work or complete extra credit.

**W** The grade of “W” indicates that a student has withdrawn from the course or from Bethel College before the last published date for withdrawal. While this grade does not affect the student’s GPA, the course is counted toward the “attempted hours” in the quantitative determination of Satisfactory Academic Progress and financial aid eligibility. Please see refund policy regarding tuition charges based on the withdrawal date.

**WF** The grade of “WF” indicates that a student was failing the course upon withdrawing from the college after 60% of the term, and is treated like an “F.” This grade will also be applied if a student was withdrawn for continuous non-participation in a course or if a student was withdrawn from a course for Academic Misconduct (such as plagiarism). A student will need to pay to retake this course in the future.

**AUD** The grade of “AUD” denotes “Audit” and has no effect on a student’s grade point average. No course credit is awarded to a student who audits a course.

### **“I” or INCOMPLETE Grading Process**

Instructors, with the Registrar’s Office approval, may issue an “I” only in extreme cases where a student could not complete the course within the semester. Documentation and/or a written explanation for the reason will also be required from the student to allow an approval of an “I”

grade and an extension deadline for late work. The new deadline for completion will be set by the Registrar's office (if the request for Incomplete grade is approved).

- Once an "I" has been granted, the student must complete all outstanding coursework before the established Incomplete Coursework Due date for the semester (usually four to six weeks after the "I" has been granted). This deadline will be communicated to both the student and the instructor by the Registrar's office.
- The grade of "I" will not be included in the student's Grade Point Average until the grade has been updated.
- Failure to resolve an "I" grade by the deadline will result in the student receiving a grade for the assessable completed work at that current time for the course.

### Completion Rate (Pace of Completion)

All students must progress at a pace that allows the student to complete their program within the maximum allotted time frame.

The pace is calculated by dividing the number of successfully completed credits by the number of attempted credits. Students must pass at least 67% of all attempted credit hours with a grade of C- or better.

**Non-passing grades are:** F (Failing), I (Incomplete), WF (withdrawn fail), or W (withdraw)

**Attempted credit hours are:** all hours for current program regardless of grade received, transfer hours accepted at Bethel College from any other college or university. Repeated and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.

### Maximum Time Complete

Students have up to 150% of their program length to complete their degree before they become ineligible to receive financial aid (including Federal Direct and PLUS loans).

Refer to the chart below to review the maximum timeframe by degree type:

Degree Type	Maximum Timeframe
Undergraduate - BA in Acting	180 Credit Hours
Undergraduate- BA in Acting (Concentration in Musical Theater)	180 Credit Hours
Certificate - Acting	56 Credit Hours
Certificate- Acting (Concentration in Musical Theater)	56 Credit Hours
Certificate- Audio Production (Non-Accredited)	20 Credit Hours
Certificate- Creative Leadership (Specialization in Film and New Media)	45 Credit Hours
Certificate - Creative Leadership (Specialization in Screenwriting)	45 Credit Hours
Certificate - Cyber Security	48 Credit Hours
Certificate - Dance	56 credit hours
Certificate - Data Science	48 Credit Hours
Certificate - Full-Stack Web Development	54 Credit Hours

Certificate- Screenwriting (Non-Accredited)	30 Credit Hours
Certificate - Worship Artistry (Non-Accredited)	20 Credit Hours
Certificate - Worship Ministry	45 Credit Hours
Certificate - UI/UX Design	48 Credit Hours

## Credit Hour Definition

Bethel College defines a credit hour in relation to the expected amount of work needed to achieve the student learning outcomes stated in the course syllabi, college catalog, and/or the institutional assessment, which amounts to approximately:

- One hour of classroom instruction and two hours of homework each week over the course within a 15-week term, OR
- An average of 1 hour and 20 mins of instruction time, 30 mins of mentorship time and 6 hours and 20 mins of self-paced project design within a 3-week course, OR
- An average of 1 hour and 40 mins of instruction time and 5 hours of self-paced homework/project time within a six-week course.

Most courses at Bethel College observe these standards of instruction to homework ratio, with the following exceptions.

Type of Course	Credit hour	Weekly Average Time on Task
Independent Study	1-3 hours	10 hours
Senior Project	1-3 hours	10 hours

## Plagiarism Policy

Bethel College is a community of students with the core values of Identity, Nobility, Creativity, Service, and Legacy. When students join our college, they are expected to uphold those core values and seek first God’s kingdom. This requires humility about our abilities, respect for the ideas of others, and originality in our thinking. Since Bethel College is a Christian community, the integrity of our search for knowledge and education is rooted in the integrity of our faith. We seek to be followers of Christ in the classroom, online, in our zoom rooms, and on our devices. For both scholarly and spiritual reasons, then, plagiarism and all other forms of academic dishonesty are not to be pursued in the Bethel College community. In a scholarly and Christian community, each of us has a responsibility to encourage others to maintain their commitment to academic honesty.

Students are responsible for understanding plagiarism and learning how to avoid it. They should refuse to allow fellow students “to borrow” or to use an assignment without proper citation, encourage fellow students to do their work, and refrain from completing assignments for their fellow students. If a student helps another plagiarize in these or other ways, he or she is equally guilty of academic dishonesty.

### Definitions:

To plagiarize is to present someone else’s work—his or her words, line of thought, code, or organizational structure—as their own. This occurs when sources are not cited properly, or when



permission is not obtained from the original author to use his or her work. By not acknowledging the sources that are used in our work, we are wrongfully taking material that is not our own.

Plagiarism is a disingenuous and disruptive form of dishonesty. It violates relationships with students and faculty, and it violates the legal rights of people we may never meet. Another person's "work" can take many forms: printed or electronic copies of computer programs, musical compositions, drawings, paintings, oral presentations, papers, essays, articles or chapters, statistical data, tables or figures, etc. In short, if any information that can be considered the intellectual property of another is used without acknowledging the original source properly, this is plagiarism.

Minimal plagiarism is defined as doing any of the following without attribution:

- A. Inserting verbatim phrases of 2-3 distinctive words.
- B. Substituting synonyms into the original sentence rather than rewriting the complete sentence.
- C. Reordering the clauses of a sentence.
- D. Imitating the sentence, paragraph, organizational structure, and design structure of a source.
- E. Using a source's line of logic, thesis, or ideas without any citation.

Substantial plagiarism is defined as doing any of the following without attribution:

- A. Inserting verbatim sentences or longer passages from a source.
- B. combining paraphrasing with word-for-word sentences to create a paragraph or more of text.
- C. Repeatedly and pervasively engaging in minimal plagiarism.
- D. Inputting large amounts of code into an assignment without citing or proving that the code is understood in context.
- E. Utilizing any Artificial Intelligence (AI) such as ChatGPT to generate content for an assignment
- F. Submitting substantial images, components, or template structures from another person's designs in your work.

Complete plagiarism is defined as doing any of the following without attribution:

- A. Submitting or presenting someone's complete published or unpublished work (paper, article, or chapter).
- B. Submitting another student's work for an assignment, with or without that person's knowledge or consent.
- C. Using information from a campus file of old assignments.
- D. Downloading a term paper from a website. ie. buying a term paper from a mail order company or website
- E. Submitting any Artificial Intelligence (AI) such as ChatGPT created content.
- F. Reusing or modifying a previously submitted paper (e.g., from another course) for a present assignment without obtaining prior approval from the instructors involved.

## Consequences:

### Minimal plagiarism

When instances of minimal plagiarism are detected, the instructor can use these situations as an educational opportunity to discuss with the student the nature of plagiarism and the values of a scholarly, Christian community. At the instructor's discretion, assignments may be rewritten and resubmitted, with or without a grade penalty. Repeated instances of minimal plagiarism may, at the instructor's discretion, be treated as substantial plagiarism. If the instructor plans to exercise his or her discretion in cases of minimal plagiarism, procedures and consequences should be clearly described in the course syllabus.

### Substantial plagiarism

For a first offense, the student will receive a failing grade on the assignment that has been plagiarized, and at the discretion of the instructor will notify their Department Head and The Academics Office. Instructors may choose to use this as an educational opportunity to assist the student in understanding the fundamentals of plagiarism. For a second offense, the student typically receives a failing grade in the course, the instructor will notify their Department Head and The Academics Office. For a third offense, the student will be recommended for expulsion from the College. Action is taken at the discretion of the Chief Academic Officer.

### Complete plagiarism

For a first offense, the student typically receives a failing grade in the course, and the instructor will notify their Department Head and the Academics Office. For a second offense, the student is typically expelled from the college. Action is taken at the discretion of the Chief Academic Officer.

## Student Records, Grade Reporting, and Transcripts

Student academic and internal financial records are maintained and filed in a secure and safe manner in perpetuity. Students are able to view their records upon written request to Bethel College administration.

Official transcripts will be provided to the student at the time of graduation at no charge. Personal payment plan terms, interest rates, and monthly payments are between the student and the lender of choice. Student personal payment plan records are maintained by the lender.

Should the institution cease operation, whether voluntarily or involuntarily, educational records or legible true copies shall be filed with the California State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

### Records Retention

Bethel College maintains a file for each student who enrolls in the institution whether or not the student completes the educational service. Student records are maintained for a minimum of five years from the student's date of completion or withdrawal, with progress and performance data, and completion certificate, including a student transcript, maintained

indefinitely. Bethel College maintains and retains all records required by The Bureau of Private Postsecondary Education.

Student records required by the Act are maintained in the state of California, and stored in digital software in a manner secure from damage or loss. Bethel College will take reasonable steps to protect the privacy of personal information contained in student records. All student records will be made immediately available by the institution for inspection and copying during normal business hours by the Bureau of Private Postsecondary Education and any entity authorized to conduct investigations. If Bethel College closes, it will arrange for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained.

Students may request to review their student records or to receive a copy of their completion certificate or transcript by contacting [registrar@bethel.com](mailto:registrar@bethel.com).

## Distance Education

All students taking a course online can expect receipt of student lessons, projects and assignments to be returned within 72 hours following the due date. This correspondence will occur through the Learning Management System.

For information specific to the delivery of instruction in programs using distance education, see the section titled “Method of Instruction”.

## Course Drop For Non-Attendance

Our heart for our students is that they would be successful in the completion of their courses. In order to be successful, attendance to those courses is critical to the progression of a student’s journey through their program. It is a **requirement** that each student posts attendance within the **first 7 days** of each of their courses.

In order to post attendance a student must log in to the LMS, navigate to the course, and submit **at minimum** one assignment within the **first 7 days** of the course start date. Failure to do this will result in the student **being dropped from the course and being moved to the next available course date**. In the event that a student is **dropped a second time for non-attendance during their program**, the student will be dismissed from Bethel College for inactivity.

## Student Services

### Student Coaching Overview

At Bethel College, student coaching is a student service offered by the Student Success Coaches. This coaching begins during the onboarding process with orientation processes and continues through graduation or exit from the college (ie: withdrawal, administrative suspension, or academic suspension). The goal of student coaching is to equip the student with information, soft skills, an understanding of processes, and relational support to facilitate and support the

completion of their chosen certificate or degree. Student Success Coaches consider the needs of students as individuals but also as cohorts when reviewing, planning, and implementing student coaching offerings as needed and bring at-risk students to the attention of the Retention Committee during weekly meetings so that appropriate support may be discussed and implemented across various programs, with the assistance of faculty, mentors, TAs or peer tutors.

Student coaching may include but is not limited to: scheduled group meetings each semester to communicate term/monthly events, important dates or expectations, answer student questions about processes, procedures, or other relevant information, as well as planned presentations on topics like time management and goal setting, individual meetings with students, facilitation of conversation surrounding withdrawal or leave of absence requests or return from such with a strong emphasis on problem-solving so that the student may be retained and successfully complete their chosen program. Student Success Coaches proactively review attendance and student grades (as available) so that they may be able to initiate contact with students who are identified as being academically at-risk based on poor attendance, engagement, or lack of satisfactory academic progress before the end of a class or term.

Student coaching also includes one on one academic advising for students who are on academic probation or warning status as well as for those who have exited a program and may desire to return to complete it. This is intended to help students understand where and why they are struggling in a specific class or area and what is required in order for them to complete their program of choice as well as equip students with soft skills like communication, critical thinking, leadership, attitude, school-life balance, stress management, and work ethic and well as hard skills like time management. Student Success Coaches may also use one on one meeting opportunities to help close communication gaps between departments and help alert students to any flags on their account if the student has been unresponsive to such. This may include but is not limited to late tuition payment notices, outstanding homework, missed mentor meetings or classes as well as other time-sensitive or important information.

## Student Onboarding

During student onboarding and orientation, students are equipped with orientation information via email and an orientation class that is made available within the SIS. Student Success Coaches advise and instruct students on how to find and interact with this preparatory information and offer online orientation calls the week before and the week before a program start date. During this onboarding phase, we believe it is crucial to ensure that students are equipped with the practical information needed to begin class well, but also introduce students to their Student Success Coaches so that they have a sense of safety and relational connection as they enter the College.

## Library and Learning Resources

Students have access to Bethel College's online resources 24/7. Online resources include access to mentors and instructors during stated office hours, workshops, and recordings of instructions and webinars. Other information and resources that a student may need are located on the internet. Online classes may utilize sources from internet sites, periodicals,

newspapers, professional (or business) publications, state-specific laws or codes, magazines, personal interviews, guest speakers, publisher-provided information (via CD, DVD, or website), instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives. Your instructor will provide specific information on resources that will be utilized/required in class to support content and aid in research.

Bethel College Library is located at 935 Locust St, Redding, CA 96001. Students can check out books through the Learning Management System or can request a list of free resources from instructors and program mentors if they wish to supplement the curriculum. Students are also encouraged to obtain materials from public and institutional libraries in their communities where available. Each program department faculty performs collection development on each library resource pertaining to their particular program. Program faculty review these resources annually making decisions on retention or purge.

## Campus Safety and Security

(see also “Weapons” section on page 37 as part of the Covenant Code of Conduct)

Bethel College is committed to providing a safe and secure learning environment for its on-campus students. Students are issued ID badges at the start of each school year. Badges must be worn at all times when on campus and are required for accessing some areas of the campus. In the event of a lost ID badge, the student will be responsible to contact Security to request a new badge and will be required to pay for the replacement.

Students may not utilize campus facilities other than to attend classes or other school activities. Students are given access to the room scheduling system to reserve rehearsal spaces (instructions are provided via email at the beginning of the school year.)

Facilities are secured after regular hours by alarm systems. Students should note the locations of evacuation maps posted near the entrances of each classroom facility.

Security personnel conduct regular patrols of campus facilities and are available by phone **24 hours a day at (530) 410-2400**. Students should report any non-emergency safety or security concerns immediately to a staff or faculty member. If staff or faculty are unavailable, contact Security at the number provided.

***In the event of a medical emergency or fire, call 911 first, then notify Security.***

## Spiritual Mentorship

Bethel College offers all of its students access to student life pastors or spiritual mentors within their respective programs. This lends strength to Bethel College’s vision and objectives to see the expansion of God’s kingdom by providing spiritual support to enrolled students. Each pastor or mentor fosters a greater connection between students and the content provided in the spiritual biblical courses. The mentor will meet one on one with students on a monthly basis providing spiritual and pastoral support. The spiritual mentor is someone with strong communication, pastoral and coaching skills who is a graduate of The Bethel School of Supernatural Ministry.

Our heart is that our students are personally transformed by Christ and then are able to bring cultural transformation into their families, communities, and businesses. We believe transformation happens in revival groups and often it requires a safe one-on-one space with a spiritual mentor for students to create another layer and opportunity for personal transformation. These spiritual mentor sessions occur once a month and are a significant part of the course.

We expect students to schedule times with their assigned mentors. If a student misses two spiritual mentor sessions, then they will receive an absence in the Kingdom Foundations course. If they accumulate more than four absences in total, they will not be able to graduate from Kingdom Foundations courses. A missed spiritual mentor session is when a student is a no-show for their scheduled session with their mentor or if a student decides not to schedule a meeting during the time of enrollment in a Kingdom Foundation course.

## Program Mentorship

All Bethel College students are provided program mentorship or pastoral oversight within their selected programs. This works in a cooperative setting with instructors, students, and support personnel to accomplish the mutual goal of training and placing students. They provide academic support, assisting students with instructional review, technical questions, debugging, program review, and reinforcement of conceptual knowledge. They also counsel students on the importance of class attendance, contact students who have missed a class, and document all attendance-related matters.

## Weekly Seminars

Bethel College provides its students with free weekly seminars with leaders in the fields of technology, ministry, worship, arts, counseling, and career advancement. Students are able to attend these seminars free of charge through video conferencing and can access recorded sessions within a digital resource depository. These seminars and the speakers are selected based on students' requests, industry trends, and the general overall well-being of the students. Students are given opportunities to ask questions and participate in the conversation with the speaker.

## Advising

Advising by faculty and administrative staff to discuss student progress or special needs is available by appointment. Counseling services, financial planning, and information on housing, childcare, and rehabilitation services are available by appointment through Bethel Church. The institution does not have dormitory services under its control and does not provide housing services (availability and cost range of housing, etc.)

## Bethel College Student Government

Bethel College strives to model excellence, transformation, hard work, encouragement, and connection. The heart of our school is to create a culture that encourages diversity, open and

honest communication, and trust. Bethel College student government is a platform for students to share ideas, interests, and concerns in regards to what is happening in the school environment. We value the students' voice to shape our school and to bring transformation. Student leadership structures vary for online and on-campus programs.

This organization is student-led, and representatives will be appointed through election. Student government leaders play a vital role in shaping culture. Each school will have its own student leadership system and chosen representatives of each school will come together in the Bethel College Senate.

## Covenant Code of Conduct

***REVIVALIST: (n) a believer who is focused and passionate, willing to pay any price to live in community, purity, and power because they are loved by God and love him, whose manifest presence transforms lives and cultures.***

God has called students to Bethel College and our mission is to develop **revivalists**. Bethel College builds students to be sent out into the tech space demonstrating technical excellence, Kingdom core values, and the presence and power of God.

We understand that what a student is becoming is expressed and affected by simple choices and behaviors, which in turn produce a lifestyle. Based on a student's call to become a revivalist, we have a set of expectations that each student should adopt as their own. Ultimately, we want our students' choices to flow from who each student is, however, some things are first learned from the "outside in." In other words, a student may adopt these values before they feel natural or necessary because they help shape a student's inner world. School is often an "outside in" experience.

The following are practical expressions of choices and behaviors that flow from a student's core mission of becoming a revivalist, and students are asked to join in a covenant relationship with us in adopting these principles through the lens of our core values of Presence, Honor, Family, Excellence, and Legacy. We have found them very helpful in creating an atmosphere that advances the Kingdom of God.

### Presence

#### Biblical Truth

We expect students to grow in the truth with God as its Source and Author. We believe that our students will come to love it, deeply enjoy its value to save and transform, and ultimately, to radically live it. Students will spend time learning and understanding Bethel College's foundational statement of faith and core values, and fully engage in Kingdom Foundation studies. The biblical truth a student encounters will build a strong foundation for their core beliefs and transform their understanding, attitudes, and choices. Students may not completely agree with the theology taught but are encouraged to understand and seek out the truth in what they believe.

## Loved by God

Everything we do - in word or deed, professionally or personally - should be done *in love* and *from love*. *We love because He first loved us (1 John 4:19)*. We work *from love*, not *for love*. When we begin to walk in the fullness of God's love for us and those around us, we become increasingly free of fear, anxiety, worry, small or judgemental thinking, and any religious constraints.

As children of God, we are not just saved *from* sin, we are saved *unto* something: a life of freedom, which is a life willingly given to Jesus. As students become free from bondage and old ways of thinking, they should be mindful to intentionally cultivate the fruit of the Spirit (Galatians 5:22-23), particularly the fruit of self-control. Self-control enables each student to make powerful choices, regardless of the challenges that may arise as the student progresses through their program.

## Participation

It is essential that students engage with all assignments and attend revival groups, church services and some extra teaching sessions that the institution feels are helpful to a student's spiritual growth. Students will have opportunities to activate their faith through encounters with God and various exercises as they attend the program. These experiences teach and instill the key beliefs that we, as Christians, have a God-given identity, host His presence wherever we go and are valuable members of our society. The more the student leans into the experiences available to them, the stronger their relationship with God and their identity in God will be.

## Personal Time With God

Bethel College champions staff and students to cultivate a life of unceasing prayer in relationship with the Holy Spirit. This relationship should be birthed from the individual's passion for God and lead them to pursue the private study of scripture, prayer, and personal interaction with the Holy Spirit. This should be a priority to all involved with Bethel College.

Corporate gatherings should never take the place of a personal relationship with God. Passion for the Kingdom of God should not stem solely from corporate experiences, but rather, each student and staff member should passionately seek the Lord in private and when we gather, we should be eager to give from our overflow and receive from one another in humility and thankfulness. Each individual carries and expresses a unique facet of the heart of God, and so should take great care to steward what the Lord has placed on their life in relationship with Him.

## Honor

### Homework Expectations

Students are expected to complete all coursework with excellence, which includes completing every assignment to the best of their ability, early or on time, and with a good attitude. Students are asked to commit to a standard of proactive communication, asking for help and finding resources outside of their learning management system (LMS) as needed. As time allows, students take extra measures to gain greater understanding and become excellent in their program specialty.



A spirit of excellence marks a student and brings favor upon them within their program. This excellence goes with them as they transition into a professional environment. A student's dedication to excellence is revealed in the quality of their work and in their attitude toward and communication with staff, faculty, guests, and classmates.

## Classroom Etiquette

Students when attending class will need to quiet down immediately when someone begins to address the class. Honor is given to whoever is speaking by offering full attention to the speaker. Students show this by remaining off their phones and turning their chairs and/or body to face the speaker. Sleeping in class is not tolerated. Turn your cell phone sounds and notifications off and don't answer the phone during class. Return calls and texts during your break or after school. If you are using a laptop or tablet during class, close any unnecessary apps, games, chats, or browser windows so you can focus on the course material being covered. If you are joining a class online, we request your audio to be muted until participation and your video to always be on.

## Brave Communication

A healthy community provides feedback for one another. Just as iron sharpens iron (Proverbs 27:17), so our communication with one another brings about growth: personally, spiritually, and professionally. Each student is encouraged to have a voice and communicate their needs, in kindness, to one another.

If a student has a dispute with another student, a mentor, instructor, or any other school representative, he or she should bring that matter to the person involved and work together for resolution. Should that communication not resolve the meeting, the student is encouraged to connect with the Student Success Coach or spiritual mentor for assistance. Students may also choose to invoke the grievance process outlined on pages 11-12.

## Family

### Community

Bethel College students are humble and teachable. They lay aside a desire for independence, self-preservation, and pride in order to walk in interdependence, relational transparency, and vulnerability. Students are encouraged to engage with their spiritual mentor, Student Success Coach, revival group, and one another as they share their mental, emotional and spiritual journey at school. Students who allow healthy feedback and encouragement to affect them find life, clarity, and hope in their process.

In communicating with one another we should not assume or blame but rather seek first to understand. We often do not comprehend how our actions affect those around us, so students are encouraged to both give and receive feedback from the community around them.

## Revival Group

Revival Group (RG) is essential for community and spiritual growth. Here, students are given opportunities to learn from God, their pastor, and one another. RG is where the community comes together and supports each other.

During RG, students learn how to effectively take what they are learning within the spiritual curriculum and apply it to real-world settings. Students who “show up” are physically and/or visibly present. They participate in testimonies, are vulnerable, and celebrate others and themselves. They interact with the pastor and other students and choose risk when stepping out in activation activities. It can be challenging to step into such an environment, but when students pay the emotional cost of engaging in the community, the return is exponential.

## Excellence

### Intentionality and Focus

There is a cost associated with attending Bethel College that is greater than the investments of finances/tuition or time. Courses are intensive, accelerated learning programs and require continuous focus, drive, and determination from a student.

In order to receive the most from their program, students must intentionally engage their whole being as they work through both technical and spiritual instruction. This effort is weighty and requires the sacrifice of many kinds: financial, relational, spiritual, emotional, mental, and physical. By intentionally choosing to participate fully and to push through any obstacles they face, students show that they are willing to pay the price for their success.

Bethel College students keep their goals at the forefront of their minds when facing challenges and distractions. Focused students understand that, in order to achieve their goals, they will have to prioritize school over other things for a season.

### Passion Revealed in Excellence

Passion is embodied by a student’s willingness to pay any price to attain the prize of graduating and, more importantly, of stepping into the power and presence of their God-given identity. We endeavor to disciple students whose passion directs their minds, will, and emotions, and causes them to purposefully engage in their coursework and complete tasks with excellence.

Passionate students strive to be unoffendable in all circumstances. They take personal responsibility for their choices, behavior, attitudes, and ultimately, their success. Passion drives students to overcome feelings of fear, frustration, or inadequacy and communicate when they are unsure or at risk of failing a module. Passionate students fundamentally believe that they will be able to find a solution to any problem they face.

## Balance

Bethel College offers its classes online and on campus. In environments like these, students can be tempted to allow other things to get in the way of completing their program, spending time with God, or actively participating in coursework. It is essential that students strive to find a

balance between school, work, home life, and spiritual disciplines. Students are encouraged to learn time management skills in order to find the balance needed to succeed.

## Attire

Proper attire must be worn at all times on campus, on Bethel leased or owned properties, and when representing Bethel College such as (but not limited to) concerts, promotional events, and church services. Standards of good judgment, good taste, and modesty ought to prevail in the selection of clothing suitable for wear on campus. This means avoiding articles that are immodest, short, tight, low-cut or otherwise distracting. Bethel College staff will hold students to an appropriate standard and are the final authority on appropriate attire. Please note that these standards apply to both male and female students. Observing these guidelines is essential.

## Time Management

Each section of the program, whether spiritual or technical, tasks a student with the job of learning. Students are expected to seek to understand the material presented to them and in doing so, will find themselves better equipped to succeed. It is essential that students intentionally make time to study, work on projects and attend meetings.

Managing time is an expression of excellence. It requires a student to set a study schedule, communicate their needs to family, friends, and community, and prioritize the time it takes to complete their goals. For a short time, the student may have to make challenging choices that will enable their overall success in the program.

A student must consistently turn off or remove distractions. He or she must continuously and intentionally engage in challenging coursework and personal processes, work on projects in advance, and learn how to overcome the temptation to procrastinate.

It is part of the Christian's walk to steward all the areas of our lives for God's ultimate glory; this includes how we manage our time.

## Average Time

Students should expect to spend a minimum of 10-20 hours per week on their coursework. Weekly time for coursework completion will vary based on the program in which the student is enrolled. It is expected that students, regardless of their program, will spend several hours each week researching information outside of their LMS in order to gain or enhance their professional skills and better equip them to transition into the workplace following the program. Students should reference their program syllabi for details.

## Accountability

At Bethel College, *accountability* is defined as *taking "account" or responsibility for your ability*. Each student is called to steward the gifts, graces, and call on their life. They must also take ownership of their attitudes, choices, and beliefs. Simply, this looks like completing assignments on time, engaging in activities, and respectfully communicating with school representatives and other students. This may also look like taking risks, overcoming personal challenges, and remaining focused on finding solutions in the midst of difficult circumstances. Students should expect to grow in their problem-solving abilities and communication skills as they navigate their

journey with Bethel College.

There is a structure within each Bethel College program that creates accountability for the student. Weekly due dates and course deadlines provide external accountability for a student's academic progress, while conversations in revival group and one-on-one pastoral meetings are key to continual personal development.

Accountability is not in place to punish or condemn, but to remind each student of the price required in order to succeed. In order for accountability to result in growth, students must choose to participate in the community and give feedback to those around them. This may cost a student their comfort, time, and energy, and will often require a student's conscious decision to walk in their God-given identity.

## Purity

Bethel College students are representatives of the School and, more importantly, of Jesus Christ everywhere they go. Bethel College expects that students *seek to be imitators of God, with not even a hint of sexual immorality or any kind of impurity, living as children of light and finding out what pleases the Lord (Eph 5:1-12).*

Living a pure life requires community, accountability, transparency, and vulnerability, both within the school context and within the student's personal community. We recognize that each student is on an individual journey with God, and as such, strive to create an environment of encouragement, healing, and challenge toward progressive freedom for any individual experiencing challenges in their sexual, physical, emotional, or spiritual purity.

## Sexual Wholeness Expectations

We affirm the position that the consistent sexual ideal in the Bible is abstinence for those outside a monogamous heterosexual marriage and fidelity for those inside such a marriage. The school expects each student to make choices consistent with these values.

Please review [Bethel Church's Beliefs on Biblical Sexuality](#) as our heart for you in sexual wholeness.

## Alcohol and Drug Policy

Our students are expected to comply with all local laws, regulations, and government regarding legal and illegal substances. We affirm the scriptural command to never be drunk (Eph. 5:18) with alcohol and extend the expectation of a student's sobriety to include all legal and illegal substances.

Our state government does have strict rules. For instance, California law prohibits alcohol use for those less than 21 years of age (regardless of residency or citizenship/visa status). Please be mindful and respectful of your fellow younger students at parties, and refrain from the consumption of alcohol. One is legally considered drunk and may not drive with a .08 or higher blood alcohol content.

All Bethel College students refrain from the use of marijuana. It may be legal, and you may feel it is your right, but as a community, we generally do not think it to be the Father's best for you.

## Weapons

For community and personal safety, firearms, martial arts equipment, fireworks, or any object deemed by Bethel College to be a weapon, is prohibited on Bethel College leased or owned properties, and when representing Bethel College such as, but not limited to, concerts, promotional events, and church services. It is expected that students will use careful judgment and discretion when dealing with issues relating to weapons while off campus.

Bethel Conservatory of the Arts follows a strict props weapons protocol when working on stage, film, or in classroom scenes. Further information on prop categories and protocols can be found in the **BCA Weapon Protocol Document**.

If you are on a Bethel College Campus and observe or experience an incident, please alert Bethel Security by calling +1 (530) 410 2400.

## Legacy

### Resources

Students are given educational resources in their LMS that include teaching notes, videos, real-time instruction, assignments, etc. Students are encouraged, and at times required, to perform individual research and seek resources outside of their LMS. Within Bethel College, each student is paired with mentors and instructors who provide live or video instruction, grade the student's work, and offer personal feedback.

While these are incredible resources, they are not the only resources available to a student as they grow in their new skill set. A "stuck" student is expected to communicate their needs to their mentors or instructors but should also go beyond them for answers. Students are commissioned to be proactive in using the internet and other outside resources in order to supplement their knowledge and begin to practice the necessary professional skill of "Googling" things.

## Bethel Tech For Life

Bethel Tech for Life courses are classified under Non-Degree Seeking for No Credit courses at Bethel College. Please see the Bethel College Catalog for more details.

### **Terms of Participation - Bethel Tech for Life**

Bethel School of Technology invites graduates of our Full Stack Web Development program to participate in Bethel Tech for Life, which enables graduates to take additional coding courses in support of their ongoing education and growth in coding skills. This allows the option for alumni who graduated from the Full Stack program to take additional courses offered that were not completed during their enrollment. For example, if the alumni focused on JavaScript during their enrolled program and now have the desire to go back and learn C#. Bethel Tech for Life allows the alumni to take additional courses. Students need to self assess and they do not receive any

credits for completing the course.

Bethel Tech for Life participants do not receive access to a Mentor, Instructor-led sessions, or live chat support. The Bethel Tech for Life benefit is not transferable to friends, family, or employers. In order to qualify for the Bethel Tech for Life benefits and the Alumni Grant graduates must be in good financial standing with the school.

**Acknowledgement - Participation in Bethel Tech for Life constitutes agreement to:**

**Confidentiality Obligations**

- A. Alumni acknowledge that the Course Materials provided by the College are confidential and proprietary.
- B. Alumni agree to keep all Course Materials strictly confidential and not disclose, reproduce, distribute, or otherwise make available any Course Materials to any third party without prior written consent from the College.
- C. Alumni shall take all reasonable measures to prevent unauthorized access, use, or disclosure of the Course Materials.

**Use of Course Materials**

- A. Alumni agree to use the Course Materials solely for their personal educational purposes and not for any commercial or competitive purposes.
- B. Alumni shall not modify, adapt, translate, reverse engineer, decompile, or create derivative works based on the Course Materials.

**Ownership and Intellectual Property**

- A. Alumni acknowledge and agree that all Course Materials provided by the College are and shall remain the exclusive property of the College.
- B. Nothing in this Agreement shall be construed as granting Alumni any ownership rights or licenses to the Course Materials.

**Term and Termination**

- A. This Agreement shall remain in effect for the duration of the Alumni access to the "Bethel Tech for Life" courses and shall survive the termination or completion of said courses.
- B. The College reserves the right to terminate the Alumni access to the Course Materials at any time, with or without cause.

I understand that deliberately violating these terms may result in disciplinary action for any student/s and alumni found to have received course information from me and may result in my removal from Bethel Tech for Life\*. If removed from the Bethel Tech for Life program, I acknowledge that I will forfeit all access to course content.

\*Bethel Tech for Life is made available at no cost to alumni and, as such, an alumni dismissed from the program due to violation of the terms is ineligible for appeal or reinstatement.

Alumni who wish to participate in this benefit can request access by emailing [careerservices@bethel.com](mailto:careerservices@bethel.com).

## Influence Beyond Bethel

Our greatest objective is to train the best and brightest technologists, artists and worship leaders in the world, and equip them to demonstrate the wisdom, character, and power unique to the Kingdom of God. Students are commissioned to carry this out in the context of the Great Commission: *Go and make disciples of all nations, teaching them in the name of the Father, the Son, and of the Holy Spirit, teaching them to obey everything that Jesus Christ has commanded us. (Matthew 28:19-20)*

Students understand that discipling nations is more than an evangelistic mandate; students will bring God's wisdom, perspective, and power into all situations and all people groups they come into contact with. As servant leaders, students will serve some of the finest companies in the world with excellence and a dedication to helping these organizations become fully actualized high-performing companies. As they walk confidently in their God-given identities, they will see His kingdom come and His will be done, on earth as it is in heaven.

## Career Services

Bethel College's objective is to prepare students with a baseline of skills to help them begin careers within the industries to which they will deploy or to begin building professional networks as they continue their education. Through specialized curriculum in each of our programs (including Career Services and Professional Development courses), students receive guidance in valuable skills like building a professional portfolio, preparing for auditions and interviews, and navigating the marketplace with poise and confidence.

We also connect students to external resources through our relationships with partner institutions and a growing network of industry-specific employment leads, and engagement with alumni and other industry professionals (employment resources and leads may not be available with every program).

During Demo Day or Residency, students will have the opportunity to participate in a "Graduation Exit Interview". The exit interview serves as a check and balance to ensure the student is cleared for graduation and makes sure the student submits a final/polished resume.

The student career advisement process is interactive for 180 days. The career services team will be involved with the student by requesting a face-to-face meeting every 30 days (at minimum). During this period, the student must be proactive in the following:

- Creating a strong social media presence
- Attending networking events
- Creating and editing cover letters and resumes
- Applying for various positions matching their qualifications

Based on what the student needs, Career Services will perform a complete interviewing strategy, soft skills, resume, and personal career assessment/motivation with the student. We could also provide additional mock-interview and assist in bridging connections to internships to build more work experience. While our objective is to assist students in securing a job within 180 days of graduation, students receive lifetime advisement assistance.

A student who is considered a WAIVER of placement will meet one of the following requirements and will complete a Graduate Waiver Form, which will be kept in the graduate placement file:

- Continuing Education (Associate, Baccalaureate, Master's, or PhD program) Verified by the incoming institution and student.
- Active Duty Military Verified with a copy of orders or enlistment documentation.
- Health-Related Issue Verified by receipt of medical documentation from the student, where health issues will prevent graduates from seeking/obtaining employment within their field of study.
- Any graduate accepting employment with Bethel College as a program mentor will be considered a waiver and not count toward placement outcomes.

A waiver is placed on file for graduates until they find employment in their field, to not count the two positions towards placement rates.

## Placement Assistance

Bethel College offers employment assistance to graduates, consisting of job lead referrals and job skills development. Assistance with job searches is not a guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Successful job assistance is dependent upon the mutual effort of the graduate and Bethel College. Students and graduates are encouraged to seek employment on their own and keep records, informing the Career Services department of those efforts.

## Copyright and Intellectual Property

Bethel College complies with all federal laws applicable to the use of copyrighted material and the creation of intellectual property by faculty. Fair Use standards established by the Copyright Act of 1976 provide guidelines for faculty in determining appropriate use. Questions regarding the use of copyrighted materials in instruction or the creation and use of intellectual property should be directed to the CAO or Compliance Manager.

Bethel Conservatory of the Arts only: All students will be required to sign a Media Release Form and a Student Creative Works Policy form. The Media Release is a simple, all-purpose general release that defines Bethel College's use of photographs or recordings of students or segments of performances for use in Bethel College promotional materials. The Student Creative Works form relays the Intellectual Property Rights that Students will maintain of their creations/works while attending school.

These forms fit in with the hands-on, practical vision of the school by introducing students to the real-world concept of intellectual property rights, written agreements, and the licensing of works. This is the first of many documents that students should become familiar with working artists, authors, technicians, and professionals. If you have any general questions regarding these forms, please feel free to contact [academics@bethel.com](mailto:academics@bethel.com) You may additionally seek the advice of an attorney for any specific legal questions you may have.



# Student Discipline Process

We are committed to disciple students so that they grow in their weaknesses *and* their strengths. This is the heart of the Father demonstrated in Scripture: “*the Lord corrects the people he loves, and disciplines those he calls his own*” (Hebrews 12:6). Should a student fail to manage the freedom they are entrusted with by failing to make attendance, complete assignments, or fulfill their other academic responsibilities, the student’s choices will result in consequences that could adversely impact their success. This may include discipline, up to and including suspension for unsatisfactory academic progress, or, in extreme cases, expulsion.

Consequences are simply external discipline. Students understand that academic policies, procedures, and even pastoral challenges are boundaries in our environment that communicate to us, “Stop. Turn around. Go another way.” The consequences a student may face are in place to help keep a student on track and moving toward success.

We do not want to shield a student from the consequences of their actions and the discipline that may result. Instead, we strive to pastor a student through the consequences. Discipline is not intended to introduce punishment so that behavior changes through fear, shame, manipulation, or pain. Discipline is meant to bring strength, build bridges of communication, give the student the opportunity to make their needs known, and find solutions to the challenges they are facing. Our heart is to see each disciplinary situation become an opportunity for growth and to see the student attain strength and freedom from it.

## School Policy Regarding Student Conduct Causes For Expulsion or Dismissal

A student will be expelled under the following conditions:

- Participation in hate speech or bigotry of any kind, whether written or spoken, while on campus or participating in Bethel College activities. Activities include but are not limited to class time, virtual meetings, or while utilizing Bethel College LMS or electronic resources (such as Slack or email)
- Failure to abide by guidelines stated in the student handbook.
- Failure to complete required assessments with a passing grade
- Refusal to participate in required group assignments
- Any willful action that impedes the education of another student
- Any act of violence while attending courses
- Failure to comply with the attendance policy
- Breach of any part of the contracts signed between Bethel College and the student
- Release of Bethel College intellectual property publicly, such as curriculum or lesson materials, without permission from Bethel College
- Failure to make required payments to financing partners, if required by their agreements
- Failure to fulfill attendance requirements
- Failure to academically progress through the program by successfully completing each module
- Misconduct - including but not limited to:

- Cyber-bullying
- Academic dishonesty
- Plagiarism
- Fraudulent admission documents
- Actions in contrast to the Bethel College Core Values
- Violations of freedom plan standards
- Violations of California laws which are considered to be violations of regulations
- Any unlawful conduct or illegal action against themselves or others that results in arrest and/or prison time
- Use of weapons, facsimile weapons, candles, fireworks, knives, or other objects that may cause harm to other people or damage to Bethel College property
- The sale, use or possession of illegal drugs
- Harassment in any form

## Causes for Readmission

A student that is expelled due to the reasons listed in the above policy will not be readmitted under any circumstances. If a student is expelled for another reason, the Registrar or CAO will assess the student's written request on a case-by-case basis.

Students expelled for unsatisfactory academic progress are offered a slot in the subsequent course (where 20% of seats are reserved for rollback students), with first priority given to students who previously had perfect attendance and no behavioral incidents. Students with absences receive second priority, and students with prior behavioral incidents are given third priority. In the event there is no space in the next immediate course, Bethel College will work with the student to find a subsequent course that is suitable.

## Code of Conduct Violations

Failure to adhere to the character and behavior expectations outlined in the Code of Conduct may result in disciplinary action and sanctions. The pastoral team will review each situation as it arises and take action when deemed necessary.

## Pastoral Care Contract

If a student fails to uphold the code of conduct, has a serious struggle with any of the revivalist lifestyle values mentioned, or struggles with their emotional health to the point that it's destructive to themselves (and potentially the people around them), students can be put on a pastoral contract under the guidance of the Bethel College Student Life Pastors. If the situation or the emotional impact is interfering with school, the pastoral care contract can be a requirement to stay in school. In the contract, the student and pastor will set up a plan together to help the student move forward. This contract can, but is not limited to, include counseling, an accountability partner, regular one-on-ones with the pastor, staying away from alcohol, etc. Students are asked to sign the contract and uphold it.

## Code of Conduct Suspension

If it is decided by the Bethel College Chief Academic Officer or the Spiritual and Student Life Director that a student should be suspended from school, the student will be notified of when the suspension will take place and for how long. Bethel College is not responsible for work undone due to a suspension. Students can be suspended because of any type of harassment and harmful behavior or any behavior that is not in line with the values lined out in the student handbook and Code of Conduct.

## Code of Conduct Expulsion

Expulsion happens when the student hasn't kept their part of the agreement in the case of a pastoral care contract, expulsion, or academic probation. Expulsion would result in permanent removal from Bethel College. Users may petition for reinstatement of privileges after one year. Bethel College is not responsible for incomplete work undone due to expulsion.

## Student Housing

Bethel College does not provide any housing for students who attend its programs and has NO responsibility to find or assist a student in finding housing. Students who wish to attend on-campus programs must find accommodations for themselves in the Redding, CA area.

Redding offers a number of rooms, apartments, and homes for rent. Prices for individual rooms can range from \$300-\$600 per person per month. Apartment rental prices based on occupancy can range from \$900-\$1,500 per month. Rental home prices can range from \$900-\$3,000 per month. Students are encouraged to research local property management companies, and online rental communities or contact apartment complexes for exact prices and availability.

## Student Health Care Resources

Any U.S. citizen under the age of 26 is eligible to be on their parent's health insurance; however, if they prefer, anyone over the age of 18 can sign up for Medi-Cal (State insurance) if their parents do not claim them as dependents on taxes, and if their income is low enough. You can find more information or apply to Medi-Cal at this link: [Medi-Cal](#)

Students with qualifying low income that is too high to qualify for Medi-Cal may still be eligible for Covered California. This is a low-cost medical insurance that is subsidized by the government to make it more affordable. Enrollment periods and qualifying income levels for this insurance can be found at this link: [Covered California](#).

If you are an international student who has been unable to find insurance that will cover you while you are studying in the US. We are requesting that all international students carry health insurance while attending BCA so that they can rest easy knowing they have affordable treatment options in case of illness or injury.

Shasta Community Health and Hill Country Health and Wellness Center are the most commonly approved clinics in Redding for Medi-Cal (State Aid) patients. Both also have sliding-scale payments for low-income patients without insurance.

#### Contact Details:

Shasta Community Health  
1035 Placer St.  
530-246-5710  
(Walk-in clinic—no appointment necessary.)

Shasta Community Urgent Care  
980 Placer St.  
530-246-5768  
(Extended hours)

Hill Country Health and Wellness Center  
317 Lake Blvd, Suite A  
530-337-5750  
(Sliding scale and low-cost medical care,  
walk-in clinic, and access to mental health  
professionals and chiropractic care)

Shasta Community Dental Clinic  
1400 Market St.  
530-247-7253

## Bethel College Contact Information

### Email

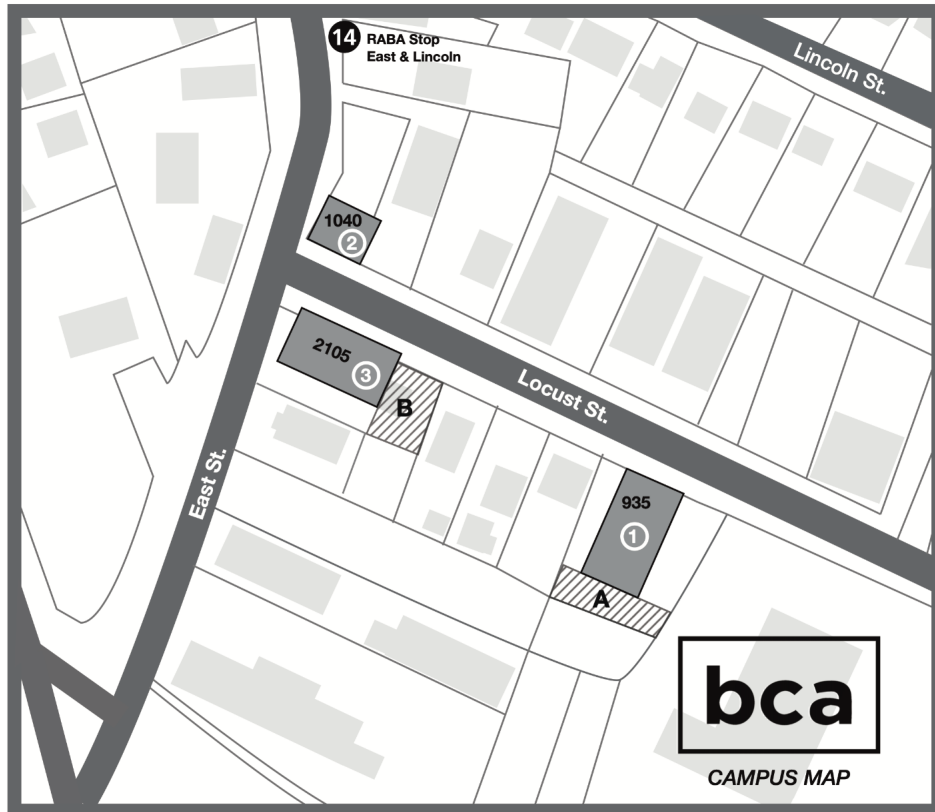
To enhance campus communication, an email address is provided for all staff and students. E-mail is the primary source of communication between students and staff via your email address. It will be extremely important for you to check this account daily to have accurate and up-to-date facts concerning schedule changes and any other important notices for you to succeed academically at Bethel College. We ask you to respond to emails from Bethel College within 24 business hours.

### Bethel College Program Contact Information

BMC/BST Main Phone Number: 530-214-9446  
BCA Main Phone Number: 530-246-6000 ext 4761  
General Email: [college@bethel.com](mailto:college@bethel.com)  
Academics: (BMC/BST) [academics@bethel.com](mailto:academics@bethel.com) (BCA) [academics.bca@visible.edu](mailto:academics.bca@visible.edu)  
Admissions: [admissions@bethel.com](mailto:admissions@bethel.com)  
Registrar: [registrar@bethel.com](mailto:registrar@bethel.com)  
Student Accounts: [studentaccounts@bethel.com](mailto:studentaccounts@bethel.com)  
Career Services: [careerservices@bethel.com](mailto:careerservices@bethel.com)  
Compliance Office: [bc.compliance@bethel.com](mailto:bc.compliance@bethel.com)

### Bethel College Campus Facilities

Bethel College Main Campus & Administration: 5090 Caterpillar Road, Redding CA 96003  
BCA Building 1: 935 Locust Street, Redding, CA, 96001  
BCA Building 2: 1040 Locust Street, Redding, CA, 96001  
BCA Building 3: 2105 East Street, Redding, CA, 96001  
BCA Building 4: 2115 East Street, Redding, CA 96001



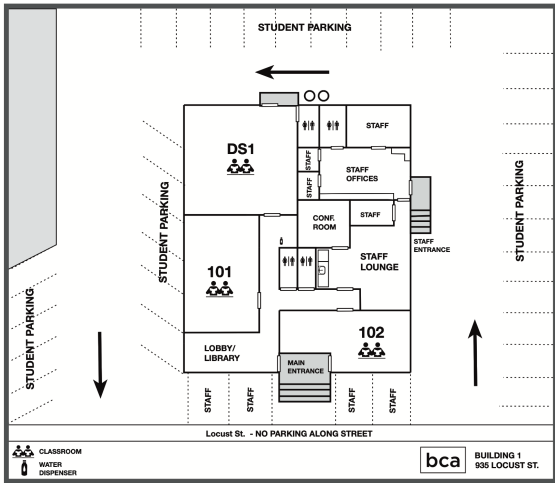
**Campus Map**  
**Building 1:** 935 Locust St. - Classrooms & Faculty/Staff Offices  
**Building 2:** 1040 Locust St. - Classrooms & Rehearsal space  
**Building 3:** 2105 East St. - Classroom & storage  
*(under construction)*

**Bethel Conservatory of the Arts**  
 935 Locust St.  
 Redding, CA 96001  
[www.bethelconservatory.com](http://www.bethelconservatory.com)

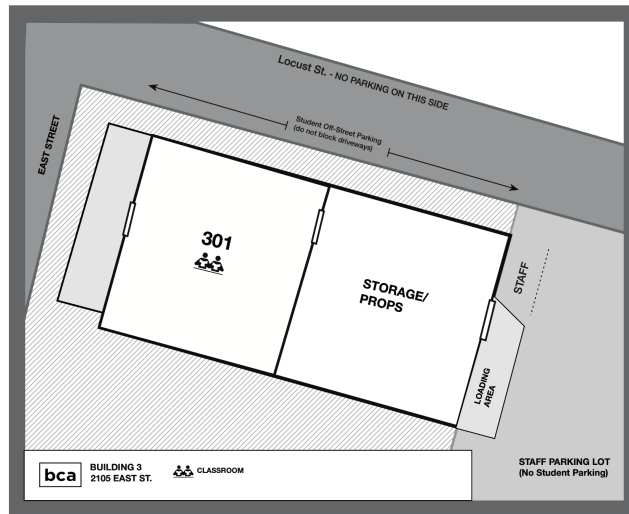
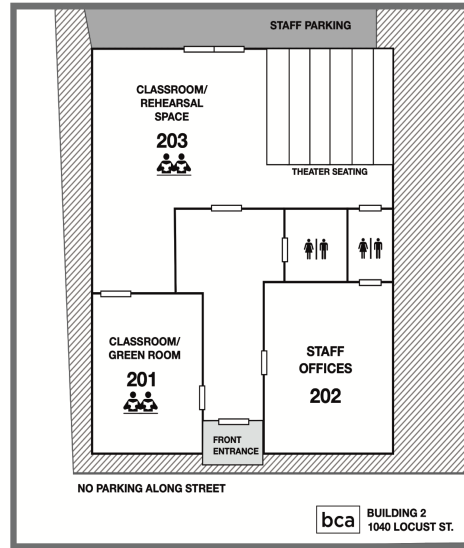
## BCA Campus Access

BCA Students have access to Buildings 1, 2, and 3 during regular class hours on school days during the academic calendar year. Students are not allowed to be on campus outside of regular operating hours without a member of staff or a staff-approved person present. A room booking schedule and system will be made available for student rehearsals (an email will go out with instructions for booking rehearsal slots after the beginning of the school year). See the maps below for layouts & student parking at Buildings 1, 2, & 3.

Building 1- 935 Locust St.



Building 2- 1040 Locust St.



Building 3: 2105 East St.