COURSE POLICIES AND GRADES

Accommodations Policy

Disability-related accommodations, beyond what is provided as part of the BUILD program supports, are determined by the Office of Accessibility Resources and Services (OARS) (https://www.bethel.edu/accessibility/). Students requesting disability-related accommodations work with their advisor or a BUILD Staff member to request needed accommodations. Once OARS determines that accommodations are to be made, they will notify the student and the instructor via email.

Attending Classes

Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed due to absence(s). Since class grades weight participation and attendance heavily and because class sessions function not merely for individual learning but also for group interaction, absences can become a serious problem for both the individual and for the group.

Course by Arrangement

In special circumstances, students may request to take a course by arrangement. Only courses that are requirements for the Certificate in Applied Studies can be taken by arrangement. A student may take only one course by arrangement while completing their Certificate in Applied Studies. A course by arrangement is graded on a S/U basis.

A completed course by arrangement form must be submitted to the Office of the Registrar (https://www.bethel.edu/registrar/) by the add/drop day of the term in which the course is taken. The form must be approved by the student's academic advisor, the Director of BUILD, and the University Registrar.

Dropping a Course

There are two ways for a student to drop a course:

Administrative Drop
Any student with no documented academic activity in a course (according to the course requirements) by the term's drop date may be dropped from the course.

Student Initiated Drop
During any term (full term, half term, January session), students may drop courses prior to the deadline. Though not required, it is recommended that students consult their advisor before dropping a course. Dropped courses do not appear on the student's transcript. Course drops are official on the date students make the change online or written notice (https://www.bethel.edu/registrar/forms/add-drop-withdrawal-audit.pdf) is received by the Office of the Registrar.

Grades and Grading

The scale below is used to define grades. The scores or points required in a course to earn a particular grade are determined by the instructor. All grades are considered final and are not subject to change except for errors in calculation, or as a result of a formal grade appeal process (see the *Academic Appeals* section of this catalog):

Grade	Definition	Grade Points
IN	Incomplete (courses graded S/U)	
S (65-100%)	Satisfactory	

U (0-64%)	Unsatisfactory
W	Withdrawal

S/U Grading

Courses are graded on a S/U basis as indicated in this catalog. The S grade indicates at least D level achievement (65% or higher).

Transferring S/U Courses to Bethel

With the exception of satisfactory or passing grades awarded during the COVID-19 pandemic of Spring and Summer of 2020, satisfactory or passing grades must be defined as equivalent to a C or higher in order to receive transfer credit. For credits taken during Spring and Summer 2020 only, all Satisfactory or Passing grades awarded will be awarded transfer credit, even if the other institution does not define satisfactory or passing grades as equivalent to a C or higher.

Grade Replacement

When a student repeats a course at Bethel the grade and credits for the earlier course are excluded from the student's academic record when determining satisfactory progress. Grades for all courses remain on the student's transcript.

Incompletes

If a student has been regular in class attendance and submission of assignments but is unable to complete requirements for a course in the regular time due to causes that are beyond the student's control, the student may petition to receive a grade of Incomplete. A petition for a grade of Incomplete is only considered after the last day to withdraw. All remaining work must be of a kind that can be done largely through the independent efforts of the student. The student must submit the Petition for Incomplete form (https://www.bethel.edu/registrar/registration/undergrad/files/incomplete.pdf) to the course instructor for approval. If approved, the instructor indicates on the petition the work that must be completed and also the grade to be assigned if the work is not completed by the deadline set by the instructor. This deadline can be no later than eight weeks after the start of the next full semester (fall or spring). For courses graded on an S/U basis, the instructor submits a grade of IN. Both the student and the instructor sign and keep a copy of the petition. If the student completes all requirements specified on the petition before the deadline, the newly earned grade replaces the grade of IN. Otherwise, the grade on the petition replaces the grade of IN. (See the Office of the Registrar (https://www.bethel.edu/registrar/) for petition forms.)

Prerequisites

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

Registration Changes

Full Term Course

Students may not add courses after the 8th calendar day of the term without the consent of the registrar. Courses dropped after the 8th day and through the end of the 12th week will be graded "W." No full term course may be dropped after the 12th week of class.

Half Term Course

Students may not add a new course after the 8th calendar day of the start of the half-term without the consent of the registrar. Courses dropped after the first and through the end of the 6th week of a half-term class will be graded "W." No half term course may be dropped after the 6th week of classes. Course registrations, drops and adds are official on the date written notice (https://

www.bethel.edu/registrar/forms/add-drop-withdrawal-audit.pdf) is received by the Office of the Registrar.

Withdrawing from a Course

Students may withdraw from a full-term course after the drop deadline and before the end of the 12th week of class. A grade of "W" is assigned for course withdrawals. Course withdrawals are official on the date students withdraw from the course online or written notice (https://www.bethel.edu/registrar/forms/add-drop-withdrawal-audit.pdf) is received by the Office of the Registrar.

Students may withdraw from a half-term course after the drop deadline and before the end of the 6th week of class. A grade of "W" is assigned for course withdrawals. Course withdrawals are official on the date students withdraw from the course online or written notice (https://www.bethel.edu/registrar/forms/add-drop-withdrawal-audit.pdf) is received by the Office of the Registrar.

Students may withdraw from a January session course or other course less than five weeks in length after the drop deadline and before the end of the 17th day of the term. A grade of "W" is assigned for course withdrawals. Course withdrawals are official on the date students withdraw from the course online or written notice (https://www.bethel.edu/registrar/forms/add-drop-withdrawal-audit.pdf) is received by the Office of the Registrar.

Withdrawal (Academic Administrative)

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

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