

THE CATALOG OF THE

BETHEL

UNIVERSITY

COLLEGE OF

HEALTH SCIENCES

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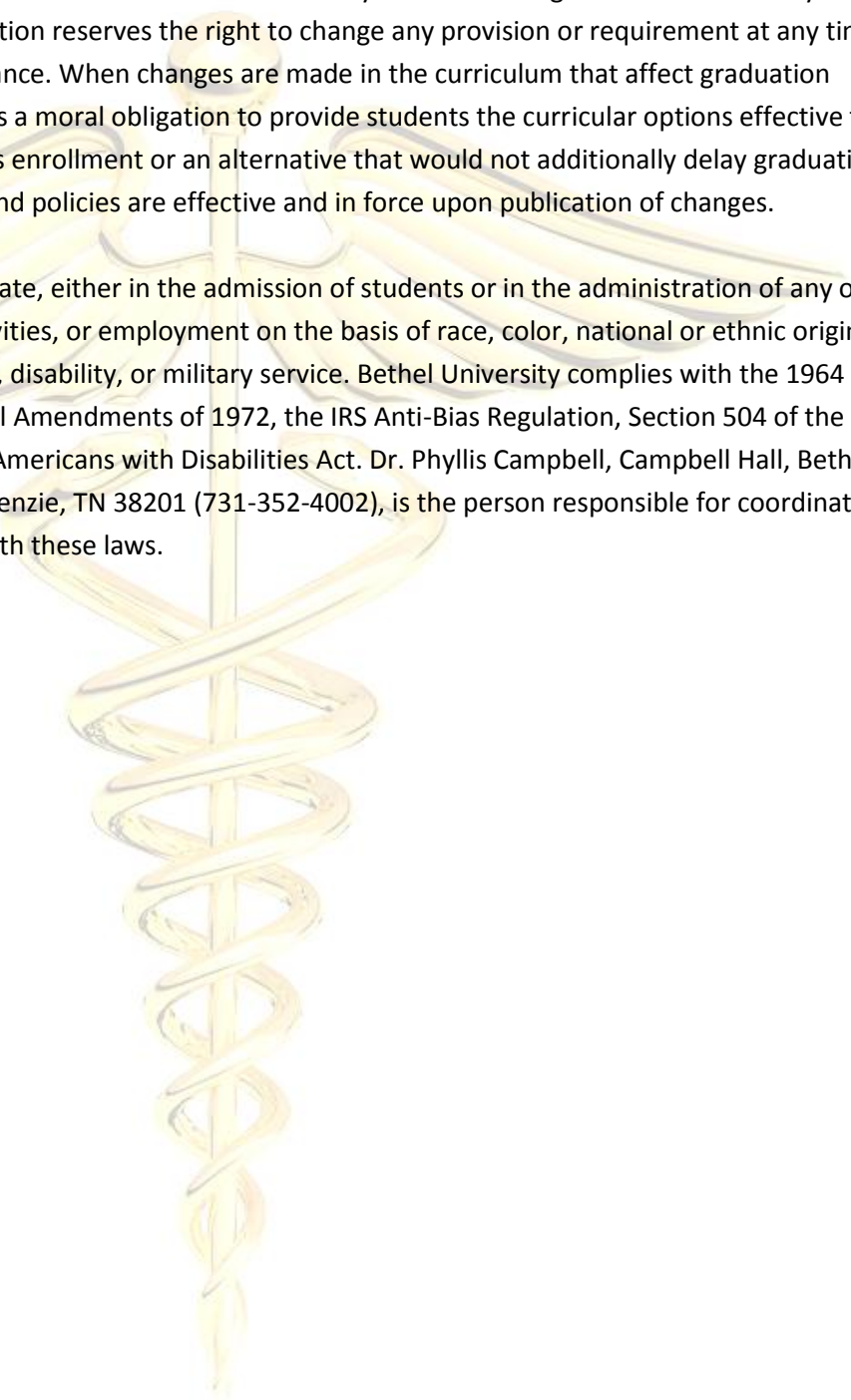
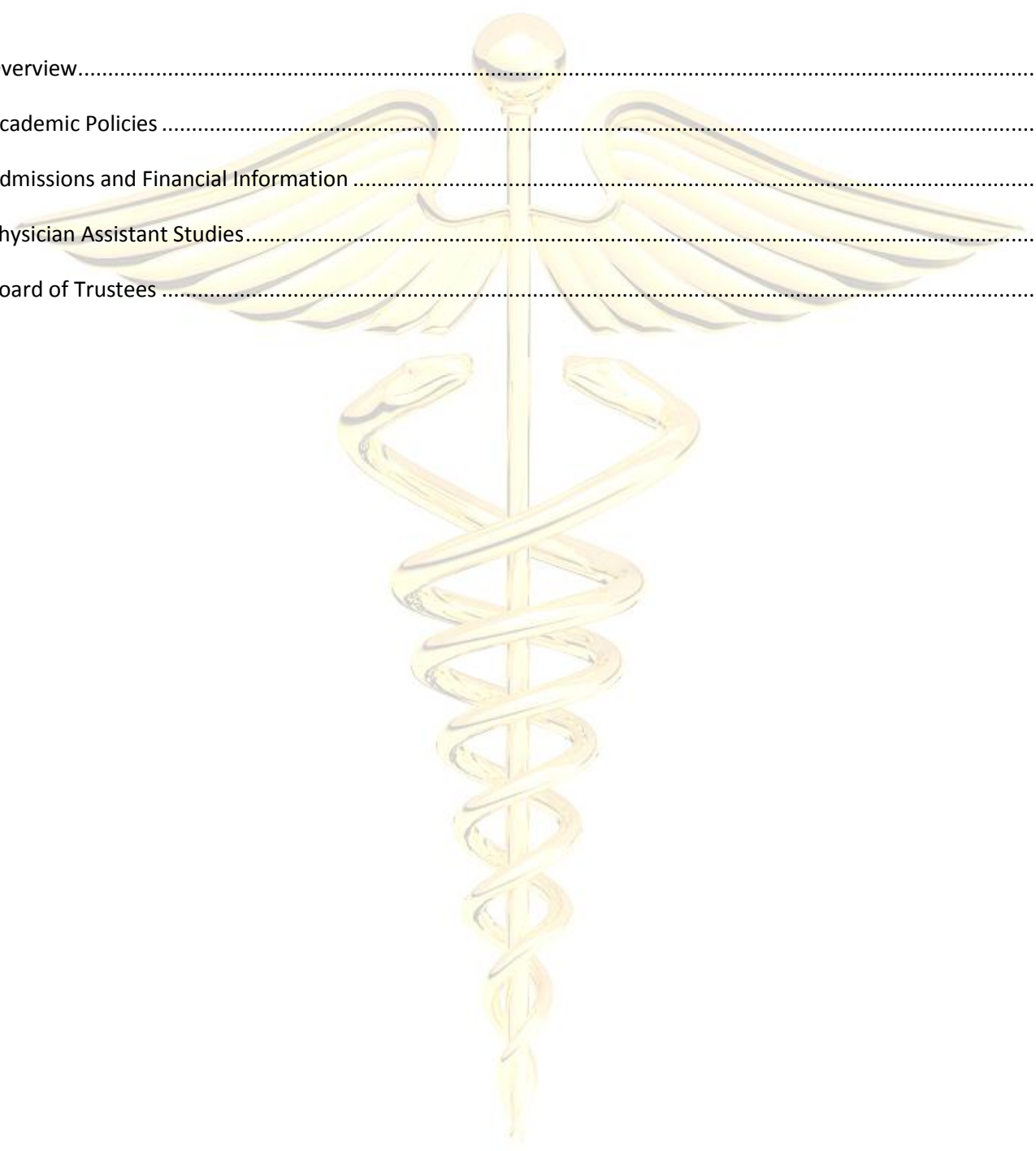


TABLE OF CONTENTS

Overview.....	4
Academic Policies	9
Admissions and Financial Information	16
Physician Assistant Studies.....	22
Board of Trustees	366



OVERVIEW

Mission

The mission of Bethel University is to create opportunities for members of the learning community to develop to their highest potential as whole persons-- intellectually, spiritually, socially, and physically-- in a Christian environment.

Definitions

By the words, "create opportunities," the University offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.

By the term, "learning community," the University extends its mission to all persons who seek development of the whole person and who would choose to pursue this aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.

By the term, "whole persons," the University intends that, in the true spirit of the liberal arts education, the undergraduate education encompass all dimensions of the human being, which are in reality inseparable.

Intellectual development focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical

reflection, and synthesis of knowledge of multiple disciplines.

Social development focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.

Physical development focuses on the corporeal aspect of the human; physical development incorporates respect for the body as integral to the cognitive, social, and spiritual dimension of the human experience.

Spiritual development focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.

By the term, "Christian environment," the University draws upon the thought of St. Ignatius that the collegiate environment should facilitate knowledge and contemplation such that actions are based on unbiased reason and reasonable faith.

Core Values

Bethel University creates a learning community which:

- Accepts individuals from a wide variety of backgrounds, experiences, and beliefs;

- Offers opportunities for individuals to contribute to the University and to other communities in a variety of ways;
- Emphasizes human dignity and ethics consistent with the Christian tradition;
- Encourages inquiry and the examination of values, self, and society;
- Prepares individuals for the life-long pursuit of knowledge in a complex and constantly changing world.

History of the Institution

Since its founding in McMoresville, Tenn., in 1842, Bethel University has grown and changed in ways its founders could have never imagined.

Chartered by the State of Tennessee in 1847, Bethel began as a seminary for the Cumberland Presbyterian Church with the purpose of training young male pastors for the growing denomination. It was not until the college moved to McKenzie in 1872 that it first began to admit women as students.

During the Civil War, Bethel College was a Union army fort. The army confiscated a telescope that was purchased by Bethel in 1852 and returned it after the war. The telescope still remains on the second floor of the science building.

The oldest existing building on Bethel's campus is Campbell Hall, built in 1923. It was given to the college, along with 11 acres of land, by the city of McKenzie. At that time it offered every facility the college needed in a single building including classrooms, offices, laboratories, a prayer room and an auditorium. It was named for Richard and Alice Campbell in 1983, and it

now contains offices and the Lavinia Cole Chapel. Additionally, it boasts the Hall of Presidents, which displays a picture of every president of the college since its inception in 1842.

The Log Cabin was constructed outside Campbell Hall by the freshman class in 1925. The purpose of the building was to show the humble beginnings of the Cumberland Presbyterian Church, and to remind each student, staff and faculty member that the school was built "On the Faith of Our Fathers." When building the cabin each log cost \$35, and whoever donated the money to buy a log would have his or her name engraved on the metal plate on that log. Today, the Log Cabin is used for offices for the chaplain and a religion teacher.

Bethel's Theological Department, which had become the Cumberland Presbyterian Theological Seminary, moved to Memphis and changed its name to Memphis Theological Seminary in 1964. This move allowed Bethel to focus on its undergraduate students, many of whom would continue their studies at the seminary in Memphis upon graduation. It also gave Bethel the opportunity to increase its science programs through conversion of the seminary building to the Odom Science Building.

During the enrollment boom of the 1960s and 1970s major expansion of facilities was completed which included three new dormitories, a library, the Baker Physical Education Center and the Dickey Fine Arts Building. In 1967, the Burroughs Learning

Center was completed, opening a new library and classrooms. The building was named after Dr. Raymond Burroughs, who served Bethel over thirty years as academic dean, executive vice-president and president. The library has recently renovated its children's reading section, known as the Reading Castle. It has become a comfortable place for children to come expand their knowledge through reading. The Marris-Stockton Student Center was opened in 1969. Additionally, in 1980, the Gaines Pool was named for Ben and Ludie Gaines in honor of their great contributions to Bethel and its students. The facility made Bethel one of the first schools of its size with an indoor aquatic facility.

In 1981 the Laughlin Gazebo was added in the center of campus as a memorial for Mr. John T. Laughlin. Donations for the construction of the gazebo were given by the city of McKenzie and by the graduating class of 1981. The gazebo is used for weddings and receptions, and is a popular gathering place for students.

In 2001, the Alumni Garden was completed outside the Log Cabin. It was established as a permanent garden to honor and memorialize Bethel alumni and friends. The founder established five purposes for the Garden: (1) To serve as a point of identification for persons whose lives have been significantly shaped by Bethel University; (2) To provide a legacy of history for future generations of students and faculty; (3) To provide ongoing funding for the mission of the university; (4) To serve as a setting for various activities for the university and community; and (5) to provide an opportunity for individual names and memories

to be permanently preserved in stone. The Alumni Garden was designed to give the friends of the university a chance to show their love and commitment to the school. The Bethel University Seal is prominently displayed in the center of the garden. This seal once resided on the front of the former site of the Bethel Gymnasium. It was moved to its current spot at the opening of the Alumni Garden.

2003 proved to be a great year for Bethel's expansion through satellite campuses across the state of Tennessee. In that year, campuses were opened in Clarksville, Jackson, Memphis and Nashville to allow students across the state the opportunity to benefit from Bethel's progressive programming.

The newest dormitory, Prosser Hall, was completed in 2004 and named for the current university president, Dr. Robert Prosser, and his wife, Toni. The facility added living space for 96 students to allow for further expansion of the already-growing student body. Also, in 2004 the Daily Grind opened on campus to provide Starbucks coffee for students, staff and guests. During that same year, Jack's Place was started by the student organization Students in Free Enterprise, or SIFE. This on-campus pizza restaurant was named for Jack Shewmaker, former president of Wal-Mart who provided seed money for the start of Bethel's award-winning SIFE team.

2005 brought renovations to numerous buildings on campus including the Wildcat Cove Apartments and the new Bethel Performing Arts Center, located in the old Cumberland Presbyterian Church in downtown McKenzie.

Bethel's Physician Assistant Building opened making Bethel one of only four schools in the state to offer physician assistant coursework. Bethel also started a new nursing program in 2005 and purchased its technologically advanced nursing building during the 2005-2006 school year. Further expansion was provided by the opening of a satellite campus in Chattanooga. This was followed by the expansion of the Jackson Satellite Campus in 2006.

Wildcat Stadium opened in September 2006. It offers first class facilities for Bethel Wildcat football players including state-of-the-art artificial turf designed to reduce injuries and seating for 3,000 Wildcat fans. At the time of its completion, the stadium was the best in the NAIA conference.

In 2009, Bethel College was renamed Bethel University.

Affiliation

Bethel University is joined in a covenant relationship with the Cumberland Presbyterian Church. Bethel is proud of its heritage as a Cumberland Presbyterian university and of the service it provides to the church in the form of education for current and future leaders.

Accreditation

Bethel University is chartered by the State of Tennessee. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-

679-4500 for questions about the accreditation of Bethel University.

Bethel offers Master of Arts, Master of Science, Master of Business Administration, Bachelor of Arts, Bachelor of Science and Bachelor of Science in Nursing degrees through a variety of academic programs. Bethel University is approved by the Tennessee Board of Education as a teacher preparation institution for the State of Tennessee. Bethel University's bachelor's degree in Nursing is approved by the Tennessee Board of Nursing and is advancing toward accreditation by the Commission on Collegiate Nursing Education (2009). Bethel's Physician Assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

Assessment and Institutional Effectiveness

Bethel University performs a variety of assessment activities to determine and improve the effectiveness and quality of the educational programs and support services. These assessment activities are broad-based and include the entire university. Students, faculty, and staff have important roles in the institutional effectiveness process. All programs require students to complete some form of assessment prior to graduation. Students will have many other opportunities to participate in assessment through their time at Bethel. Additional information about assessment at Bethel University may be obtained through the Office of Strategy and Compliance.

Campus Descriptions

Bethel University operates a main campus located in McKenzie, Tennessee, and five satellite campuses throughout the state. The main campus houses all traditional undergraduate programs, the master's programs in Teaching, Education, and Physician Assistant Studies. The campus boasts excellent facilities, including the following:

- Campbell Hall, the main administrative building, which holds the offices of the Academic Dean, Admissions, the Business Office, Development, Educational Outreach, Financial Aid, Information Technology, and the Registrar, along with offices for many of the faculty members in the education division and the Chapel.
- Burroughs Learning Center, the campus library, which in addition to both print and vast electronic resources, holds the offices of several faculty members and some classrooms.
- Dickey Fine Arts Building, which, in addition to classrooms and offices, holds the Bouldin Auditorium and Waddle Recital Hall.
- Odom Science Building, which holds classrooms and laboratories, as well as offices for faculty members.
- Marris-Stockton Student Center, which holds the cafeteria, the Oasis and Bryson meeting rooms, the campus bookstore, the Grill and Jack's Place, the post office, and the offices of the student life staff including the Dean of Students, Director of Housing, Security, Director of Student Activities, Director of Counseling and Tutoring, and Director of Career Development.
- Baker Fieldhouse, which includes the Dishman Gymnasium basketball gym, the

Gaines Indoor Pool, coaches' and faculty members' offices, classrooms, and weightlifting facilities.

- Athletic facilities, including Wildcat Stadium, Wildcat Soccer Fields, Wildcat Baseball and Softball Fields, Wildcat Health and Fitness Complex, and Wildcat Tennis Courts.
- Dormitories, including Prosser Hall, McDonald Hall, Morris Hall, West Hall, and Wildcat Cove Apartments.
- The Log Cabin, built to model the cabin where the Cumberland Presbyterian Church was formed, which houses the Office of the Chaplain and the office of a faculty member.
- The PA Building, which holds classroom and office space for the university's Master of Science in Physician Assistant Studies program.
- The Nursing Building, which holds classroom and office space for the university's Bachelor of Science in Nursing program.
- The Renaissance House, which holds the offices of the staff of the Renaissance performing arts program.
- The Bethel University Performing Arts Center, which offers performance space in the refurbished historic McKenzie Cumberland Presbyterian Church.

Satellite Campuses are located in Clarksville, Chattanooga, Jackson, Memphis, and Nashville, Tennessee. Each of these campuses offers classes for the university's nontraditional Success Program. Additionally, coursework for the Master of Business Administration and Master of Arts in Education degrees are offered at the Jackson, Memphis, and Nashville sites. Each satellite facility includes both classroom and office space.

ACADEMIC POLICIES

Graduate students are expected to make themselves thoroughly familiar with the regulations of the graduate program and the requirements for graduation. While specific programs may be approved by outside agencies, meeting Bethel University requirements does not necessarily imply that certification, licensure, or endorsement nationally or in a particular state will be granted automatically.

Academic Integrity

Students are expected to uphold the university's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. Punishment for an act of academic dishonesty involves imposing failing or zero grades by the following process: For a first offense, the student receives a zero on the assignment. A second offense results in an F in the course. Upon committing a third offense, the student will be expelled from the University. The faculty member presents notice of each offense to the Assistant to the President for Strategy, who keeps a record of students' offenses from all courses. Refer to *The Graduate Student Handbook* for additional information regarding violations of academic honesty. Students may appeal the decision of the faculty member to the Assistant to the President for Strategy.

Family Educational Rights and Privacy Act (FERPA)

This act provides for confidentiality of student records; however, it also provides for basic identification of people at Bethel without the consent of the individual. Release of information to third parties includes name, address, telephone number, place of birth, E-mail address, class schedule/roster, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), photograph, major, dates of attendance, degree, university honors/awards, the most recent previous educational agency or institution attended, participation in school activities and sports and weight and height of members of athletic teams. The institution may release other information on students without written permission of the students if the release can be justified under one of the exceptions to written permission found in FERPA. The student has the right of access to his or her educational records and the right to challenge any inaccurate, misleading, or inappropriate information in those records.

Public notice of categories to be contained in a directory is hereby given and a period of one week is provided at the beginning of each semester during which time a student may request that such information not be released. In accordance with the Student Information in Higher Education Act of 2005, a student may execute a consent form authorizing Bethel to

release confidential education records, as defined by federal law, to a designated parent, upon request.

Statement of Non-Discrimination

Bethel does not discriminate, either in the admission of students or in the administration of any of its educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, age, disability, or military service. Bethel University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the IRS Anti-Bias Regulation, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Correspondence Study / Prior Learning Credit

No graduate credit is accepted by Bethel University for work done by correspondence or through any program awarding credit for prior non-college-sponsored learning.

Registration for Graduate Courses

Students are urged to complete early registration as soon as possible.

Dropping and Adding Courses

In the event that a student needs to drop a course, the Graduate Registrar for his/her program must be contacted first. It is the responsibility of the graduate student to call or write the Graduate Registrar to begin the process of withdrawal. The academic calendar contains the deadlines for dropping a course, and the appropriate percentage of refund of course fees will be based on the date of the

official drop form. There is a \$25 fee for dropping or adding courses.

A student who does not notify the Graduate Registrar that he/she intends to drop a course and merely stops attending classes is not officially withdrawn from the course roster and is, therefore, responsible for the course fees and will receive an "F" in the course. PA students may not drop courses and continue in the Physician Assistant Studies Program. The PA Program has policies for deceleration and other types of unexpected occurrences.

Grading System

A student receives a grade for each registered course. The academic achievement of each student is recorded in terms of letter grades that carry grade point values. The grades used at Bethel University are:

- 4.0: A-Excellent
- 3.0: B-Good
- 2.0: C-Below Average
- 1.0: D-Unsatisfactory
- 0.0: F-Failure
- 0.0: WF-Withdrew Failing

The following grades do not affect the grade point average (GPA):

- P-Pass
- I-Incomplete; work must be finished within the first four weeks of the next semester, or the grade automatically becomes an F.
- PR-Course in Progress
- WP-Withdrew Passing
- W-Withdrew

The student's GPA is determined by dividing the total number of grade points earned by the total number of letter-graded (A-F) credit hours

attempted (not the number of credit hours passed).

Assistance and Student Services

Library

The Burroughs Learning Center, which houses the library, offers a variety of information services to students, staff, faculty and the community. These include access to a collection of books, periodicals, videotapes, DVDs, audiotapes, microfilm, and other resources. Currently, the BLC houses 43,000 books, 48 print periodicals, over 100,000 electronic periodicals, and a significant number of audiovisual materials and microform documents. The BLC's heritage room contains a collection of rare and historical books and other items.

The Burroughs Learning Center is committed to providing information services which include electronic access to the global information network. Information tools provide access to electronic searching capability, information networking, and on-line full text resources.

Additionally, the center offers a number of full-time professional librarians and staff members to assist patrons in locating necessary sources of information. The Burroughs Learning Center strives to inspire Bethel students and all members of the learning community to become independent researchers and lifelong library users. Students are encouraged to seek help from both professional and student staff members.

Counseling

Bethel provides many ongoing opportunities for students to counsel with university faculty and staff, including the Chaplain. Dependent on need, students may schedule counseling sessions with professional counselors in Student Development. Evaluation of the situation will be made by the counselors and appropriate alternatives considered.

Academic Advising

Each Bethel University student is assigned a qualified academic advisor. The role of the advisor is to guide students through the academic program of the university by recommending appropriate courses and assisting students in the registration process. The student is responsible for ensuring that he or she meets all graduation requirements.

Disability Services

Bethel University is committed to making its programs and services accessible to all students regardless of disability. Self-advocacy and independence are encouraged through student knowledge and the use of appropriate accommodations. Students who have a documented disability and need assistance with classes or who would like further information about disability services at Bethel University should contact the Director of Counseling and Tutoring in the Office of Student Development. Applicants with special needs who desire accommodation in the application process should make their needs known to their admission counselors.

Testing Services

A variety of tests are used in admissions processing, student evaluation, career skill identification, and other areas. Students may contact student services at any time for assistance and more information.

Information Technology Services

The purpose of the Information Technology Center is to provide technical support and training to all users of computing systems at Bethel University and to provide technology-enriched learning by offering educational services adequate to allow students and faculty to achieve their educational goals.

Student Health Services

Student health services are available in the student health clinic Monday through Friday. Services provided include urgent care and certain immunizations.

Acceptable Use of Technology

I. Summary/Purpose

The purpose of the Bethel University network is to provide faculty, staff, and students with an electronic means of transmitting, receiving, and reviewing information necessary for academic pursuits as well as conducting daily business operations of the University. The Acceptable Use Policy covers all devices that comprise the Bethel University network. This includes, but is not limited to, all laptops, desktop systems, hand-held computers, lab facilities, servers, classroom technology, the wired and wireless campus networks, and all software licensed to the University.

II. Rights and Responsibilities

The Bethel University network is provided and maintained by Bethel's IT department for the use of faculty, staff, and students. Accounts are created and given to all users for the purpose of academics, daily business and administrative operations, transmitting and receiving electronic mail and messages, and other authorized activities. Anyone using the Bethel network is responsible for:

- recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
- refraining from any illegal and improper intrusions into the accounts of others or into any Bethel University network resources or systems;
- taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided;
- being ethical and respectful of the rights of others and of the diversity of the University community, including the rights to privacy and all other legal requirements and restrictions regarding access to and the use of information; and refraining from acts that waste resources and prevent others from having broad access to Bethel's IT resources;
- abiding by all other applicable University policies and standards relating to information technology resources. These policies and standards include, but are not limited to: software, wireless, remote access and email.

Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and

passwords. Under no circumstances should a user allow someone else to share a network or e-mail account.

III. Consent to Monitor

Bethel's computers and networks are shared resources, for use by all faculty, staff, and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. Although the University does not seek to monitor the communication of its faculty, staff, or students, Bethel's IT staff may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of Bethel's computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

IV. E-Mail Usage

Bethel University recognizes the utilization of electronic communications as an efficient and necessary method of conducting business and advancing its mission of education. Electronic mail (e-mail) should be used with the same care and discretion as any other type of official University communication.

The Bethel's e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using Bethel's e-mail system, each user acknowledges:

- The use of electronic mail is a privilege not a right. E-mail is for University communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This

includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited.

- Under the US Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.
- E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing").

All users of Bethel's e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized University personnel.

Accordingly, the University reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the University might be

required by law to disclose the contents of e-mail communications.

V. Bethel University Confidentiality Agreement

The information transmitted in this electronic mail is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from all computers. Although Bethel has taken reasonable precautions to ensure that no viruses are present in this message, Bethel cannot accept responsibility for any loss or damage arising from the use of this message.

VI. Privacy

Bethel provides computers, computer, e-mail, e-portal, and network accounts to faculty members, staff and students for the purpose of furthering the University's academic mission and conducting business. While incidental and occasional personal use of such systems is permissible, personal communications and files transmitted over or stored on Bethel systems are not treated differently from business communications; there can be no guarantee that personal communications will remain private or confidential. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Messages relating to or in support of illegal

activities will be reported to the appropriate authorities.

Properly authorized individuals including the Director of Information Technology, Bethel IT staff, or Security may access e-mail, voice mail or computer accounts without the consent of the assigned user when there is a reasonable basis to believe that such action:

- is necessary to comply with legal requirements or process, or
- may yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of policy (for example alleged misconduct or harassment), or
- is needed to maintain the integrity of Bethel's computing systems, or may yield information needed to deal with an emergency, or in the case of staff, will yield information that is needed for the ordinary business of the University to continue.

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be promulgated in the future by the State of Tennessee. To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

Transcript Policies

Students who need transcripts of their academic record must file a written request (including signature) with the Registrar. The first

transcript is free of charge, but after the first copy a \$5 per copy fee will be charged. A transcript will not be issued unless the student's financial account is clear with all offices of the University. In addition, students who transfer, withdraw, or do not return within a semester must complete the following formal withdrawal process before they can receive a transcript:

1. Obtain a request for withdrawal form from the Office of the Registrar.
2. Obtain the signatures of the faculty advisor, Graduate Dean, Financial Aid, and Business Office.
3. Return the form with all signatures to the Office of the Registrar.

Transcripts will be released at the written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. The official academic record is the property of the University. Therefore, the university reserves the right to withhold the release of a transcript of that record if the student has an obligation to the University.

Bethel University will accept a faxed request for a transcript as a written request for a transcript.

Receipt of Grades

Grades are not mailed each semester. Students may print a copy of their grades through the student E-Portal. Alternatively, students may submit a written request for their grades to the College of Health Sciences Registrar. If a student has an account balance, he or she will be unable to access his or her grades. In this case, the student will need to contact the Bethel

University Business Office to clear the account before the grades will be made accessible.

Administrative Withdrawal

Faculty will report in writing to the Registrar any student on the class roster who has not attended class for a period of two weeks (consecutive class days) during a traditional semester without notifying the faculty member, and this student will be administratively withdrawn from the class. Any student who is administratively withdrawn from all classes will not be allowed to stay on campus.

Administrative withdrawal from a class may affect the student's financial aid, full-time/part-time status, and participation in sports/extracurricular activities.

Auditing Classes

Any class may be audited with the approval of the faculty member teaching the course. No transcript is maintained for audited courses.

ADMISSIONS AND FINANCIAL INFORMATION



Admission to CHS Study

Admission to the CHS is required of all students enrolling in any CHS course for any reason.

Requirements for admission to CHS are:

1. The completed application for admission to the College of Health Sciences specific health science program (applications are program specific and each program may require program as well as additional applications- see program specific information).
2. The \$50 application fee.
3. An official copy of the baccalaureate degree transcript sent to the College of Health Sciences. Please refer to the section on each graduate program in this catalog for additional information on admission to each program.
4. Meeting program specific requirements

A student must be admitted to a CHS program and have a zero balance prior to attending classes.

Student Accounts

Students are required to pay all tuition and fees at the beginning of each term, and registration is not complete until all fees are paid. In addition, students are responsible for any damages to university property. Students may not re-enroll for another term, graduate, or

receive a transcript until all amounts owed to the University have been paid.

Delinquent accounts are subject to late fees and external collection agency involvement. If external collection efforts are utilized, the student is responsible for all collection costs, attorney fees, and any other charges necessary for the collection of any amount not paid when due.

Payment Policy

In order to provide sound fiscal policy and stewardship for Bethel University the administration and staff are charged with the duty of ensuring that all student accounts are fully and timely collected. It is the responsibility of each student to have suitable financial arrangements in place well before enrollment to fully pay all sums owed Bethel. Likewise, it is the responsibility of the Administration and Staff to communicate the school's requirements, provide assistance to prospective students in procuring financing, and faithfully enforce the school's policies and procedures.

Accordingly, the following procedures and guidelines will be followed in arranging for the payment and collection of student accounts:

1. Cash Plan
2. Federal Loans
3. Tuition Reimbursement Plan

4. Third Party Billing Plan
5. Private Loans
6. Tuition Management Systems

Cash Plan

The Cash Plan requires 100% of tuition and fees paid by the due date. (The due date for all options is defined hereafter.) Under this plan, students may pay by check or automatically charge the tuition and fees to their credit card. Automatic payments will be charged on the due date for each successive term. The following documentation is required for the cash plan:

1. Student Financial Agreement Form
2. Student Credit Card Authorization to Charge Form
3. Completed Admissions Application

Federal/State Loans or Grants

The financial aid plan requires the student to complete all documentation required for the respective Federal or State program by the due date in order to qualify for tuition deferment. In the event 100% of the tuition and fees are not covered under this plan, the student must make arrangements for the payment of the balance due by one of the other financial options listed above. Such arrangements must be complete by the due date. Acceptable financial aid plans are: Federal Pell Grant; Tennessee State Assistance Corporation Grant; Hope Lottery Scholarship; Subsidized Federal Stafford Loan; Unsubsidized Federal Stafford Loan; Federal Parent Plus Loan Program; Bethel University Scholarships; external scholarships; Work-Study.

Since students must reapply for funding each academic year or term, reapplication must be

fully completed on or before the appropriate due date. In the event a student fails to timely reapply, qualification for tuition deferment will be terminated and the student will be required to comply with the terms and conditions of the cash plan. The following documentation is required to be filed by the due date for the Federal/State Loans or Grants:

1. Student Financial Agreement Form
2. Free Application for Federal Student Aid (FAFSA)
3. Completed Admissions Application

Tuition Reimbursement Plan

Tuition reimbursement from an employer is an acceptable financial option. However, it is subject to the following conditions:

1. The student must make acceptable arrangements through one of the other financial options to pay all tuition and fees during the initial deferral period. Thereafter, tuition reimbursement proceeds will be applied to future enrollment periods.
2. Complete documentation of terms and conditions of the employer's reimbursement plan.
3. A completed Tuition Reimbursement Certificate and Authorization Form which allows Bethel to automatically charge the student's credit card in the event full reimbursement is not paid by the employer. Students must be advised that terms and conditions are not contingent upon the completion of a course or the receipt of a grade and that the credit card will be charged for any amount necessary to repay Bethel 100% of the amount due. A declined credit card will cause the account to be

assessed a \$50 late fee which is immediately due and payable. A second declined credit card will terminate this financial option and the student will be required to comply with the terms and conditions of the cash plan.

The following documentation is required to be filed by the due date for the Tuition Reimbursement Plan:

1. Student Financial Agreement Form
2. Tuition Reimbursement Certificate and Authorization Form
3. Credit Card Authorization to Charge Form
4. Copy of Employer's Tuition Reimbursement Plan
5. Completed Admissions Application

Third Party Billing Plan

Third party billing plans are available for students of employers approved for direct billing, active duty military personnel, civilian government contract employees, and students eligible benefits pursuant to the Veterans Affairs Vocational Rehabilitation and Employment Program. Students will be required to comply with the terms and conditions of the cash plan if employment ceases or the employer ceases to remit payments as agreed.

The following documentation is required to be filed by the due date for the third party billing plan:

1. Student Financial Agreement Form
2. Employer's voucher approved by Bethel OR authorized military or government assistance vouchers
3. Completed Admissions Application

Private Loan Plan

Students may prefer a private loan arrangement with a lender based on credit worthiness.

Failure to pay under this plan will revert the student to the cash plan.

The following documentation is required to be filed by the due date for the private loan plan:

1. Student Financial Agreement Form
2. Completed Loan Application
3. Signed Promissory Note
4. Loan Approval from Lender
5. Completed Admissions Application

Tuition Management Systems

For a semester or yearly fee, all students qualify for an interest-free monthly payment plan. This option allows the student to spread the tuition costs over a longer period of time.

Due Dates

In order to provide for an orderly enrollment process, thorough documentation of the student's academic history, and sufficient time to process financial options paperwork, due dates for the submission of required documentation shall be five business days prior to the first class for each term.

In the event admissions or financial aid personnel believe this requirement will impose undue hardship on a prospective student a waiver may be requested. The requested waiver will be in writing, stating in sufficient detail the justification for the waiver, and the potential impact on the student's ability to comply with Bethel's tuition and fee repayment policies. The waiver will be filed with the Director of Business Operations for ultimate presentation to the President.

Changing Finance Options

Students may change finance options provided they are in compliance with their current finance option. In order to change plans a student must contact his or her appropriate financial office and complete all required documentation on or prior to the due date.

Credit Cards

The following credit cards are accepted provided the student is the authorized signer: American Express, Discover, Visa, Master Card
In some situations, the parents can give permission for their credit card to be used by the student.

Students with Delinquent Balances

Strict enforcement of these procedures will, in the future, reduce delinquencies and ultimately charge-offs. In order to avoid undue hardship on the student, the repayment plan to collect the delinquent balance may be amortized over a period so as to coincide with the student's graduation date, i.e., four periods to graduation would require the recapture of 25% of the delinquency each term.

Graduate Tuition Refund Policy

The following refund policy applies to students who receive no federal or state financial aid and who officially withdraw within:

- The second week of the term: 100% of tuition
- The third week of the term: 80% of tuition
- The fourth week of the term: 60% of tuition
- The fifth week of the term: 50% of tuition
- After the fifth week: no refund will be granted

Students will not receive any refund on textbooks. Students receiving financial aid should check with the Office of Financial Aid regarding the refund policy.

Financial Aid

Graduate students are encouraged to discuss the possibility of a student loan with the Financial Aid Office and/or local banks. Students eligible for veterans' benefits should contact the Veterans Certification Officer in the Office of the Registrar.

Application for financial aid or Veterans' Administration Benefits cannot be processed until the applicant has received full admission to a degree program. A conditional admission in some cases will allow one semester of financial aid with a full admission required before financial aid will be processed for subsequent terms. Students seeking endorsement, licensure, or formal certification need to work with the Office of Financial Aid to see what assistance is available.

Bethel University Loan Policy

Students who have defaulted on prior loans, either through the Federal Perkins Loan or Federal Stafford Loan programs, will be considered for additional federal loans at Bethel University only upon written appeal to the Student Retention and Appeals Committee. This policy applies to students who have or will rehabilitate the defaulted loan(s) as well. Students wishing to appeal should contact the Office of Financial Aid for further information.

Scholarships and Aid

Federal Stafford Loan Programs

Federal Stafford Loans are fixed rate loans with a current interest rate of six percent for Subsidized Federal Stafford Loans at the undergraduate level of study and 6.8 percent for all Unsubsidized Federal Stafford Loans at the undergraduate and graduate level. Principal and interest payments on the need based Subsidized Stafford Loans are deferred until the student graduates, drops below half time enrollment, or withdraws from the university. Only the principal is deferred on the non-need based Federal Unsubsidized Stafford Loans with interest payments made while in college. Loan amounts vary based on academic status, enrollment status, and whether the student is “dependent” or “independent” per the Department of Education policy. Current loan limits are as follows:

Graduate / Professional Students

Base Amount: \$8500

Additional Unsubsidized Loan Amount: \$12000

Aggregate Loan Amount: \$138,500 (currently) of which no more than \$65000 can be subsidized

Graduate Plus Loan

This is a loan program for graduate students. See the Office of Financial Aid for more details.

Satisfactory Academic Progress for Receiving Financial Aid

To receive federal funds (including loans) a student must meet all of the following criteria at the end of each semester:

1. Be making academic progress toward graduation by maintaining the following overall grade point averages required by the institution.
2. Be making cumulative progress toward graduation within the maximum allowable credit hours completed. The maximum credit hour formula is 1.5 times the required hours to graduate from the student’s program of study. For example, a student whose major requires 128 credit hours would have maximum credit hours set at 192.
3. Satisfactorily complete the number of credit hours based on the enrollment status at the close of registration. Satisfactory completion means achieving a grade of D or above. Grades of F, I, E, or W are not satisfactory.
 - 12 or more hours attempted – Must complete nine hours
 - 9 to 11 hours attempted – Must complete six hours
 - 6 to 8 hours attempted – Must complete four hours
 - 1 to 5 hours attempted – Must complete ALL hours

Students who fail to meet the requirements above will be placed on Financial Aid Probation for one semester. If the requirements are not met during the probationary semester, the student will be placed on Financial Aid Suspension until such time as he/she meets the requirements. A student could possibly be on Financial Aid Probation or Suspension, but not be on Academic Probation or Suspension.

Students placed on Financial Aid Probation or Financial Aid Suspension may appeal the status in writing to the Director of Financial Aid.

Reasons for the appeal may include, but are not limited to:

1. Death in the family of the student
2. Illness of the student or immediate family member
3. Circumstances beyond the control of the student.
1. Reinstatement of admission and financial aid to students on suspension will be made only after review and approval of the student's written appeal by the Academic Dean, the Dean of Students, and the Director of Financial Aid.

Financial Aid Disclaimers

Commitment of federal funds is tentative and contingent upon subsequent congressional and/or state appropriation and actual receipt of the funds by Bethel University.

The Office of Financial Aid has the right to review, modify, or cancel an award at any time because of changes in financial, enrollment, residential, or academic status or changes of academic program.

PHYSICIAN ASSISTANT STUDIES FACULTY



Patrick Cafferty (2008)

Clinical Director of Education of Physician Assistant Program, Associate Professor of Physician Assistant Studies

B.S., University of Maryland; M.P.A.S., University of Nebraska

Brad Dirks (2010)

Assistant Professor of Physician Assistant Studies

B.S., University of Nebraska, B.S. University of Nebraska Medical Center, M.Ed., Wichita State University

Gwen Ferdinand-Jacob (2008)

Academic Director of Physician Assistant Program, Assistant Professor of Physician Assistant Studies

B.S., University of Oklahoma; M.P.A.S., University of Nebraska

Joseph R. Hames (1999)

Medical Director of Physician Assistant Program, Associate Professor of Physician Assistant Studies

B.S., Furman University; M.D., University of South Carolina

Johnna Tanner (2006)

Program Director and Assistant Professor of Physician Assistant Studies

B.S., The University of Tennessee at Martin; B.S.N., The University of Tennessee at Memphis; M.S.P.A.S., Bethel College

Kerri Smith (2011)

Assistant Professor of Physician Assistant Studies

B.S., University of Southern Mississippi; M.S.P.A.S., Bethel College

Laura Cozzitorto (2011)

Assistant Professor of Physician Assistant Studies

B.S., Southern Illinois University; M.S.P.A.S., University of Nebraska

Daphne Foust (2011)

Academic Director of Physician Assistant Studies, Assistant Professor of Physician Assistant Studies

BS, Lambuth College; BMS, Emory University

PA Program Adjunct Faculty

Joe Opie, M.D .

Mickie Carter, PA-C

Rina Prosser, FNP, CNM

Anita Baker –Ross, CNM

Julie Miller, M.Ed, ATC, LTC

Jill Whitfill, MS

JC Carey, PA-C

Paul Brinkman, PA-C

JR Allison, M.D.

Jon Turner, PhD

Thomas Braxton, Jr., M.D.

Heather Gladwell, M.D.

The Physician Assistant Program offers a Master of Science in Physician Assistant Studies degree.

The Bethel University Physician Assistant program has been awarded continued accreditation by the Accreditation Review Commission on Education for the Physician Assistant. Continued accreditation is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA standards. For more information regarding accreditation please visit: <http://arc-pa.org/>

Application Procedure

Applicants must complete the Central Application Service for Physician Assistants (CASPA) application along with a supplemental application to the College of Health Sciences. CASPA application forms may be requested from www.caspaonline.org or by calling (240) 497-1895. Selected applicants will be interviewed by the admission committee. Following the interview candidates are evaluated by the admissions committee to assess their acceptability to the program. Admitted candidates have two weeks to respond to the offer of acceptance. A nonrefundable fee of \$500 will secure a spot in the upcoming class.

Application Requirements*

Applicants should have:

1. A bachelor's degree from a regionally accredited university
2. A GPA of at least 3.0 in all courses and a GPA of at least 3.25 in prerequisite science courses

3. Completed at least 100 hours of healthcare and/or shadowing experience (paid or volunteer) in the United States
4. A TOEFL IBT (internet based test) score of at least 87 for non-native speakers of English with the minimum section requirements of reading: 21; speaking: 26; listening: 20, writing: 20.
5. Official transcripts from all universities attended
6. Completed CASPA application
7. Completed College of Health Sciences application and fee received
8. Three letters of recommendation
9. GRE score of 1000 on the verbal and quantitative Graduate Record Examination with an analytical writing score no lower than 3.0 (school code 1063)
10. Completed prerequisite requirements: one semester of microbiology or bacteriology; two semesters of general biology (or equivalent); two semesters of human anatomy and physiology; two semesters of general chemistry (or equivalent); one semester of introduction to psychology; one semester of genetics.

*We may accept students who do not meet our minimum requirements under special circumstances. These applicants will be considered on a case by case basis.

Students may apply before the completion of some pre-requisite courses but should inform the university as to when and where the needed course(s) will be taken. Such candidates may gain conditional acceptance. No prerequisites older than five years will be accepted unless the applicant has been employed in the health care field since

completion of the prerequisites. An applicant who possesses a degree from an accredited institution outside of the US may also be considered for admission. These students must have their transcript verified and translated by an approved organization (such as World Education Services) and should meet all other requirements.

Healthcare and/or shadowing experience provides students with an awareness of the intricacies of the medical care delivery system as it exists today and provides information that enables them to realistically commit themselves to a profession that helps sick and injured.

Selection for a place in the PA program is very competitive. Meeting minimum requirements will not guarantee any applicant an interview*. Every effort should be made to exceed all requirements prior to applying to the program.

*Bethel University undergraduates will be guaranteed an interview if they meet all minimum requirements. They are not guaranteed admission into the program.

Admission is based on academic achievement, high quality performance in science and/or healthcare related courses, demonstrated motivation and professional potential, and strong interpersonal skills. Advanced placement is not possible. There is no credit for experiential learning. No physician assistant credits from another institution may be transferred into the didactic or clinical years. Physician Assistant student must complete the entire program at Bethel University.

Two of the letters of recommendation must be from a PA, MD, DO or FNP. One letter can be from a college professor or advisor. The PA Program does not accept letters of recommendation from family members.

Recommended prerequisite courses

cell biology, organic chemistry, immunology, pharmacology, biochemistry, introductory statistics or critical thinking.

Deadline

Applicants must apply and submit required forms and documentation to the Bethel University Physician Assistant Program by October 1. Applications received after October 1 will not be reviewed or considered for the entering class. We will stop taking applications when a full class & acceptable number of alternates have been selected. It is possible that we may stop taking applications before Oct 1st. We strongly encourage early application submission. APPLY EARLY

Acceptance

Notification of acceptance into the Bethel University PA Program will be provided within 30 days of the interview. Applicants offered a seat in the next matriculating class are expected to acknowledge acceptance within two weeks of notification and to forward a signed acceptance letter and non-refundable acceptance deposit of \$500 (which will be applied to tuition) to hold a seat in the class. Exceptions are considered on an individual basis.

Acceptance to the PA Program is provisional pending:

1. Completion of all application requirements
2. Completion of all outstanding prerequisites coursework with a grade of B or better
3. Receipt of acceptance letter and nonrefundable acceptance deposit of \$500
4. Maintenance of health insurance. All students are required to maintain health insurance for the duration of the program. Information regarding health insurance will be provided during orientation week if prior insurance cannot be obtained.
5. Receipt of negative drug screen and background check indicating no prior convictions that would result in failure to obtain medical licensure
6. Completion of physical examination and immunizations prior to matriculation
7. No history of dismissal from another PA, medical, or nursing program for academic or disciplinary reasons

Academic Standards

Students in the BUPA graduate program must maintain at least a B average (80%) in each course during their didactic year in order to progress to the clinical year. Students must act professionally to everyone at all times while maintaining patient and practice confidentiality. Breaches of professional conduct may result in dismissal from the program.

The current academic policy concerning grades is as follows:

Students must maintain a class average of 80% or greater at all times, in all categories, i.e. check-offs, tests, case studies, etc.). If the running average falls below 80%, the student

will meet with the Retention Committee to determine his or her future in the program. If a student earns a grade of less than 78% on any test, he or she will be offered remediation. The original test grade will stand for averaging purposes. The intent of this policy is to ensure that students have a basic understanding of every component of medicine taught in the PA program. This policy is reviewed every semester and may be subject to revision. The revised policy will be in the student's didactic year handbook and will be placed on the internal PA student website.

Students dismissed from the program for academic failure may reapply to the program; however, it is incumbent on the student to prove that they have made significant changes in their study habits or other academic performance issues when they reapply.

Grading

Examinations:

Grades are assigned by the program on the following: Individual exams, practicums, check offs, etc. (specific information may be found in course syllabi)

Grading System:

- A: 90-100 (4.0) Excellent
- B: 80-89 (3.0) Good
- F: any grade below 80 percent (3.0)

Student Load

Physician Assistant education is a full-time endeavor. The academic year schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. The clinical year schedule varies; however, a minimum of 40 hours per week will be spent in

rotation with additional assignments. Students enrolled in the PA Program are required to participate in all of the scheduled courses.

Work Policy

Students enrolled in the PA Program are not prohibited from working during the first year, but are strongly discouraged from doing so due to the intense nature of the program. Students are prohibited from working during the clinical year. Students are not required to work for the program. Students who choose to work and are unable to fulfill program requirements due to a work conflict will be dismissed from the program.

Attendance Policy

1. Class and rotation attendance is required except in the case of an emergency.
2. The final determination of true emergency will be at the discretion of the program director and/or the medical director.
3. The penalty for excessive absences will be determined by the program director and the curriculum committee.
4. The responsibility for notifying the program director of anticipated absences, reasons for emergency absences, and fulfilling all assignments, rests entirely on the student.
5. PA Program faculty are not expected to give make-up exams for unauthorized absences.
6. Unexcused absences and tardiness will not be tolerated and may result in disciplinary action and a failing grade.

Progression and Graduation Requirements

To qualify for progression and graduation with the Master of Science in Physician Assistant Studies degree, students must:

1. Follow the approved course of study, satisfactorily completing all courses
2. Complete all courses with a cumulative GPA of at least 3.00 with no course or rotation grade below 80%
3. Demonstrate adequate history taking, physical examination, and other various clinical skills
4. Settle all financial accounts with the University
5. Successfully complete the Senior Summative Evaluation upon completion of the clinical year.

Physician Assistant education is more than the sum of the individual course grades. Faculty members are responsible for determining the readiness of students for graduation, not only by measuring knowledge, but by assessing clinical skills and determining the student's ability to apply knowledge and skills in the workplace. This is determined by regular assessments of knowledge and clinical skills check-offs throughout training. Repeated failure to demonstrate competency on practical tests or check-offs is evidence of significant deficiency in the student's ability to function competently as a physician assistant. Senior Review/Summative (PAS 715), consistent with ARC-PA standards, is completed near the end of the program. The successful completion of the summative evaluation is a graduation requirement.

Tuition and Fees

Tuition is based on full-time studies and covers the 27 month program. Tuition is \$63,700 or \$9,100 per semester. The program consists of seven semesters.

Fees and Expenses

\$70 graduation fee

\$4000 for scrubs, lab coats, books, medical equipment, malpractice insurance, TAPA Annual Conference fee, BLS and ACLS certifications, additional drug screen, and immunization updates before beginning clinical, and any other fees or costs deemed necessary by the Program.

Medical Equipment

General medical equipment will be provided for students. Specific medical equipment will be available for classroom use only. If students wish to purchase medical equipment for personal use, information will be available during orientation week. Purchases will be an additional cost to the student.

Health Insurance

It is mandatory that all students have health insurance while enrolled in the PA program. This health insurance must be maintained throughout the entirety of the program. Students wishing to purchase student health insurance will be able to do so through a sales representative during orientation week at an additional cost to the students. Proof of insurance is required prior to enrollment.

Additional Expenses

Other expenses that may occur during enrollment are the responsibility of the student. These may include, but are not limited to, travelling to assigned clinical sites, lodging, meals, etc. Students should plan for these additional expenses ahead of time.

Program of Study

Study is designed to deliver the essential academic and clinical education necessary to prepare students for their professional roles and to satisfy the eligibility requirements to sit for the PA certification examination (PANCE). Study is divided into three didactic semesters over a 12 month period and four clinical semesters over a 15 month period. All students are required to follow the course schedule as outlined in their handbook moving in sequence with their cohort.

Didactic Year

Spring:

Physical Diagnosis I, Clinical Medicine I, Pharmacology I, Anatomy & Physiology / Pathophysiology I, Clinical Skills I, Medical Terminology, The PA Profession, Diagnostics I, Genetics

Summer:

Physical Diagnosis II, Clinical Medicine II, Pharmacology II, Anatomy & Physiology / Pathophysiology II, Clinical Skills II, EKG Interpretation, Behavioral Science, Geriatrics

Fall:

Physical Diagnosis III, Clinical Medicine III, Pharmacology III, Anatomy & Physiology / Pathophysiology III, Clinical Skills III, Radiology, Diagnostics III, Critical Thinking, Pediatrics

Clinical Year

Mandatory Rotational Requirements:

1. Family Medicine I
2. Family Medicine II
3. Internal Medicine
4. Emergency Medicine
5. General Surgery
6. Family Medicine/Women's Health
7. Family Medicine/Pediatric Medicine
8. Mental/Behavioral Health
9. Elective Rotation I
10. Elective Rotation II
11. Elective Rotation III
12. Business of Medicine
13. Senior Review/Summative

Electives are available in most specialties as long as a clinical site is available and meets criteria as stated on the preceptor qualification form and as outlined in the preceptor handbook.

Students in the clinical phase of the program are not required to and may not set up their own rotations. Rotations will be assigned by the program based on the educational needs of each student. Rotations generally will be within a 150 mile radius of the program. However, they may occasionally be at a further distance on a case by case basis. For more information concerning our program, please visit: www.bethelu.edu/bethelpa.

2012 Academic Year

Spring 2012 (Semester 1)

Jan. 3 First Day of Class
Jan. 16 MLK Jr. Day
Mar. 5-9* Spring Break
Apr. 6 Good Friday
Apr. 20 Last Day of Class

Summer 2012 (Semester 2)

April 30 First Day of Class
May 28 Memorial Day
July 2-6* Summer Break
Aug. 17 Last Day of Class

Fall 2012 (Semester 3)

Aug. 27 First Day of Class
Sept. 03 Labor Day
Oct. 10-14 Fall-fest
Nov. 21-23* Thanksgiving Break
Dec. 21 Last Day of Class
Dec. 24-Jan.2 Semester Break

*Official Breaks For PA Students

Physician Assistant Studies Course Descriptions

PAS 701. Clinical Medicine I (8 hours)

This course covers the medical and surgical topics with associated pharmacology, anatomy & physiology, pathophysiology, laboratory medicine, and clinical skills. It incorporates problem-based learning of common diseases and problems using a body systems approach. Incorporated into the lesson plan is our "putting it all together" case study series that will include knowledge gained from all other courses enabling the Physician Assistant

student to critically analyze in the medical decision and problem solving process.

PAS 702. Clinical Medicine II (8 hours)
Continuation of PAS 701.

PAS 703. Clinical Medicine III (8 hours)
Continuation of PAS 702.

PAS 710. Pharmacology I (3 hours)
This course is a comprehensive survey of the subject of pharmacology. The course emphasizes the fundamentals of drug absorption, distribution, metabolism and elimination. The course focuses on the relationship between drugs and receptors, adverse drug reactions, toxicity, indications and contraindications of drugs. Pharmacotherapeutics with application to clinical patient scenarios is also incorporated into this course.

PAS 711. Pharmacology II (3 hours)
Continuation of PAS 710.

PAS 712. Pharmacology III (3 hours)
Continuation of PAS 711.

PAS 720. Anatomy, Physiology, and Pathophysiology I (3 hours)
This course is an intensive review of human anatomy and physiology with clinical applications, medical terminology with an emphasis on pathophysiology.

PAS 721. Anatomy, Physiology, and Pathophysiology II (3 hours)
Continuation of PAS 720.

PAS 722. Anatomy, Physiology, and Pathophysiology III (3 hours)
Continuation of PAS 721.

PAS 761. EKG Interpretation (1 hour)
EKG: A course designed to educate the Physician Assistant student on the utilization and interpretation of the electrocardiogram. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of the electrophysiology of the heart, basic approach to the evaluation of an electrocardiogram, obtaining a 12 lead electrocardiogram and rhythm strip, recognition of cardiac abnormalities such as dysrhythmias, ischemia, infarction, cardiac inflammatory conditions, conduction abnormalities, and chamber enlargement.

PAS 763. Radiology (1 hour)
A course designed to educate the Physician Assistant student on the utilization and interpretation of radiological diagnostic tests. This course will utilize lecture, reading assignments, and laboratory experiences. Course content includes an overview of radiology, its history, and interpretation of x-rays, competence in ordering the correct diagnostic test for presenting complaint, introduction to fluoroscopy, computerized tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and angiography.

PAS 730. Physical Diagnosis I (3 hours)
Methods of interviewing patients to elicit and record a complete medical history are covered. Documentation of medical records, performance of a systematic physical

examination and organization of the results for oral and written presentation are emphasized.

PAS 731. Physical Diagnosis II (3 hours)
Continuation of PAS 730.

PAS 732. Physical Diagnosis III (3 hours)
Continuation of PAS 731.

PAS 760. Medical Terminology (1 hour)
This course introduces the Physician Assistant student to the language of medicine. The content is logically organized with a body system approach. This course will also provide a brief review of anatomic terminology.

PAS 740. Clinical Skills I (3 hours)
A course designed to review the description, indications, contraindications, rationale, complications, essential anatomy/physiology, and steps in performing clinical procedures. The class will follow a topic guideline that mimics that of the clinical medicine class. The class is taught in traditional class time with scheduled practicum time and check off evaluations. BLS is included in the course and must be passed to proceed.

PAS 741. Clinical Skills II (3 hours)
Continuation of PAS 740 and ACLS is included in the course and must be passed to proceed.

PAS 742. Clinical Skills III (3 hours)
Continuation of PAS 741 and PALS is included in the course and must be passed to proceed.

PAS 750. Diagnostics (Medical Laboratory Interpretation) I (2 hours)

This course introduces the Physician Assistant student to the diagnostic testing of medicine. The content is logically organized with a body system approach and covers laboratory tests, when to use and how to interpret and effectively utilize the results.

PAS 751. Diagnostics (Medical Laboratory Interpretation) II (2 hours)
Continuation of PAS 750.

PAS 752. Diagnostics (Medical Laboratory Interpretation) III (2 hours)
Continuation of PAS 751.

PAS 770. The PA Profession: Roles/ Medical-Legal, Ethical/Issues (2 hours)

This course explores the history of the PA profession, the role of the PA in today's health care system and the factors affecting them. Additional topics include credentialing, licensing, policies and procedures, regulations governing scope of practice, and the development of professional organizations for physician assistants, issues of professionalism, physician/PA relationships and ethics.

PAS 762. Behavioral Science (1 hour)

A course covering topics in psychology/ behavioral sciences as related to the PA industry. While many issues will be addressed during this course, particular attention is given to the following issues:
psychosocial/sociopolitical/ethical, human development/ sexuality/life span/end of life, stress management, domestic violence/child abuse/neglect, addictions, mental disorders,

challenging patients and current practice concerns.

PAS 790. Critical Thinking (2 hours)

This course provides insight to scientific critical thinking, language of science, logical thinking, statistical reasoning, classification of research studies, formulation answerable questions, searching medical databases, evaluating the validity of claims made in publications, evaluating claims made by pharmaceutical companies in their presentations and publications.

PAS 780. Genetics (2 hours)

This is a course designed to introduce the PA student to geneomic medicine. The course will cover the effect of the entire genome on disease and health. The science and technology related to genetics and genomics will be covered. Genomics will enhance the study of medicine by: creating a fundamental understanding of the biology of many diseases, even many “non-genetic” ones; leading to defining disorders by biology of causation, rather than by symptoms; and providing knowledge of individual genetic predispositions via microarray and other technologies. This course will enable the graduate Physician Assistant to treat patients based as the biological individuals they each are.

PAS 781. Geriatric Medicine (2 hours)

This is a course designed to introduce the PA student to geriatric medicine. The course will cover normal changes of aging, the geriatric exam, and specific medical diseases and disorders as they relate to the geriatric patient.

PAS 782. Pediatric Medicine (2 hours)

This is a course designed to introduce the PA student to pediatric medicine. The course will cover normal growth and development, the pediatric well baby exam, immunizations and specific medical diseases and disorders as they relate to the pediatric patient.

Clinical Rotations – Mandatory

PAS 801. Family Medicine I (6 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the family medicine. This course will ensure that students are exposed to common disorders and procedures that are encountered in the family medicine. The course will take place in the urgent care setting, outpatient clinic, inpatient hospital setting or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to obtain a medical history, perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostic studies, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to Family Medicine.

PAS 802. Family Medicine II (6 hours)

A continuation of Family Practice I. Under the guidance of a qualified preceptor, this course will allow the student to provide care for the family medicine patient. This course will ensure that students are exposed to common disorders

and procedures that are encountered in the family medicine. The course will take place in the urgent care setting, outpatient clinic, inpatient hospital setting or nursing home. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to family medicine.

PAS 803. General Internal Medicine (6hours)
Under the guidance of a qualified preceptor, this course will allow the student to provide care for the internal medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the internal medicine setting. The course will take place in the outpatient clinic, inpatient hospital setting and/or intensive care unit. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and

procedures that are specific to internal medicine.

PAS 804. Emergency Medicine (6 hours)
Under the guidance of a qualified preceptor, this course will allow the student to provide care for the emergency medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the emergency medicine setting. The course will take place in the emergency department. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient education on diagnosis, and treatment of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to emergency medicine.

PAS 805. General Surgery (6 hours)
Under the guidance of a qualified preceptor, this course will allow the student to provide care for the general surgery patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the general surgery setting. The course will take place in the outpatient general surgery clinic, freestanding surgical center, operating room and/or inpatient hospital setting. The rotation will provide the opportunity for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up

(including pre-operative, intra-operative and post-operative care). The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to general surgery.

PAS 811. Mental / Behavioral Health (4 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the behavioral medicine patient. This course will ensure that students are exposed to common disorders encountered in the Behavioral Medicine setting. The course will take place in the outpatient clinic, group home, schools, prison and/or inpatient hospital setting. The rotation will provide opportunities for the student to be responsible for patients of all ages, from the initial visit through possible hospitalization and follow-up. Students will participate in activities of this rotation such as lectures, case management meetings, and group therapy sessions as instructed by the preceptor. The student will have the opportunity to observe/perform intake exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient education on diagnosis, prevention and health maintenance of disease processes.

PAS 813. Family Medicine/Pediatric Medicine (4hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide

care for the pediatric medicine patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the pediatric medicine setting. The course will take place in the outpatient clinic and/or inpatient hospital setting. The rotation will provide opportunities for the student to be responsible for patients aged 0-18, from the initial visit through possible hospitalization and follow-up. The student will have the opportunity to perform physical exams, develop a differential diagnosis, order/interpret appropriate diagnostics, propose a treatment plan, and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to pediatric medicine.

PAS 814. Family Medicine / Women's Health (4 hours)

Under the guidance of a qualified preceptor, this course will allow the student to provide care for the women's health patient. This course will ensure that students are exposed to common disorders and procedures that are encountered in the women's health setting. The course will take place in the outpatient clinic, inpatient hospital setting and/or operating room. The rotation will provide opportunities for the student to be responsible for adult and geriatric patients, from the initial visit through possible hospitalization and follow-up. This rotation will focus on general gynecologic health as well as routine pre-natal care of the pregnant patient. The student will have the opportunity to perform physical exams, develop differential diagnosis, order/ interpret

appropriate diagnostics, propose a treatment plan, and provide patient/family education on diagnosis, prevention and health maintenance of disease processes. This rotation will provide exposure to common clinical skills and procedures that are specific to women's health.

PAS 815. Senior Review / Summative (3 hours)

The purpose of the summative evaluation is to ascertain the student's readiness to graduate based on a review of the entire graduate student career. The course will allow the student to present a portfolio to the Promotion/Retention/Disciplinary Committee that consists of a number of items to support the student's application for graduation. In addition to the academic year grades, professional evaluations, clinical year grades and preceptor evaluations, there will be assignments specific to the summative evaluation to be completed during the course that will provide a comprehensive review of the student's ability to function as a successful graduate physician assistant. Failing any portion of the senior summative will result in the student being required to enroll in PAS 699.

PAS 816. The Business of Medicine (3 hours)

A course designed to review aspects related to the business of medicine including practice group designs, management, human resources, insurance and coding, third-party reimbursement, malpractice and customer service. This course is designed to give the graduate physician assistant the ability to negotiate their contract and be knowledgeable and involved in medical practice management. Pre-req: Successful completion of the core clinical rotations.

PAS 901. Elective Clinical Experience I

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

PAS 902. Elective Clinical Experience II

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or

Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

Pre-Req: Successful completion of Elective Clinical Experience I

PAS 903. Elective Clinical Experience III

Under the guidance of a qualified preceptor, this course will allow the student to provide care for patients in a clinical setting tailored to the student's particular interest. Approved supervised clinical experiences may be completed in any medical or surgical specialty. The student has discretion in selecting his/her elective and may design his/her own elective rotation or choose from multiple disciplines

after consultation with their faculty advisor and the Clinical Director. All elective rotations must subsequently be approved by the Clinical or Program Director. This course will ensure that students are exposed to common disorders and procedures that are encountered in that particular discipline. The experience may take place in the outpatient clinic, inpatient hospital setting and/or other approved settings. The rotation will provide opportunities for the student to learn about a specific disease process in great detail and to complete a written paper describing that disease, its diagnosis and treatment utilizing evidence based medicine.

Pre-Req: Successful completion of Elective Clinical Experience II



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