



Graduate Studies Catalog

2024-2025 Academic Year

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Introduction

For over 90 years Bethany Lutheran College (BLC) has provided an exceptional education. It has maintained a consistent commitment to graduating dedicated individuals who demonstrate intellectual accomplishments, ethical judgment, and cultural awareness. Above all, the goal of the College has been to provide a Christian education focusing on the Gospel of Jesus Christ. Bethany Lutheran College seeks to be a community of faith and learning.

Bethany Lutheran College seeks to expand its mission of serving students with the “One Thing Needed” into the digital world through online graduate work. The ability to serve learners with both the saving gospel of salvation, along with further study in useful vocations is more attainable as ever through online learning opportunities. This intersection of our Mary/Martha mission, along with a modality that is growing in number allows us to serve new and exciting ways.

Mission Statement

Bethany Lutheran College provides Christian higher education in a challenging academic environment where personal mentoring guides students to pursue knowledge, truth, and discernment for productive and fulfilling lives.

Location

The Bethany Lutheran College campus overlooks the Minnesota River Valley in Mankato, Minnesota. The Mankato-North Mankato Metropolitan Statistical Area population is roughly 102,000. Mankato is located 80 miles southwest of Minneapolis/St. Paul, 80 miles west of Rochester, and 50 miles north of the Iowa border.

Accreditation

Bethany Lutheran College is accredited by:

The Higher Learning Commission and a member of the North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(312) 263-0456 | www.ncahigherlearningcommission.org

Bethany Lutheran College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108
651-642-0533 | www.ohe.state.mn.us

Organization and Administration

Ownership and Control

Bethany Lutheran College is owned and operated by the Evangelical Lutheran Synod.

President's Cabinet of Bethany Lutheran College

Gene R. Pfeifer, PhD President
Sara Burger-Edwards, JD Advisory Legal Counsel to the President's Cabinet
Bruce A. Gratz Vice President of Institutional Advancement
Jeff C. Lemke, EdD Vice President of Admissions and Marketing
Jason H. Lowrey, PhD Vice President of Academic Affairs
Theodore E. Manthe, PhD Vice President of Student Affairs
Rev. Donald L. Moldstad Chaplain and Director of Campus Spiritual Life
Daniel L. Mundahl Senior Vice President of Finance and Administration
Gene R. Pfeifer, PhD Interim Athletic Director

General Officers of the Evangelical Lutheran Synod

Rev. Glenn Obenberger, President Mankato, Minnesota
Rev. Michael Smith, Vice President Ames, Iowa
Rev. Kyle Madson, Secretary St. Peter, Minnesota

Board of Regents

Rev. Mark F. Bartels, Chairman Madison, Wisconsin
Rev. David C. Thompson, Vice Chairman North Mankato, Minnesota
Rev. Alexander K. Ring, Secretary Port St. Lucie, Florida
Mr. Steven DePrey Madison, Wisconsin
Rev. Erwin J. Ekhoft Golden Valley, Minnesota
Mr. Aaron Faugstad St. Paul, Minnesota
Rev. Aaron C. Ferkenstad Crystal, Minnesota
Mr. Mark D. Madson Mankato, Minnesota
Dr. Joshua T. Mears, PsyD Lakeville, Minnesota
Mr. Timothy D. Roemhildt North Mankato, Minnesota
Mr. John Scott Vero Beach, Florida
Mr. David A. Sparley Tigard, Oregon

Advisory Members

Gene R. Pfeifer, PhD, President, BLC Mankato, Minnesota
Rev. Glenn R. Obenberger, President, ELS Mankato, Minnesota
Rev. Timothy A. Hartwig, President, Seminary Mankato, Minnesota

History

Bethany opened its doors as a coeducational, liberal arts junior college of the Evangelical Lutheran Synod in 1927. Bethany transitioned to a four-year, baccalaureate-granting institution, awarding its first Bachelor of Arts degrees in May 2001.

The Evangelical Lutheran Synod (ELS), which operates Bethany, traces its roots to the Norwegian immigrant movement of the mid-nineteenth century. Throughout its history the Synod has consistently maintained its stance as a confessional Lutheran church body. The ELS is in church fellowship with the Wisconsin Evangelical Lutheran Synod (WELS) and over twenty other church bodies worldwide through its membership in the Confessional Evangelical Lutheran Conference.

Philosophy of the College

Bethany Lutheran College (Bethany) is a Christian liberal arts college. The College and the Evangelical Lutheran Synod are committed to the Holy Scriptures, the inspired and inerrant Word of God, as the sole authority for faith and life. The Lutheran Confessions are accepted as the correct understanding of the teachings of the Holy Scriptures. This commitment is summarized by the Reformation principles: Grace Alone, Faith Alone, and Scripture Alone. Specifically, the College confesses that through faith in Jesus Christ the individual receives the forgiveness of sins and eternal life. Such faith is produced in human hearts by the Holy Spirit through the Word and Sacraments.

The Christian faith governs the entire educational process at Bethany. Christian education implies a unique perspective on the past, present, and future. It assumes a specific view of people and their relationships both to God and to others. The College is committed to the position that these relationships are to be understood in the light of the knowledge that Jesus Christ is the Savior and the Lord of the universe.

Objectives of the College

In order to carry out the philosophy of the College, Bethany has the following specific objectives for the students:

- 1. Recognize that the historic Christian faith professes that God the Holy Trinity is the source of all knowledge and truth, and that His wisdom is most clearly revealed in the life, death, and resurrection of Jesus Christ.**

Students will be able to:

- A. Demonstrate a working knowledge of the Bible, including describing and relating major doctrines of Christianity.
- B. Engage in biblical thinking that will frame an understanding of Jesus Christ, as revealed to humanity in Scripture.
- C. Evaluate decisions on the basis of the ethical truths found in Scripture.
- D. Reflect on how your course of study is shaping you for a life of Christian vocation in the family, church, and society.
- E. Demonstrate a rational defense for the historical basis of the Christian faith.

2. Demonstrate intellectual, creative, and problem-solving skills.

Students will be able to:

- A. Identify and correctly frame problems using appropriate content, theories, and methods.
- B. Work both collaboratively and independently to produce innovative applications of knowledge, creative expressions, or new insights connected to bodies of knowledge from various fields.
- C. Gather relevant information on an issue to formulate a defensible conclusion, new idea, or connections among ideas.
- D. Analyze quantitative and qualitative data using logical reasoning skills.
- E. Articulate a message effectively in oral and written forms.

3. Demonstrate an understanding of personal and public responsibility.

Students will be able to:

- A. Work as a discerning and compassionate participant within communities and across cultures.
- B. Reflect upon your involvement as an engaged citizen in different communities and cultures.
- C. Articulate how personal choices and stances impact you and others.
- D. Apply your education and skills to serve others.

4. Develop habits of thinking that apply to a fulfilling life of learning.

Students will be able to:

- A. Apply content knowledge and skills flexibly to new situations, including professional and vocational contexts.
- B. Reflect on learning experiences as you encounter new situations and develop short-term and long-term plans.
- C. Articulate your goals in alignment with your God-given strengths and interests.

Non-Discrimination Clause

Bethany Lutheran College does not discriminate on the basis of sex, color, age, national origin, marital status, familial status, pregnancy, citizenship, creed, genetic information, disability, veteran status, status with regard to public assistance, membership in a local human rights commission, or other categories protected by law, in the administration of its educational policies, admissions policies, and financial aid programs. As permitted by law, Bethany has the right to exercise discretion in employment to employ persons who share and are committed to the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. Bethany has the right to exercise discretion in regards to education, employment, housing or use of facilities, and other school-administered programs which is consistent with the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. The College adheres to the requirements of Title IX of the 1972 Education Amendments, Sec. 504 of the Rehabilitation Act of 1973, and the ADA of 1990.

Graduate Studies Catalog Description

The Graduate Studies Catalog serves as a contract for Bethany Lutheran College students, faculty, and staff. Bethany reserves the right to change the catalog information at any time without notification. The most up-to-date catalog information may be found on the College website: www.blc.edu. Bethany students are solely responsible for their academic success. Faculty advisors and staff members are always willing to guide the student, but Bethany Lutheran College employees do not assume any responsibility resulting in the student's failure to comply with the obligations listed in this catalog.

Catalog Selection: To earn a degree from Bethany a student must abide by the academic policies and procedures according to the catalog requirements dated during the time of entrance to Bethany, or the catalog that represents major(s), minor(s), and/or certifications approved after the student matriculated.

Statement on Academic Freedom

Bethany Lutheran College, as a college of the Evangelical Lutheran Synod, accepts the Holy Scriptures as the inspired and inerrant word of God, and the sole authority for faith and life. The College is committed to the interpretation of Scripture found in the Lutheran Confessional writings (Book of Concord). As such, all professionals in the service of Bethany Lutheran College (faculty, administrators, and others) are expected to uphold these Christian truths in the classroom and wherever else they function as representing the College.

As members of a learned profession and officers of an institution of higher education, professionals representing Bethany Lutheran College are entitled and encouraged to enjoy full freedom and autonomy in performing their classroom and campus duties, speaking and writing, conducting research, pursuing publication, and fostering creativity, all under this commitment to the Scriptures and the confessions of the Lutheran Church.

Admission to Graduate Programs

The Bethany Lutheran College Graduate Program requires the following information into all degrees:

- Completion of the online graduate application.
- Transcripts of a completed undergraduate degree from an accredited institution.
- An undergraduate cumulative GPA of 2.75. Conditional acceptance for students under this GPA may be granted by the director of the respective graduate program.
- No GRE required (can be used as an alternative if the applicant does not make the cut through GPA)
- Three letters of recommendation, two professional letters, and one personal/character reference (spiritual).
- Applicant's Resume or Curriculum Vitae.
- Identification: State or Federal ID.
- Interview with Program Director in person or via Zoom conferencing.
- Writing sample focused on personal goals within the specific graduate program.

Application for Non-Degree Seeking to Graduate Programs

The Bethany Lutheran College Graduate Program requires the following information for students that wish to apply as a non-degree seeking (continuing education) student:

- Completion of the online graduate application.
- Transcripts of a completed undergraduate degree from an accredited institution.
- Applicant's Resume or Curriculum Vitae.
- Identification: State or Federal ID.
- Letter of intent that describes the non-degree seeking applicant's desired course(s) and goal(s).

Program Completion

Program completion for Bethany graduation is six years. Appeals for an additional year for extenuating circumstances can be made to the respective Program Director and the Vice President of Academic Affairs.

International Students Applicants

Students from outside the United States are welcome to apply for courses in Graduate programs. Additional proficiency requirements are listed below.

English Proficiency Requirements:

Students whose first language is English must demonstrate proficiency in English writing and reading by taking the TOEFL or IELTS test.

TOEFL or IELTS scores must be from within two years of application date. The following scores are required for admittance into a Bethany online graduate program:

TOEFL: Internet based: 80 with subtest scores of 21 on writing and 19 on reading
 Computer based: 213
 Paper based: 550

IELTS: 6.5

Please note: While we welcome students from outside the United States to apply for graduate programming, due to the structure of summer program (Clinical Mental Health Counseling), no promises can be made for licensing in a student's home country outside the United States.

Transfer Credit Students

Application for credit transfer channels through the Program Director in conjunction with the Registrar. Credits are approved in concert with the graduate student's advisor and the Graduate Faculty Council, as follows.

Transfer courses can be one of two types:

1. A course that is the equivalent of an existing course in the Bethany Graduate Program. In this case, the transfer course substitutes for the similar course in the program.
 2. A course that does not exist in the Bethany Graduate Program or substantially overlap in content with an existing course. In this case, the course must be one that strengthens the overall program of the student.
- Credits will be accepted only from an institution with regional accreditation.
 - Transfer credits must be from a graduate-level course.
 - Transfer credits must have a grade of B or better ("pass" or "credit" courses are not accepted).
 - A maximum of nine credits may be transferred into the program. (12 credits for Clinical Mental Health Counseling).
 - Courses taken more than four years prior to enrollment generally are not accepted as transfer credits.

Both core and elective courses are accepted for transfer if the courses were taken prior to acceptance into the program. After acceptance into the master's program, required core courses must be taken from Bethany and are not eligible for transfer from other institutions.

Along with the transfer request, students must submit an official transcript from the college where they earned the credit, the course description, and, if requested, the course syllabus.

Financial Information

Tuition and Fees

Payment of Fees:

All expenses and fees must be paid in full by August 10 for fall semester and January 10 for spring semester. The College will mail fall semester fee statements by July 15 and spring semester fee statements by December 5. These statements will include credits for financial aid if completed and the tuition deposit. Failure to pay the statement in full by August 10 or January 10, or file for a payment program plan with Bethany by August 1 or January 1, will cause termination of classes.

Changes in Fees and Schedules:

Bethany attempts to maintain all published charges throughout the academic year but reserves the right to make adjustments and change procedures should unforeseen conditions make it necessary.

Financial Aid:

Bethany subscribes to the philosophy that the primary responsibility for meeting college costs rests with the student. Consequently, any financial aid supplied by the College supplements, rather than replaces, the financial assistance expected from the student. All financial aid programs are dependent on the availability of funds. Additional financial aid information can be found at www.blc.edu/financial-aid.

In order to receive or continue to receive financial assistance from any federal, state, or institutional student financial aid program, a student must maintain satisfactory academic progress. A detailed satisfactory academic progress statement is available in the financial aid office.

Payment Options:

Bethany realizes that individual student circumstances may not allow for the full semester payment by the due date. Bethany has developed a monthly payment plan that allows the student to distribute each semester cost over four-month periods from August through November and from January through April.

The student will authorize Bethany Lutheran College to deduct one fourth of the student's tuition and other educational costs each month from a checking/savings account or a debit/credit card. The student/parent understands the payment deductions will occur on the 10th of each month. If the 10th falls on a weekend, the deduction will be made on the next business day. The processing fee for the monthly payment plan is \$25 per semester (non-refundable).

1. **Overdue Payments:** A student that fails to make payments according to the payment plan will be assessed finance charges of 1% per month on the outstanding balance. Bethany reserves the right to terminate all classes unless the remaining balance is paid in full. The College will withhold transcripts and all official college documents until a student's account has been cleared.
2. **Refund Policy:** A student who wants to withdraw from a graduate program must follow Bethany's withdrawal procedures outlined by the Registrar's office. After the withdrawal form is completed, and a withdrawal date is determined, the business office will calculate a refund for a percentage of the costs paid, less any financial aid amount returned to the government or Bethany Lutheran College. The following tables show the amount that may be refunded:

Fall/Spring:

- Prior to the 1st day of classes = 100%
- Week 1 = 75%
- Week 2 = 65%
- Week 3 = 55%
- Week 4 = 45%
- After the 4th week = 0

Summer:

- Prior to the 1st day of classes = 100%
- Day 4 = 75%
- Day 7 = 50%
- After Day 7 = 0

3. It is recommended that a student seek counsel from the financial aid office before making the decision to withdraw early. The College is required to return federal aid to the government aid programs in accordance with the federal pro-rata policy, which may affect the final account balance for which a student is responsible. If financial aid is returned, the student will be responsible to pay the difference to the College.

Veteran Benefits

All graduate program courses offered at Bethany Lutheran College have been approved for veteran educational benefits by the Minnesota State Approving Agency of the Minnesota Department of Veterans Affairs. Veterans or veteran's survivors planning to enroll should contact their local Veterans Administration office and the Registrar of the College at an early date so that application for benefits can be made. It should be noted that it is up to the veteran to take this first step.

Students receiving U.S. Department of Veterans Affairs Education assistance will not be eligible for benefits to re-take course(s) that they have already successfully completed simply to attempt a better grade. These students may retake the course(s) at their own expense, and any repeated course(s) credits will not be counted in their current enrollment towards full-time status.

Library

The libraries on both the College and Seminary campuses serve the research and information needs of the Bethany Lutheran College and Theological Seminary students, faculty, and staff. Each library provides research assistance, computer workstations, comfortable study space, and convenient hours. The collections of the libraries include more than 90,000 print books, over 200,000 eBooks and digital media resources, and 12,000 print and online journal subscriptions that support the academic and research needs of the community. Additionally, the libraries provide access to the collections of fifty other college and university libraries in Minnesota through membership in the MnPALS consortium, as well as nationally through interlibrary loan.

Student Services

New Student Orientation/ Residency

Upon acceptance to the graduate program, students work with program representatives to obtain access to their course rooms, residency assistance and program progression planning. Students are also required to attend on campus residencies as a part of their program of study in a BLC graduate program. The first residency focuses on student onboarding to graduate studies, introduction to research, as well as program specific benchmarks and attainment throughout the program. The first residency is scheduled within the first semester of enrollment into the student's respective program. The final residency is scheduled at or near the completion of the student's program. An additional residency is included in the middle of the academic program in Clinical Mental Health Counseling.

Student Resources and Services

Counseling

Bethany Lutheran College partners with Christian Family Solutions in providing a wide range of counseling, assessment and psychological testing services, both on campus and in video-based formats. All of the professional mental health therapists at the Bethany on-campus clinic are licensed by the State of Minnesota. An initial set of five counseling hours are covered by Bethany at no cost to the student. If additional counseling services are needed after the fifth session, there are several options to pay for continued services.

Disability Services

To ensure their success in the Graduate Programs, students with disabilities are advised to discuss their accommodations with their advisor and Kristi Ringen, the Academic Resource Center Coordinator. Ideally, this should occur before registering for classes. Importantly, accommodations must not interfere with academic and clinical training and performance competences expected in the respective Graduate Program.

Federal law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act). Section 504 obligates BLC to provide equal access for all persons with disabilities. Contact the Academic Resource Center at 507-344-7730.

Textbooks

The Bethany Bookstore / Spirit Store partners with eCampus for all college textbooks sales. (Textbooks are no longer stocked on campus and must be ordered on-line.) To find your personalized textbook list, you can sign in to myBLC to view your class schedule along with your textbook list. Students are also welcome to use other third-party vendors for textbook purchases.

Course Delivery

Bethany Lutheran College's master's degree program courses are completed online. A schedule of courses and course registration is posted on myBLC, and is fully accessible upon acceptance into the student's respective program.

Technology Requirements

A general list of requirements follows:

- A personal computer or Apple computer with internet access
- High-speed internet access (DSL, cable, fiber optic, etc.)
- A web browser, the latest version of one of the following:
 - Microsoft Internet Explorer or Edge
 - Mozilla Firefox

- Google Chrome
- Apple Safari

We cannot guarantee compatibility with all browser versions. Students may try different browsers or contact the Bethany IT Help Desk at 507-344-7411 (or toll free: 1-800-944-3066 and ask to be transferred to the IT Help Desk).

- A word processing system compatible with Microsoft Word and a slide presentation program compatible with Microsoft PowerPoint. (Bethany students are able to use their BLC accounts to sign up for a free subscription to Microsoft Office 365).
- A .pdf reader, such as Adobe Reader. (A free Acrobat PDF Reader can be downloaded from <http://get.adobe.com/reader/>. Be sure to uncheck any extensions or optional offers you do not want, then click “Download Acrobat Reader”).
- A webcam and microphone (may be built into your computer) capable of recording audio and video and also streaming online and video for live online conferences.
- A media player (like RealPlayer, Windows Media Player, or VLC Media Player) to play audio and video files.
- Bethany Lutheran College provides all students with Gmail accounts, which include access to Google Apps that are used in some courses. Bethany professors expect that email correspondence sent to students’ BLC Gmail accounts will be promptly received and read.

Academic Programs and Services

Academic Advising

Bethany stresses the importance of the advisor/advisee relationship. All members of the graduate faculty are available to advise students. Each student is assigned to a faculty advisor. The advisor assists the student in selecting courses and planning class schedules each semester as well as completing baccalaureate requirements. Students are also encouraged to consult with the Registrar or Graduate Program Director at any time during the year. Although faculty and advisors will help the student choose appropriate courses, the student is responsible for fulfilling all requirements. A degree will be awarded only if all requirements are met.

Data Privacy Policy

Family Educational Rights and Privacy Act (FERPA) -- Release of Information: Bethany Lutheran College complies with the Family Educational Rights and Privacy Act. Students have the right to inspect and review their educational records. For information pertaining to FERPA, see www.blc.edu/FERPA.

Directory Information

Bethany Lutheran College designates the following categories of student information as public or “directory information.” Such information may be disclosed by the institution at its discretion.

Category I: Student’s name, local address/phone, permanent address/phone, e-mail address, date and place of birth, hometown.

Category II: Degree and awards/honors received and dates -- including dean’s list, dates of attendance (current and past), full- or part-time enrollment status.

Category III: Participation in officially recognized activities, participation in officially recognized sports, weight/height of members of athletic teams, most recently attended educational institution, major field of study, academic level, residency status, photograph.

Students enrolled may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notice must be received in the Registrar’s office by the end of the first week of classes of the term. Bethany Lutheran College assumes that failure on the part of any student to specifically request the withholding of categories of “directory information” indicates individual

approval for disclosure. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar. More information can be found at www.blc.edu/student-right-know.

Academic Policies

Academic Honor Code

Bethany Lutheran College is a Christian liberal arts institution. Its fundamental purpose is Christian growth and the pursuit of knowledge. Consequently, the principle of ethical academic integrity is an integral part of this community. Every student is expected to be honest. Academic plagiarism, cheating, and other misrepresentations are not condoned.

Bethany has an academic honor code in place to promote academic integrity and honor at this institution. All students are asked to become familiar with the code and sign a statement that they have read it, understand the policy, and are responsible for their academic actions. Their signed portion will be kept in the student's personal file. A more detailed description of the policy and procedures is on file in the office of the Vice President of Academic Affairs, and is available upon request.

The Academic Honor code is as follows:

Based upon truths that human beings are gifted with reason and other intellectual abilities above all creatures, and that the moral law of God applies equally to all people, Bethany Lutheran College encourages personal academic integrity and respect for the intellectual work and influence of others.

Therefore, members of the Bethany Lutheran College community are committed to academic honesty. They will not intentionally violate the requirements of an assignment nor intentionally fail to credit sources. They will complete all assignments and examinations according to the requirements set forth by the professors and submit work that is theirs alone.

This code is applicable to all academic work completed by students at Bethany Lutheran College. It is to be regarded as an indication that the student understands and has complied with the requirements of the assignment as set forth by the professor and pledges in good conscience that the work is his/her own.

In order to uphold the standards of collegiate academics and the integrity of Bethany Lutheran College, the Vice President of Academic Affairs may place a student on academic probation or dismiss a student from college for academic irresponsibility.

Upon identifying an honor violation of any sort, the instructor may lower the student's grade on the assignment or in the course up to and including a failing grade. The violation is reported to the office of the Vice President of Academic Affairs.

Academic Probation/Suspension

In order to graduate with a Master of Arts degree, a student must maintain a grade point average (GPA) of 3.0 or higher in addition to other requirements listed in the respective program handbook. A student whose cumulative GPA falls below 3.0 is not demonstrating satisfactory academic progress and will be placed under academic discipline.

Typically, a student is placed on academic probation for one semester. The Vice President of Academic Affairs or respective master's Program Director may add additional conditions. If after the end of the probationary semester the student has not demonstrated satisfactory academic progress according to the formula above, that student may be suspended from the college. A student suspended at the end of the semester is ineligible for admission the following semester. The student who has been suspended has the right to petition the office of the Vice President of Academic Affairs in writing for reinstatement and may receive a hearing before the Academic Affairs Committee.

To be readmitted following a suspension the student must file for readmission with the office of academic affairs. Readmission is pending approval from the office of academic affairs.

Bethany Lutheran College reserves the right to suspend a student whose scholastic achievement, general health, or conduct is such that continued enrollment would not be in the best interest of the student or the College.

Class Cancellation

Classes with unacceptably small enrollments may be cancelled for that semester by the administration of the College. Every effort will be made to notify students in a timely manner of such developments.

Class Attendance

Students are expected to attend classes regularly. The instructors reserve the right to lower student grades or recommend to the Registrar students be dropped from class for excessive absence from courses. Instructors will state their online attendance policies at the beginning of each semester and include it in the course syllabus. The Vice President of Academic Affairs may place a student on academic probation or dismiss a student from the College for excessive absences.

Credit Hours

College work is measured in credit hours. The value of each course given at the graduate level is expressed in semester credits. To earn semester credits, students are required to spend time engaging with their courses in one or more of the following ways: attending virtual class meetings, reading the course textbook or other assigned readings, interacting with activities and resources provided by the instructor, and participating in projects or experiential learning.

In a **semester online, hybrid, or directed study course** students are required to engage with class activities and resources for a reasonably equivalent amount of time compared to a face-to-face course, a minimum of three hours per week per credit hour.

In a **summer session course** students are required to engage with class activities and resources for a minimum of six hours per week per credit hour. Summer session is a school term of eight weeks.

In an **independent study or internship** credit course students are expected to engage in the following minimum guidelines per credit hour:

- 1 credit = 45 hours of work/term;
- 2 credits = 90 hours of work/term;
- 3 credits = 135 hours of work/term;
- 4 credits = 180 hours of work/term

In an **accelerated semester term course** students are required to engage with class activities and resources for a reasonably equivalent amount of time compared to a typical semester long course of the same credit. Total minutes of instruction time should be reasonably equivalent to the same course extending throughout a 15-week semester.

Grades and Grade Point Averages

Grades are issued at midterm and end of semester. Only the final semester grade is recorded on the student's permanent record. The midterm grades are progress indicators and provide an opportunity for the instructor and advisor to counsel with students and suggest ways of improving their academic performance. Final grades are accessible via the student portal through myBLC.

Scholastic standing is expressed in terms of letter grades. The following system of grades and honor/quality points is used:

Grade	Rating	Honor/Quality Points	Grade	Rating	Honor/Quality Points
A	<i>Excellent</i>	4 per credit	D+		1.33 per credit
A-		3.67 per credit	D	<i>Passing</i>	1 per credit
B+		3.33 per credit	D-		.67 per credit
B	<i>Good</i>	3 per credit	F	<i>Failing</i>	0
B-		2.67 per credit	I	<i>Incomplete</i>	0
C+		2.33 per credit	CR	<i>Credit</i>	0
C	<i>Average</i>	2 per credit	NC	<i>No Credit</i>	0
C-		1.67 per credit	WF	<i>Withdraw Failing</i>	0

W *Withdraw*, **WP** *Withdraw Passing* - not calculated in Honor/Quality Points

A student's grade point average (GPA) is determined by adding all grade points and dividing by the sum of all credits attempted. Example: if a student receives:

- an **A** in a four-credit course = 16 grade honor/quality points,
- a **B** in a two-credit course = 6 grade honor/quality points,
- a **C-** in a three-credit course = 5 grade honor/quality points

Total honor/quality points = 27

Total credits = 9

Grade point average = 27 divided by 9 = 3.0

Note: Honor points are labeled as Quality Points (Q. Points) on the Bethany transcript.

Repeating Courses

Courses may be repeated at Bethany Lutheran College to improve the letter grade. All courses attempted remain a part of the permanent record but only the highest grade is computed into the GPA. Repeating courses may have an impact on financial aid. Students should consult with the Financial Aid Office before repeating a course.

Classification of Students

Full-time: A student carrying between 6-12 credits

Part-time: A student enrolled for at least 1-5 credits

Campus Life Policies

While graduate programs run nearly entirely online, there will be residencies that will bring students to the Bethany Campus. Therefore, the Bethany Lutheran College's student guidebook contains information, policies, guidelines, and standards pertaining to campus life at Bethany. The student guidebook is available online at blc.edu/student-guide. Graduate students are encouraged to familiarize themselves with the document and comply with its contents.

Registration Policies

Academic Load

The normal class load for graduate learning is 6-12 semester hours.

Changes in Registration

Students should plan their academic programs carefully so that changes in registration may be kept to a minimum. When necessary, the student may make course changes after consultation with advisor and Registrar.

Drop-Add. A student who wishes to drop or add a course must first complete a “Drop-Add” form, have advisor sign it and submit it to the Registrar. *Not attending class does not constitute formal withdrawal.*

Withdrawal From a Course. If a withdrawal from a course takes place during the first five days of the semester, the registration is cancelled. If a withdrawal occurs during the 2nd through the 10th week according to the college’s academic calendar, a grade of W (Withdraw) is issued. If a withdrawal takes place during the 11th through 12th week according to the college’s academic calendar, a grade of WF (Withdraw-Failing) or WP (Withdraw-Passing) is issued. A withdrawal after the 12th week according to the college’s academic calendar will result in an F grade. A WF is rated the same as an F in computing the grade point average. *Not attending class does not constitute formal withdrawal.*

Adding a Course. A student may add a course only within the first five days of the semester. Students looking to add a course day six thru day 10 may do so only with permission from the course instructor and the respective program director.

Grade Change Policy

Once a grade has been submitted it can only be changed if the instructor entered an incorrect grade due to a clerical error or miscalculation. Grade changes must be requested by the instructor within six months from the end of the semester. No additional work or completion of outstanding work by the student can be used to improve a grade after it has been submitted. Exceptions to this policy can only be made with the approval of the Vice President of Academic Affairs.

Incomplete Grades

Grades of Incomplete (I) are only used when circumstances beyond the student’s control prevent the student from finishing coursework and if the student has made arrangements with the instructor to complete coursework that is outstanding prior to grades being issued for the semester. If a student receives a grade of Incomplete (I), the incomplete work must be completed within 30 calendar days from the last day of the semester in which the Incomplete was issued. If a longer period of time has not been granted by special permission, the Incomplete will automatically be recorded on the student’s transcript as an F once the 30 calendar day time frame has expired. Exceptions to this policy can only be made with the approval of the Vice President of Academic Affairs.

Transcript of Record

Official and unofficial transcripts of academic record are available in the Registrar’s office. A request form is available online and must be completed prior to a transcript being released. Copies will not be issued to a second party. Transcripts will not be released if the student has a hold on their account. Transcripts are not sent via e-mail.

Withdrawal from College

Students who wish to withdraw from college are required to contact the Registrar’s office. Failure to contact the Registrar’s office will result in failing grades in the courses in which the student is enrolled and loss of refund privileges. The refund schedule is available from the financial aid office.

Graduation Requirements

Master of Arts Students must possess the following criteria in order graduate from a master's degree at Bethany Lutheran College:

- A cumulative grade point average of 3.0.
- A completed and successfully attempted capstone or thesis project.
- All program and course requirements of the chosen degree program.
- Application for graduation one semester prior to the expected graduation date. The graduation application form must be turned in to the Registrar's office. Students must have advisor approval (signature on the form) and have an audit of the plan of study attached.

Master of Arts Degrees

M.A. Clinical Mental Health Counseling

Bethany Lutheran College Mission Statement

Bethany Lutheran College provides Christian higher education in a challenging academic environment where personal mentoring guides students to pursue knowledge, truth, and discernment for productive and fulfilling lives.

Bethany Lutheran College Philosophy

Bethany Lutheran College is a Christian liberal arts college. The College and the Evangelical Lutheran Synod are committed to the Holy Scriptures, the inspired and inerrant Word of God, as the sole authority for faith and life. The Lutheran Confessions are accepted as the correct understanding of the teachings of the Holy Scriptures. This commitment is summarized by the Reformation principles: Grace Alone, Faith Alone, and Scripture Alone. Specifically, the College confesses that through faith in Jesus Christ the individual receives the forgiveness of sins and eternal life. Such faith is produced in human hearts by the Holy Spirit through the Word and Sacraments.

The Christian faith governs the entire educational process at Bethany. Christian education implies a unique perspective on the past, present, and future. It assumes a specific view of people and their relationships both to God and to others. The College is committed to the position that these relationships are to be understood in the light of the knowledge that Jesus Christ is the Savior and the Lord of the universe.

Counseling Department Mission Statement

The counselor education program exists to educate and prepare students to be ethical, influential, and highly competent professional counselors. The counselor education program educates students through a Christian worldview that applies Biblical truth and rigorous scholarship within the field of counseling. Students are equipped during the counselor education program through a focus on integration of faith, counseling theory, and clinical experience to be effective helpers in their communities, churches, and in the lives of their future clients.

Counseling Department Core Values

- Truth
- Integrity
- Moral and Ethical Decision Making
- Personal and Intellectual Growth
- Servant Leadership
- Commitment to Self-Care and Wellness

Clinical Mental Health Counseling Program Learning Outcomes

The Clinical Mental Health Counseling (CMHC) program objectives reflect the essential skills and knowledge base for development as a professional counselor. The objectives seek to fulfill the mission of the counseling department at Bethany Lutheran College, the core content areas outlined by the Council for Accreditation of Counseling and Related Educational Programs, and the national standards set by the National Board for Certified Counselors. Upon graduation, each student in the counseling program will be expected to meet the following learning objectives.

PLO #1: Professional Counseling Orientation and Ethical Practice

- a. Students will be able to demonstrate fundamental knowledge and application of the ethical standards of practice as outlined by the American Counseling Association and credentialing bodies.
- b. Students will possess a working knowledge of the various roles and responsibilities of the professional counselor in health care, human services, ministry, and community settings.

PLO #2: Social and Cultural Diversity

- a. Students will be able to demonstrate multicultural competency through a working knowledge of the theories and models for identity development, spiritual formation, social justice, and diversity.

PLO #3: Human Growth and Development

- a. Students will be able to apply theories of individual and family development and demonstrate knowledge of biological, neurological, environmental, and spiritual factors that impact resiliency and wellness across the lifespan.

PLO #4: Career Development

- a. Students will be able to use assessments, techniques, technologies, and strategies to facilitate clients' career development, vocational decision making, and life-work planning.

PLO #5: Counseling and Helping Relationships

- a. Students will be able to demonstrate the use of counseling theories, integration models, and micro skills for developing and maintaining helping relationships through in-person and technology-assisted services.
- b. Students will demonstrate the ability to provide evidence-based prevention, trauma-informed care, interviewing, treatment planning, and intervention skills and strategies.

PLO #6: Group Counseling and Group Work

- a. Students will be able to demonstrate fundamental knowledge of group formation, development, process, leadership skills, and the theories and models for evidence-based group counseling.

PLO #7: Assessment and Testing

- a. Students will be able to demonstrate a fundamental knowledge of testing and statistical concepts related to the counseling field and demonstrate the ability to conduct clinical interviews, assess safety risks, and select and use assessments for diagnostic and intervention planning.

PLO #8: Research and Program Evaluation

- a. Students will demonstrate fundamental knowledge of quantitative, qualitative, and mixed research methods, the ability to critically evaluate research and program outcomes, and the skills to analyze and use data in counseling.

PLO #9: Clinical Mental Health Counseling Foundations

- a. Students will be able to demonstrate a fundamental knowledge of CMHC history, development, models, documentation, co-occurring disorders, and assessment.

PLO #10: Clinical Mental Health Counseling Contextual Dimensions

- a. Students will be able to demonstrate a fundamental knowledge of the CMHC practitioner's roles and responsibilities within the continuum of care, consultation and collaboration, and the diagnostic process.
- b. Students will possess a working knowledge of CMHC professional and ethical standards, legal and government policies and procedures, credentialing, record keeping, and managed care.

PLO #11: Clinical Mental Health Counseling Practice

- a. Students will be able to assess for and provide treatment of a broad range of mental health concerns while interfacing with community resources and integrated behavioral health professionals.

PLO #12: Professional Counselor Conduct and Personal Dispositions

- a. Students will demonstrate behavior and character in keeping with the highest standards of the profession for respect, authenticity, self-awareness, self-control, personal responsibility, interpersonal effectiveness, and decision making.

Students will demonstrate an attitude of Christian love and humility and behaviors consistent with an active spiritual life, servant leadership, and proper application of the truths of the Holy Bible.

Program of Study

Counseling Department Course Offerings

Course Prefix & Number	Course Title	Credits
COUN 601	Lifespan Development	3
COUN 603	Counseling Skills and Strategies	3
COUN 605	Introduction & Orientation to the Profession: Mental Health Counseling	2
COUN 607	Professional Issues and Ethics for the Mental Health Counselor	3
COUN 610	Counseling Theories	3
COUN 612	Career Counseling & Development	3
COUN 613	Integration of Faith in the Counseling Process	2
COUN 615	Theological Foundations for Counseling	3
COUN 618	Crisis Intervention and Trauma-Informed Counseling Strategies	3
COUN 622	Foundations of Addictions and Dual-Diagnosis Counseling	3
COUN 625	Psychopharmacology of Addiction	3
COUN 630	Group Counseling	3
COUN 635	Counseling in a Multicultural Society	3
COUN 640	Family and Couple Counseling	3
COUN 642	Counseling Children and Adolescents	3
COUN 643	Gerontological Counseling	3
COUN 645	Human Sexuality	3
COUN 647	Introduction to Play Therapy	3
COUN 661	Research and Evaluation in Counseling and Education	3
COUN 680	Appraisal in Mental Health Counseling	3
COUN 683	Psychopathology and Diagnosis: Childhood through Adulthood	3
COUN 685	Clinical Intervention and Treatment Planning	3
COUN 690	Capstone	2
COUN 695	Practicum: Mental Health Counseling	3
COUN 697	Internship I: Mental Health Counseling	3
COUN 698	Internship II: Mental Health Counseling	3
COUN 699	Internship III: Mental Health Counseling	1-3

Two Year Plan of Study

Course Prefix and Number	Course Title	Credits
YEAR 1		
Fall Semester: 15 wk		
COUN 603	Counseling Skills and Strategies	3
COUN 601	Lifespan Development	3
COUN 612	Career Counseling & Development	3
COUN 610	Counseling Theories	3
Spring Semester: 15 wk		
COUN 618	Crisis Intervention and Trauma-Informed Counseling Strategies	3
COUN 607	Professional Issues and Ethics for the Mental Health Counselor	3
COUN 622	Foundations of Addictions and Dual-Diagnosis Counseling	3
COUN 661	Research and Evaluation in Mental Health Counseling	3
Summer Term: 10 wk		
Weeks 1-10 COUN 695	Practicum: Mental Health Counseling (100/40)	3
Weeks 1-5 COUN 605	Introduction & Orientation to the Profession: Mental Health Counseling	2
Weeks 1-5 COUN 680	Appraisal in Mental Health Counseling (or elective)	3
Weeks 6-10 COUN 683	Psychopathology and Diagnosis: Childhood through Adulthood (or elective)	3
Weeks 6-10 COUN 613	Integration of Faith in the Counseling Process (Skills II)	2
YEAR 2		
Fall Semester: 15 wk		
COUN 630	Group Counseling	3
COUN 635	Counseling in a Multicultural Society	3
COUN 685	Clinical Intervention and Treatment Planning	3
COUN 697	Internship I: Mental Health Counseling (300/120)	3
Spring Semester: 15 wk		
	Elective/Psychopathology/Appraisal	3
COUN 640	Family and Couple Counseling	3
COUN 690	CAPSTONE	2
COUN 698	Internship II: Mental Health Counseling (300/120)	3
	Total Credits	60

Three Year Plan of Study

Course Prefix and Number	Course Title	Credits
YEAR 1		
Fall Semester		
COUN 603	Counseling Skills and Strategies	3
COUN 601	Lifespan Development	3
COUN 610	Counseling Theories	3
Spring Semester		
COUN 607	Professional Issues and Ethics for the Mental Health Counselor	3
COUN 622	Foundations of Addictions and Dual-Diagnosis Counseling	3
COUN 661	Research and Evaluation in Mental Health Counseling	3
Summer Term: 10 wk		
Weeks 1-5 COUN 605	Introduction & Orientation to the Profession: Mental Health Counseling	2
Weeks 6-10 COUN 613	Integration of Faith in the Counseling Process (Skills II)	2
YEAR 2		
Fall Semester		
COUN 635	Counseling in a Multicultural Society	3
COUN 630	Group Counseling	3
COUN 612	Career Counseling & Development	3
Spring Semester		
COUN 680	Appraisal in Mental Health Counseling	3
COUN 618	Crisis Intervention and Trauma-Informed Counseling Strategies	3
COUN 640	Family and Couple Counseling	3
Summer Term: 10 wk		
Weeks 1-10 COUN 695	Practicum I: Mental Health Counseling (100/40)	3
Weeks 1-5	Elective	3
Weeks 6-10 COUN 683	Psychopathology and Diagnosis: Childhood through Adulthood	3
YEAR 3		
Fall Semester		
COUN 685	Clinical Intervention and Treatment Planning	3
COUN 697	Internship I: Mental Health Counseling (300/120)	3
Spring Semester		
COUN 690	CAPSTONE	2
COUN 698	Internship II: Mental Health Counseling (300/120)	3
	Total Credits	60

Course List and Description

COUN 601 Lifespan Development

Provides students with an understanding of human development from birth to death. Introduces appropriate interventions that can be used in counseling people across their lifespan. (3 CREDITS)

COUN 603 Counseling Skills and Strategies

Introduces students to the core concepts, methods, and skills needed to conduct effective interviews in a helping relationship. Students gain practical one-on-one listening skills, develop a framework for the counseling process, and develop competencies in building helping relationships. Students must attend Residency 1 during this course. Residency fee applies. (3 CREDITS)

COUN 605 Introduction & Orientation to the Profession: Mental Health Counseling

Provides an overview of the counseling field and the various roles of professional counselors. Specific topics include preparation for licensure, certifications, professional development and self-care, supervision, integration of faith, and a Christian worldview with the counseling profession. (2 CREDITS)

COUN 607 Professional Issues and Ethics for the Mental Health Counselor

Explores professional issues for the counseling field. Specific topics include ethical standards (ACA Code of Ethics), ethical decision making, legal issues, consultation, and collaboration. (3 CREDITS)

COUN 610 Counseling Theories

Introduces students to the major historical and contemporary counseling theories, focusing on empirical research, analysis of theory from a Christian worldview, and application of theory to case studies. (3 CREDITS)

COUN 612 Career Counseling & Development

Overview of the theories of career development. Provides instruction on career counseling interview and intervention skills along with a focus on career assessment strategies. (3 CREDITS)

COUN 613 Integration of Faith in the Counseling Process

Explores the theories, models, and techniques of Christian integration along with an emphasis on using advanced helping interventions and counseling strategies. *Prerequisites: COUN 603.* (2 CREDITS)

COUN 615 Theological Foundations for Counseling

Introduces basic theology and explores the implications for the counselor's professional and personal identity. Emphasis on examining the assumptions and beliefs of the Christian worldview. (3 CREDITS)

COUN 618 Crisis Intervention and Trauma-Informed Counseling Strategies

Provides an overview of the concepts and principles in crisis counseling, including implementation across a variety of settings and with various problems and concerns. Special attention is given to understanding the impact of trauma on the individual, family, and community. Implications for a trauma informed model of care are addressed. (3 CREDITS)

COUN 622 Foundations of Addictions and Dual-Diagnosis Counseling

Introduction to the etiology of addiction co-occurring with mental illness. Provides instruction on prevention strategies, evidence-based assessment and intervention approaches when working in a dual-diagnosis setting, and a review of the current research on dual-diagnosis treatment. (3 CREDITS)

COUN 625 Psychopharmacology of Addiction

A study of basic neuroanatomy and functioning, medications and medication issues in psychopharmacology, and implications prescription drugs have for treating individuals with a dual diagnosis. (3 CREDITS)

COUN 630 Group Counseling

Provides both theoretical and experiential understandings of small groups, group counseling, group purpose, development, dynamics, and an overview of the major theories informing the practice of group counseling. Additionally, this course will contain an emphasis on group counseling methods, skills, and interventions. Students must attend Residency 2 during this course. Residency fee applies. *Prerequisites: COUN 603.* (3 CREDITS)

COUN 635 Counseling in a Multicultural Society

A study of the social and cultural topics and issues of a multicultural and diverse society. Specific topics include age, gender, sexual orientation, education, socioeconomic status, ethnicity, nationality, religious values, spirituality, and mental/physical characteristics. Cross-cultural counseling approaches will be explored. (3 CREDITS)

COUN 640 Family and Couple Counseling

Overview of the systemic theories that inform family and couple counseling. Healthy relational functioning, contemporary issues in families and couples, and effective counseling techniques will be addressed. (3 CREDITS)

COUN 642 Counseling Children and Adolescents

Explores the fundamental skills, strategies, and interventions for counseling children and adolescents across a variety of settings; including, schools, multidisciplinary clinics and hospitals, in-home, and residential programs. (3 CREDITS)

COUN 643 Gerontological Counseling

Explores the adaptations that can be used when counseling older adults. Specific topics include grief and loss, chronic illness, cognitive impairment, family caregivers, interdisciplinary collaboration, and ethics. (3 CREDITS)

COUN 645 Human Sexuality

Provides an overview of psychological, developmental, social-cultural, and spiritual variables associated with sexuality. Counseling strategies for addressing issues of sexuality will be addressed. (3 CREDITS)

COUN 647 Introduction to Play Therapy

Introduces the theories and skills for providing play-based therapy in individual, family, and group counseling approaches. Application of play therapy interventions for specific child and adolescent mental health concerns will be addressed. *Prerequisite: COUN 642* (3 CREDITS)

COUN 661 Research and Evaluation in Mental Health Counseling

This course will prepare students to engage in understanding and critically evaluating research in the mental health field. Students will gain a thorough knowledge of APA format and experience in designing, implementing, and presenting research and program evaluation. (3 CREDITS)

COUN 680 Appraisal in Mental Health Counseling

Survey of measurement and evaluation techniques that can be used in individual, family, and group services. Students will gain experience analyzing and interpreting psychometric data from standardized instruments, self-report forms, objective and projective assessments. The ethical considerations of testing and assessment will be discussed. (3 CREDITS)

COUN 683 Psychopathology and Diagnosis: Childhood through Adulthood

Provides information on the etiology, prevalence, current literature, and diagnostic classification of psychopathology from childhood through adulthood. Diagnostic methods using the Diagnostic and Statistical Manual of Mental Disorders will be emphasized. (3 CREDITS)

COUN 685 Clinical Intervention and Treatment Planning

This course will review the current literature on evidence based clinical counseling interventions and prepare students to develop targeted treatment plans for the prevention and treatment of mental disorders and dysfunctional behaviors. (3 CREDITS)

COUN 690 Capstone

This course serves as a professional experience where students integrate core concepts, research, and practice into a professional project to be presented during Residency III's research forum. (2 CREDITS)

COUN 695 Practicum: Mental Health Counseling

The initial supervised, field-based, clinical experience in providing counseling services. The practicum course requires a minimum of 100 clock hours (40 direct service hours). Supervision will be onsite and in class. This course has a synchronous component of weekly supervision facilitated by a faculty. The timing of this supervision is determined by the course instructor. (3 CREDITS)

COUN 697 Internship I: Mental Health Counseling

Supervised, field-based, clinical training where students will gain direct experience in the diagnosis and treatment of mental health issues. Internship requires a total of 600 clock hours (240 direct service hours) between Internship I and II. Supervision will be onsite and in class. This course has a synchronous component of weekly supervision facilitated by a faculty. The timing of this supervision is determined by the course instructor. (3 CREDITS)

COUN 698 Internship II: Mental Health Counseling

Supervised, field-based, clinical training where students will gain direct experience in the diagnosis and treatment of mental health issues. Internship requires a total of 600 clock hours (240 direct service hours) between Internship I and II. Supervision will be onsite and in class. This course has a synchronous component of weekly supervision facilitated by a faculty. The timing of this supervision is determined by the course instructor. *Prerequisite: COUN 697* (3 CREDITS)

COUN 699 Internship III: Mental Health Counseling

Supervised, field-based, clinical training where students will gain direct experience in the diagnosis and treatment of mental health issues. Internship III provides students with additional hours of academic supervised clinical experience. Supervision will be onsite and in class. This course has a synchronous component of weekly supervision facilitated by a faculty. The timing of this supervision is determined by the course instructor. *Prerequisite: COUN 698* (1-3 CREDITS)