

Thank you for your interest in Bethel University's online Master's and Licensure programs! We are excited to offer you an exceptional opportunity to advance your education and achieve your career aspirations. Our graduate education programs are designed with your success in mind, combining flexibility, affordability, and unparalleled support to help you reach your goals.

This packet provides all the essential information you need to begin your journey with us. Whether you're seeking guidance on completing your application, exploring financial aid options, or simply envisioning what your next steps might look like, my team and I are committed to being your partners in success. You can reach me by phone at **(574) 203-5755** or by email at jconiglio@graduateprogram.org. Let's take this important step toward advancing your career—together.



NOTE: Bethel University strictly limits class size to 20 students and accepts reservations on a first come, first served basis.

Don't wait—complete Step 1 below to secure your spot!

1

Application for Graduate Admission

Complete and submit the graduate application [online](#).



Once your application has been submitted, I'll hold a spot in the program for you while you continue completing your admission file. Visit the [online checklist](#) to complete the remaining enrollment steps.

Congratulations on your pursuit of a degree with Bethel University!

Sincerely,

Jessica Coniglio
Graduate Information Office
(574) 203-5755
jconiglio@graduateprogram.org

Apply [online](#) at our dedicated website for faster processing.

2	Financial Aid & Payment Options (Page 3) Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the FAFSA online. It is in your best interest to complete the financial aid process as early as possible. See page 3 for more information.	☐
3	Official Transcripts (Page 4) Official transcripts from any degree conferring institutions attended are required.	☐
4	Resume	☐
5	Letters of Recommendation 2 professional letters of recommendation are required. Forms are sent electronically through candidates application portal, directly to professional recommenders.	☐
6	Valid Teaching License For all Master and Licensure Programs, excluding Transition to Teaching candidates	☐
7	Candidate Self-Evaluation Self-Evaluations will be completed within candidate's application portals. ***IMPORTANT***Please make sure to complete this on a desktop NOT mobile device.	☐
8	Interview	☐

If you choose to submit paper forms for any of the steps above, documents should be mailed or emailed to:



Bethel University
Attn: Office of Admissions
1001 Bethel Circle
Mishawaka, IN 46545



(800) 504-7618

jconiglio@graduateprogram.org

How to Apply for Financial Aid:

- 1 Complete the Free Application for Federal Student Aid (FAFSA).** The FAFSA is [available online](#). If you do not have access to a computer you may request a paper version from the Financial Aid Office. **Students should submit the 2025-2026 form. You will need your 2023 Federal Tax Return, your FSA ID, and Bethel University's code (001787).** Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** The Department of Education will notify you when your application is processed and will provide you with a Student Aid Report (SAR). If you notice any errors after reviewing your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Bethel once you have been academically accepted.** This lists the financial aid you will qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions on your award
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at <https://studentloans.gov/myDirectLoan/index.action> (you will need your FSA ID from Step 1).

Federal Loan Requirements:

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

Questions? Call the Financial Aid Office at (574) 807-7415 or visit <https://betheluniversity.edu/admissions-aid/financial-aid-costs/>

Enrolling in a Pay-As-You-Go Payment Plan:

Bethel University has a monthly installment plan available through Nelnet Campus Commerce. Enrollment can be completed online by accessing the student billing link through MyBethel or by calling **(800) 609-8056**. Students will be charged an enrollment fee of \$40.

To see your estimated cost of attendance, please visit: <https://betheluniversity.edu/admissions-aid/scholarships-and-aid/coa/>. The cost of attendance is based on full time enrollment for 3 consecutive semesters. Please be aware that these numbers cannot be accurately determined. To receive more current and specific information, please contact your advisor.

Cell Grant:

Bethel University is partnered with Cell Grant's I-Seal and I-Tell. Indiana Special Education Assisted Licensure (I-Seal) funds graduate coursework to enable teachers to become fully licensed to teach special education. This program is specific for Bethel's Special Education Licensure. To check on eligibility visit: <https://sites.google.com/uindy.edu/indianaiseal/teachers>. Indiana Teachers of English Language Learning Licensure (I-TELL) funds coursework to enable educators to earn English as a New Language (ENL) Licensure and serve as Teachers of Record for English learners across the state. To check on eligibility visit: <https://sites.google.com/uindy.edu/indianatell>

The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program. Bethel University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes. **You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

Bethel University requires official transcripts from all degree conferring colleges and universities to be fully admitted into the program of your choice. Follow the steps below to request transcripts from each of the schools that you attended.

REQUEST OFFICIAL TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process. Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(574) 203-5755**.

ONLINE:

If your college allows, please send electronic transcripts to Admissions@BethelUniversity.edu.

SEND BY MAIL:

You can send sealed transcripts to:

Bethel University
Attn: Office of Admissions
1001 Bethel Circle
Mishawaka, IN 46545

Designed For:

Designed for working teachers who wish to earn their SPED license, the Special Education Licensure program prepares you to teach students with mild disabilities. **The demand for special education teachers is expected to rise steadily through 2026, according to the Bureau of Labor Statistics.** With the online Special Education Licensure program at Bethel University, you'll be able to do more for your students, increase your earning potential, and meet the needs of a growing workplace.

What You Learn:

A state-of-the-art curriculum trains you in areas crucial to the field, such as ethics and professional values, social and environmental interaction, instructional planning, evidence-based practice, intervention, and more. In addition, you'll also be required to complete a two-semester internship. Working in two out of three academic levels (elementary, middle, or high school), you'll gain a broad, hands-on learning experience that prepares you to directly begin applying what you've learned.

How You Learn:

The online Special Education Licensure program also offers the ultimate in flexibility. Because our classes are online, you'll have the capacity to balance both your education and your life. We offer six start dates per year and seven-week classes, allowing you to begin, pause, or accelerate your degree program at a pace that works for you. ***The licensure program can be completed in as little as one year.***

Career Outcomes:

Upon completion of our online special education certification, you'll be prepared to take the following Indiana Content Area Assessment Tests:

- Exceptional Needs—Mild Intervention (025)
- Exceptional Needs—Mild Intervention: Reading Instruction (064)

The passing of these tests will allow you to obtain your licensure.

Degree Requirements:

Course #	Title	Credits
EDUC 500	Professional Development & Leadership- Intro	1
EDUC 521	Curriculum Development & School Improvement	3
EDUC 531	Effective Instruction & Assessment	3
EDUC 535	Mentoring & Supervision of Instruction	3
EDUC 541	Meeting the Needs of Diverse Learners	3
EDUC 555	Educational Research	3
EDUC 690	Professional Development & Leadership-Capstone	2
SPED 695 A/B	Supervised Residency/Internship & Seminar	3
SPED 505*	Foundations, Theories, Laws, Professional Values & Ethics	3
SPED 515*	Social, Behavioral and Environmental Interaction	3
SPED 520*	Instructional Planning & Delivery: Evidence-based Practices	3
SPED 530*	Reading & Writing Difficulties: Assessment & Intervention	3
SPED 535*	Communication, Technology, and Mentorship	3
Total Required Credit Hours:		36

Candidates have the choice to substitute [EDUC 690](#) for an education-related elective. This could change the total credit hours for the program to 37 credits.

***Candidates who currently hold a master's degree, a valid teaching license, and three years of successful teaching experience may complete the Special Education Licensure coursework only for a total of (15 hours)**

Designed For:

Designed for working teachers who wish to earn their ENL license. Bethel University's online English as a New Language Licensure program prepares you to help non-native speakers improve their English skills and thrive in the classroom. Coursework for the ENL certification online (ENL Licensure) program emphasizes the unique needs of those for whom English is not a first language.

What You Learn:

Bethel University is featuring a curriculum of key topics like ENL theories, learner methods, linguistics and more, this ENL teacher certification program prepares you to work with English language learners and to obtain either elementary or secondary licensure, based on your initial license. It is accredited by the Council for the Accreditation of Educator Preparation (CAEP) and can be completed in just one year. In this program, you will learn from seasoned faculty who offer the personal support and subject-matter expertise you need for success.

How You Learn:

The online English as a New Language Licensure program also offers the ultimate in flexibility. Because our classes are online, you'll have the capacity to balance both your education and your life. We offer six start dates per year and seven-week classes, allowing you to begin, pause, or accelerate your degree program at a pace that works for you. ***The licensure program can be completed in as little as one year.***

Career Outcomes:

Upon completion, you will have the knowledge and skills to make a difference in the lives of ENL students and take the next step in your career. You will gain valuable ENL experience and build a toolkit of resources for multiple teaching contexts such as push-in/pull-out, dual-language immersion, self-contained, and co-teaching models.

Degree Requirements:

Course #	Title	Credits
EDUC 500	Professional Development & Leadership- Intro	1
EDUC 521	Curriculum Development & School Improvement	3
EDUC 531	Effective Instruction & Assessment	3
EDUC 535	Mentoring & Supervision of Instruction	3
EDUC 541	Meeting the Needs of Diverse Learners	3
EDUC 555	Educational Research	3
EDUC 690	Professional Development & Leadership-Capstone	2
EDUC 691 A/B	Supervised Residency/Internship & Seminar: ENL	3
EDLT 521*	English Language Learning	3
EDUC 515*	Foundations of ENL: Theories, Laws, and Processes	3
EDUC 533*	Elementary English Learners Methods	3
EDUC 534*	Secondary English Learner Methods	3
EDUC 540*	Introduction to Linguistics	3
Total Required Credit Hours:		36

Based on your initial license, you will select either EDUC 533 or EDUC 534. Candidates have the choice to substitute [EDUC 690](#) for an education-related elective. This could change the total credit hours for the program to 37 credits.

***Candidates with a valid teaching license may complete the ENL Licensure coursework (12 hours) to be eligible for the Indiana English Language Learner license.**

Designed For:

Those in positions of educational leadership often make the biggest impact on their students. Created especially for working teachers who wish to earn their Indiana K-12 Building Level Administrator license, the online School Administration licensure program at Bethel University successfully prepares you for the next phase of your career.

What You Learn:

Our online school administrator license program is designed to help you gain both academic understanding and practical, hands-on experience in working at higher levels of educational leadership. You'll study key topics like accountability, community relations, staff development, and budgeting, as well as current issues in your field. In addition, a required internship allows you to gain real-world training, giving you the edge you need to successfully increase your earning potential and begin your new career as soon as possible.

How You Learn:

The online School Administrator Licensure program also offers the ultimate in flexibility. Because our classes are online, you'll have the capacity to balance both your education and your life. We offer six start dates per year and seven-week classes, allowing you to begin, pause, or accelerate your degree program at a pace that works for you. ***The licensure program can be completed in as little as one year.***

Career Outcomes:

Upon completion, candidates will receive their M. Ed. in School Administration and be eligible for the Indiana K-12 Building Administrator license.

Degree Requirements:

Course #	Title	Credits
EDUC 500	Professional Development & Leadership- Intro	1
EDUC 521	Curriculum Development & School Improvement	3
EDUC 531	Effective Instruction & Assessment	3
EDUC 535	Mentoring & Supervision of Instruction	3
EDUC 541	Meeting the Needs of Diverse Learners	3
EDUC 555	Educational Research	3
EDAD 501*	Current Issues in Educational Leadership	3
EDAD 541*	School-Community Relations & Accountability	3
EDAD 651*	Personnel & Staff Development	2
EDAD 661*	School Finance & Budgeting	3
EDAD 681*	Educational Policy & Legal Perspectives	3
EDAD 685*	Ethics of School Leadership	3
EDAD 690 A/B*	Internship in School Administration	3
Total Required Credit Hours:		36

***Candidates who currently hold a master's degree, a valid teaching license, and three years of successful teaching experience may complete the School Administrator Licensure coursework only for a total of (20 hours)**

Designed For:

The M.Ed. program is designed for candidates who already have a valid teaching license or are able to secure one and have completed an undergraduate degree in education.

Bethel University's online Master of Education features three unique cognates (specialized areas of study designed for accelerated learning) for licensed teachers wishing to advance their careers.

What You Learn:

The online M.Ed. program is designed to give the candidate advanced knowledge in pedagogy, classroom development, and child development, among other topics, with the opportunity to specialize in a specific area of education.

How You Learn:

To earn the M.Ed., a candidate must complete 36 credit hours. The M.Ed. program allows the candidate to pursue additional licensure or an area of study (cognates). Licensure areas include School Administration, Special Education, and English as a New Language (ENL). Cognate areas include School Leadership and Generalist.

Career Outcomes:

The M.Ed. program will help candidates meet professional development goals and bring current research into practice in their schools.

Master of Arts in Education - Choose Your Pathway:

M.Ed. Leadership Cognate

The online M.Ed. School Leadership cognate helps you gain the academic background you need to successfully work as committee or department chair, head of curriculum, or to assume other leadership roles within your field.

Course #	Title	Credits
EDUC 500	Teaching in the 21st Century	1
EDUC 521	Curriculum Development & School Improvement	3
EDUC 531	Effective Instruction & Assessment	3
EDUC 535	Mentoring & Supervision of Instruction	3
EDUC 541	Meeting the Needs of Diverse Learners	3
EDUC 555	Educational Research	3
EDUC 690	Professional Development & Leadership Capstone	2
EDAD 501	Current Issues in Educational Leadership	3
EDAD 541	School-Community Relations & Accountability	3
EDAD 685	Ethics of School Leadership	3
	Electives or licensure area coursework from (EDUC, SPED, EDLT, EDAD)	9
Total Required Credit Hours:		36

M.Ed. Generalist Cognate

The M.Ed. Generalist cognate enables you to design your course of study around a theme or particular area of interest, allowing you to receive a well-rounded education that proves widely applicable to any number of educational leadership careers.

Course #	Title	Credits
EDUC 500	Professional Development & Leadership	1
EDUC 521	Curriculum Development & School Improvement	3
EDUC 531	Effective Instruction & Assessment	3
EDUC 535	Mentoring & Supervision of Instruction	3
EDUC 555	Educational Research	3
EDUC 690	Professional Development & Leadership Capstone	2
	Electives or licensure area coursework from (EDUC, SPED, EDLT, EDAD)	18
Total Required Credit Hours:		36

Designed For:

The Master of Arts in Teaching (MAT) program is designed for students who have completed our Transition to Teaching program. Transition to Teaching credits contribute toward the Master of Arts in Teaching degree, making it an easy next step to advancing your education.

What You Learn:

After completing the Transition to Teaching program (18-24 credit hours), whether at Bethel or another institution, receiving your Indiana teaching license, and then passing all the necessary tests, you can proceed for your MAT degree by taking an additional 12-18 credit hours. This puts you at a total of 36 credit hours of graduate study. Licensure area coursework fulfills their degree's elective requirements while adding another teaching license, making this program highly valuable for teachers seeking to expand their earning and oversight potential. The TTT and MAT programs will follow IDOE guidelines, including those related to a successful teaching experience.

How You Learn:

Bethel is committed to providing a flexible education. Due to the master's in education degree being fully online, you can schedule your classes according to your needs. Furthermore, all courses are offered in an accelerated format of seven weeks each year, with six start dates.

Career Outcomes:

If you are inspired to take the leap into the next level in education, an MAT degree can help prepare you for various administrative positions within P-12 schools and school districts. Our faculty members are experienced professionals who provide expertise and mentorship to help you grow as a student and a person. Upon completion, you will have built a network of contacts you need to take your education career to the next level.

Master of Arts in Teaching- Choose Your Pathway:

Option 1: Generalist

Course #	Title	Credits
	Transition to Teaching Program Completion	18-24
EDUC 500	Professional Development & Leadership-Intro	1
EDUC 555	Educational Research	3
EDUC 690	Professional Development & Leadership Capstone	2
	Electives from EDUC, SPED, EDLT, EDAD	6-12
EDUC 521	Curriculum Development & School Improvement	
EDUC 531	Effective Instruction & Assessment	
EDUC 541	Meeting the Needs of Diverse Learners	
EDUC	Approved Seminars or other courses	
Total Required Credit Hours:		36

Option 2: School Administration

Course #	Title	Credits
	Transition to Teaching Program Completion	18-24
EDUC 500	Professional Development & Leadership-Intro	1
EDUC 555	Educational Research	3
EDAD 501	Current Issues in Educational Leadership	3
EDAD 541	School Community Relations & Accountability	3
EDAD 651	Personnel & Staff Development	2
EDAD 661	School Finance & Budgeting	3
EDAD 681	Educational Policy & Legal Perspectives	3
EDAD 685	Ethics of School Leadership	3
EDAD 690 A/B	Internship in School Administration	3
Total Required Credit Hours:		42-48

Option 3: Special Education

Course #	Title	Credits
	Transition to Teaching Program Completion	18-24
EDUC 500	Professional Development & Leadership-Intro	1
EDUC 555	Educational Research	3
SPED 505	Foundations, Theories, Laws, Professional Values and Ethics	3
SPED 515	Social, Behavioral and Environmental Interaction	3
SPED 520	Instructional Planning and Delivery: Evidence-based Practices	3
SPED 530	Reading & Writing Difficulties: Assessment & Intervention	3
SPED 535	Communication, Technology, and Mentorship	3
SPED 695 A/B	Supervised Residency/ Internship and Seminar	3
Total Required Credit Hours:		40-46

Option 4: English as a New Language

Course #	Title	Credits
	Transition to Teaching Program Completion	18-24
EDUC 500	Professional Development & Leadership-Intro	1
EDUC 555	Educational Research	3
EDLT 521	English Language Learning	3
EDUC 515	Foundations of ENL: Theories, Laws & Processes	3
EDUC 533	Elementary English Learner Methods	3
EDUC 534	Secondary English Learner Methods	3
EDUC 540	Introduction to Linguistics	3
EDUC 691 A/B	Supervised Residency/ Internship and Seminar	3
Total Required Credit Hours:		40-46

Designed For:

Bethel University's Transition to Teaching (TTT) graduate-level licensure program is designed for individuals who have completed a bachelor's degree and want to become licensed teachers. **This program admits candidates into either the summer in-person cohort (May) or the fall online cohort (October).** Changing careers can be daunting, but with Bethel University's accelerated Transition to Teaching program you will go from your current career and put you into the classroom.

What You Learn:

Candidates can follow the elementary (24 credit hours) or secondary (18 hours) education pathways. Upon completion of this program and the passing of relevant exams, candidates are eligible for an Indiana Teaching license and may continue to pursue a Master of Arts in Teaching (MAT) degree.

How You Learn:

Your first semester will engage you in the principles of teaching direct instruction and indirect instruction. During the second semester, you will engage methods coursework and have fieldwork to complete. Your last semester, you will complete 15 weeks of full-time student teaching. Our faculty of seasoned-professionals will provide you with expertise and mentorship you need to grow both as a student and as a person.

Career Outcomes:

Upon completion of this program and the passing of relevant exams, candidates are eligible for an Indiana Teaching license and may continue to pursue a Master of Arts in Teaching (MAT) degree. Graduates will be prepared, not only as effective teachers, but as ethical school leaders. Upon graduation, you'll have gained the networking opportunities you need to take the next step in your education career.

Degree Requirements:

TTT Elementary Licensure Pathway (24 credit hours)

Course #	Title	Credits
EDTR 501	Teaching in the 21st Century	6
EDTR 502	Classroom Environment	3
EDTR 512	Field Work- Elementary	0
EDTR 517	Reading Methods I	2
EDTR 518	Reading Methods II	2
EDTR 519	Reading Methods III	2
EDTR 522	Methods of Teaching-Elementary	6
EDTR 590	Student Teaching	3
Total Required Credit Hours:		24

EDTR 590: Student Teaching is a full-time 15-week experience. It may be one 15-week placement in a single classroom or two placements of 9 weeks & 6 weeks at two different levels

Transition to Teaching-Secondary License (18 credit hours)

Course #	Title	Credits
	Transition to Teaching Program Completion	18-24
EDTR 501	Teaching in the 21st Century	6
EDTR 502	Classroom Management	3
EDTR 511	Field Work-Secondary	0
EDTR 528	Reading and Writing Across the Curriculum	3
EDTR 5XX	Methods of Teaching-Secondary Grades	3
EDTR 590	Student Teaching	3
Total Required Credit Hours:		18

EDTR 590: Student Teaching is a full-time 15 week experience. It may be one 15-week placement in a single classroom or two placements of 9 weeks & 6 weeks in both a middle and high school.

About Bethel University

Bethel University, affiliated with the Missionary Church, is a Christian community of learners dedicated to building lives of commitment for leadership in the Church and the world. Bethel provides liberating academic and co-curricular programs to challenge the mind, enlarge the vision and equip the whole person for lifelong service.

Admission Requirements

Candidates for a graduate degree program at Bethel University must submit the following:

- (1.) Completed Application
- (2.) Official transcripts
- (3.) Resume
- (4.) 2 Letters of Recommendation
- (5.) Valid Teaching License (excludes TTT)
- (6.) Candidate Self-Evaluation
- (7.) Interview

Transfer Credits

Students may transfer in up to 9 graduate credits, if the courses are judged equivalent to those required for Bethel University's graduate program

Textbook Information

Visit Bethel University's bookstore at <https://bncvirtual.com/betheluniversity.htm>

Bethel University's Tuition Information

The tuition rate for students beginning a program in Spring 2026 is \$495 per credit hour, for most programs. Bethel University reserves the right to raise tuition costs for future cohorts or other programs.

Important Contacts

Graduate Information Office	Jessica Coniglio	(574) 203-5755	jconiglio@graduateprogram.org
Financial Aid Office		(574) 807-7415	FinAid@BethelUniversity.edu
Admissions Office	Sherrie Hoy	(574) 807-7836	sherrie.hoy@betheluniversity.edu