

# BELHAVEN UNIVERSITY

Orlando, Florida

*A CHRISTIAN UNIVERSITY OF  
LIBERAL ARTS AND SCIENCES  
FOUNDED IN 1883*

*CATALOGUE 2017-2018  
EFFECTIVE JUNE 1, 2017*

# DIRECTORY OF COMMUNICATION

## Mailing Address:

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1500 Peachtree St.  
Jackson, MS 39202

Belhaven University – LeFleur  
4780 I-55 North  
Suite 125  
Jackson, MS 39211

Belhaven University Online  
1500 Peachtree St.  
Box 279  
Jackson, MS 39202

Belhaven University  
4151 Ashford Dunwoody Rd.  
Suite 130  
Atlanta, GA 30319

Belhaven University  
820 Broad Street  
Suite 200  
Chattanooga, TN 39402

Belhaven University  
610 South Glenwood Ave  
Dalton, GA 30720

Belhaven University  
15115 Park Row  
Suite 175  
Houston, TX 77084

Belhaven University  
1790 Kirby Parkway  
Suite 100  
Memphis, TN 38138

Belhaven University  
5200 Vineland Rd.  
Suite 100  
Orlando, FL 32811

Belhaven University  
7111 South Crest Parkway  
Southaven, MS 38671

Traditional Admission	(601) 968-5940 or (800) 960-5940
Adult and Graduate Studies Admission – Jackson	(601) 968-5988 or Fax (601) 352-6969
Atlanta	(404) 425-5590 or Fax (404) 425-5869
Chattanooga	(423) 265-7784 or Fax (423) 265-2703
Dalton	(706)-260-9940
Desoto	(622) 469-5387 or Fax (662)-314-8626
Houston	(281) 579-9977 or Fax (281) 579-0275
Memphis	(901) 896-0184 or Fax (901) 432-2683
Orlando	(407) 804-1424 or Fax (407) 367-3333
Alumni Relations/Development	(601) 968-5980
Belhaven Fax	(662) 796-3004
Business Office	(601) 968-5901
Campus Operations	(601) 968-5904
University Relations	(601) 968-5930
Registrar	(601) 968-5922
Student Life	(601) 968-5969
Security	(601) 968-5900
Student Financial Services	(601) 968-5933
Financial Aid	(601) 968-5933
Student Accounts	(601) 968-5933
Student Development	(601) 968-5932
Online Admission	(601) 965-7043
Online Student Services	(601) 968-8947

## Website

<http://www.belhaven.edu>  
<http://atlanta.belhaven.edu>  
<http://chattanooga.belhaven.edu>  
<http://houston.belhaven.edu>  
<http://jackson.belhaven.edu>  
<http://memphis.belhaven.edu>  
<http://orlando.belhaven.edu>  
<http://online.belhaven.edu>

Visitors are welcome at Belhaven University. The admission office for the Traditional program is located on the 2<sup>nd</sup> Floor of the McCravey-Triplett Student Center and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Prospective students may request interviews for Saturday mornings. Students interested in the Adult Studies and Online programs may contact the admission office for that program.

Belhaven University reserves the right to change the fees, rules, and calendar regulating admission and registration, instruction in and graduation from the University, and to change any other regulations affecting the student body. Changes go into effect whenever the proper authorities so determine, and apply not only to prospective students but also to those who at that time are enrolled in the University.

**POLICY OF NONDISCRIMINATION**

Belhaven University does not discriminate in administration of education policies, applications for admission, scholarship and loan programs, or athletic and extracurricular programs. The rights, privileges, programs, and activities at Belhaven University are made available to all students who are enrolled regardless of sex, religion, color, national origin, handicap, or age.

**POLICY ON PRIVACY OF STUDENT RECORDS**

Belhaven University is in compliance with the policies on privacy of student records as described in the Family Educational Rights and Privacy Act of 1974. Specific details of policy are included in the student handbook.

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## GENERAL INFORMATION

### PROFILE

Belhaven University is a Christian liberal arts university dedicated to helping people grapple with the complex issues of life and to preparing them for positions of leadership in a rapidly changing society. A community of professors and students working together in a Christian environment, Belhaven emphasizes the importance of the individual. In addition to a strong traditional liberal arts program, Belhaven provides an atmosphere in which students can find purpose and meaning in life. Academic preparation and Christian experience go hand in hand at Belhaven.

Each student is encouraged to develop and grow to the best of his or her potential and to face the future with confidence and determination. Interwoven into academic preparation is a curriculum that emphasizes personal values and constructive attitudes toward work, other people, and the quality of life.

Belhaven strives for excellence in higher education. The University is dedicated to the belief that only the Christian liberal arts institution can educate men and women capable of totally purposeful action and direction.

Belhaven University has a rich heritage of prominence in education dating back to 1883. Three associate’s degrees, thirteen bachelor’s degrees and eight master’s degrees are offered. In addition to traditional majors, programs of general studies are available. There are also pre-professional programs in engineering, ministry, medicine, dentistry, law, and nursing.

Belhaven University has a long and productive history of relationship with the Presbyterian Church. Until 1972, the University was owned and operated by the Synod of Mississippi, Presbyterian Church in the United States, through a Synod-elected board of trustees. In 1972, the Synod gave ownership of the University to a self-perpetuating board of trustees. The University has a covenant relationship with the Synod of Living Waters of the Presbyterian Church (U.S.A.) and seeks to deepen its relationship with various other Presbyterian bodies. Faculty and staff members are drawn from various denominations, with the primary Presbyterian denominations represented being the Presbyterian Church (U.S.A.), the Presbyterian Church in America, and the Evangelical Presbyterian Church. The University receives both financial support and students from these three denominations.

Belhaven University is a Mississippi nonprofit corporation, recognized by the Internal Revenue Service as a 501(c)(3) corporation.

## **ACCREDITATION**

Belhaven University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master 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 Belhaven University.

The Department of Music is an accredited institutional member of the National Association of Schools of Music (NASM). The Department of Art is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). The Department of Dance is an accredited institutional member of the National Association of Schools of Dance (NASD). The Department of Theatre is an accredited institutional member of the National Association of Schools of Theatre (NAST).

Belhaven University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE: Master of Business Administration, Master of Public Administration, Master of Science in Leadership, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Business Administration, Bachelor of Science in Management and Bachelor of Sports Administration.

Contact information for state licensure is listed below. If you are an online student residing in a state not listed below please contact the Associate Provost's Office at 601-968-5942 for information regarding your state. Students in the online program with complaints can refer to the Mississippi Commission on College Accreditation [Student Complaint Process](#) web site and the [Student Complaint Form](#).

**Arkansas** – Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

**Florida** – Licensed by the Commission for Independent Education. Additional information regarding Belhaven University may be obtained by contacting the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or by calling 850-245-3200. Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll free telephone number.

FDLE website - <http://offender.fdle.state.fl.us/offender/homepage.do>

FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234

**Georgia** – Licensed by the Georgia Nonpublic Postsecondary Education Commission. Additional information may be obtained by contacting the State of Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220 Tucker, Georgia 30084-5305, or by calling 770-414-3300. For Georgia Students: If a complaint is not settled at the institutional level, the student may contact the Georgia Nonpublic Postsecondary Education Commission (GNPEC) at 770-414-3300.

**Indiana** - This institution is authorized by The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

**Maryland** – Belhaven University is registered with the Maryland Higher Education Commission. Complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul Street, Baltimore, MD, 21202, T: 410-528-8862 or toll free at 888-743-0823.

**Mississippi** – Licensed by the Mississippi Commission on College Accreditation. Additional information can be obtained by contacting the Mississippi Commission on College Accreditation, 3825 Ridgewood Road, Jackson, MS 39211 or by calling 601-432-6372.

**Tennessee** – Belhaven University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Additional information regarding yearly authorization may be obtained by contacting the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, Nashville, TN 37243-0830. For Tennessee Students: If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission at 615-741-5293.

**Texas** – Belhaven University is approved by the Texas Higher Education Coordinating Board to offer the following degrees in Houston, Texas: Associate of Arts with major in General Studies, Bachelor of Arts in Social Services, Bachelor of Business Administration with major in General Business, Bachelor of Healthcare Administration, Master of Business Administration with major in General Business, Master of Education, and Master of Science in Leadership.

Belhaven University is a member of the Mississippi Association of Independent Colleges, the Association of Presbyterian Colleges and Universities, the National Association of Independent Colleges and Universities, and the Council for Christian Colleges and Universities.

## **VISION AND MISSION OF BELHAVEN UNIVERSITY**

Belhaven University prepares students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.

Belhaven University affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal worldview, and recognizes each individual's career as a calling from God. Each academic department is committed to high academic goals for its students and clarifies the implications of biblical truth for its discipline. Belhaven upholds these commitments in offering undergraduate and graduate programs, by conventional or technological delivery modes, and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program, in order to best prepare students to contribute to a diverse, complex and fast-changing world.

By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

Revised August 2010.

## **OUR STATEMENT OF FAITH**

1. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
3. We believe the Bible to be the inspired, inerrant, and only infallible, authoritative Word of God, which exercises ultimate authority over the individual, the Church, and human reason.
4. We believe that justification through Christ is received by repentant sinners through faith alone, without works.
5. We believe that God, by His Spirit, progressively transforms the lives of those who are justified by God.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

## **HISTORY**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical Truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

Today's Belhaven is the culmination of three separate institutions of higher learning which merged over the years. Belhaven College, now Belhaven University, was founded in 1883 in Jackson, Mississippi as a privately-owned institution. In 1911

Belhaven was merged with McComb Female Institute, and in 1939 merged with the Mississippi Synodical College. The founding date of the latter institution, 1883, was adopted by the Board of Trustees as the official founding date of Belhaven College (now Belhaven University).

In 1894, Dr. Lewis Fitzhugh established Belhaven University for Young Ladies on Boyd Street at the former residence of Colonel Jones S. Hamilton. The College took the name of the house, Belhaven in honor of Hamilton's ancestral home in Scotland. A fire destroyed the main building in February, 1895, but with the help of Jackson citizens the College reopened in the fall of 1896 at the same site.

Fitzhugh served as president until his death in 1904, upon which his heirs sold the College to Dr. J. R. Preston. He operated Belhaven until it was again destroyed by a fire in 1910, then he donated the title of the College to the Presbyterian Church. In September, 1911, the school was reopened by the Central Mississippi Presbytery, as Belhaven Collegiate and Industrial Institute, at a new site on Peachtree Street. Dr. R. V. Lancaster of McComb Female Institute became the third president as the two institutions merged. In 1915, the Board of Trustees changed the school's name to Belhaven College. During these years improved curricula guidelines and student services were established. Dr. W. H. Frazier succeeded Lancaster as president from 1918-21, and during his tenure enrollment grew to 230 students.

In 1921, the Reverend Guy T. Gillespie of Lexington, Mississippi, began a presidency that would last 33 years. In Gillespie's tenure Belhaven was first accredited, an endowment fund begun, and scholarship aid made available. Through depression, war, and unstable economic times, Belhaven maintained its mission.

Dr. McFerran Crowe succeeded Gillespie in 1954, and over six years he expanded and upgraded the faculty, while modernizing business operations. It was also in 1954 that the Board of Trustees voted to make Belhaven fully coeducational, thus ensuring continued growth. In 1960-61, Dr. Robert F. Cooper served as acting president until the Board selected Dr. Howard J. Cleland. An ambitious expansion program resulted in six major new buildings, while enrollment and the College budget tripled during Cleland's 17-year tenure. Another significant change came in 1972, when the Synod of Mississippi transferred ownership of the College to the Board of Trustees.

In March, 1978, Dr. Verne R. Kennedy became the first Belhaven alumnus to serve as chief executive of his alma mater. In eight years as president, he reaffirmed the commitment to Christian service and the covenant relationship with the Presbyterian Church and installed a more efficient administrative structure.

Another alumnus of Belhaven, Dr. Newton Wilson, became president in June 1986. His nine-year term saw the greatest growth in College history, from just over 600 students to more than 1,100. By 1995, over 80 percent of Belhaven's faculty held doctoral or equivalent degrees. The College also extended its outreach in nontraditional venues, with expanded course offerings for adult and evening students. Dr. Daniel C. Fredericks served as acting president in 1995.

Dr. Roger Parrott <<http://www.belhaven.edu/belhaven/president.htm>> became the tenth president of Belhaven in the Fall of 1995. Under his leadership Belhaven has added seven major buildings, a variety of new undergraduate academic majors and graduate programs, intercollegiate football, campuses in Orlando, Houston, Chattanooga, and Atlanta, online programs, the World View Curriculum, and earned national accreditation in all four arts. The size of the student body has tripled during his tenure. On January 1, 2010 the name was changed to Belhaven University.

## LOCATION

Belhaven University is located on a forty-two acre site near the heart of Jackson, the capital and largest city in Mississippi. Jackson, a growing center of industry, commerce, culture, and the arts, has expanded in population from 7,000 at the beginning of the century to a major metropolitan area encompassing about 450,000 individuals. Jackson prides itself on its residential areas, its impressive state and city office buildings, its spacious parks, and its progressive spirit.

Located in a historical residential neighborhood, the Belhaven campus provides a pleasing setting for learning and growth. The campus combines the best of traditional southern architecture with contemporary utilization of space.

The Belhaven University offices for adult and graduate programs are located in the LeFleur building at 4780 I-55 North, Suite 125, Jackson, MS 39211. In addition, many evening classes are held at this location. However, all MAT, MED, and MPA classes are located on the traditional Belhaven Campus at 1500 Peachtree Street, Jackson, MS 39202.

The Belhaven University Atlanta campus is located at 4151 Dunwoody Road, Suite 130, Atlanta, Georgia.



The Belhaven University Chattanooga campuses are located in downtown Chattanooga at 820 Broad Street, Suite 200, Chattanooga, Tennessee and in Dalton, Georgia at 610 Glenwood Avenue, Suite 112, Dalton, GA. Both campuses offer adult programs for undergraduate degrees in business administration and social services and graduate degrees in business administration.

The Belhaven University Desoto campus is located at 7111 Southcrest Parkway, Southaven, Mississippi.

The Belhaven University Memphis campus is located at 1790 Kirby Parkway, Suite 100, Memphis, Tennessee. Adult studies offices, classrooms, and electronic library are housed on the first floor of this facility.

The Belhaven University Florida campus is located in Orlando, 5200 Vineland Road, Suite 100, Orlando, Florida. The community is a blended community of residential and commercial developments, near the fast-growing metropolis of Orlando.

The Belhaven University Houston campus is located in 15115 Park Row, Houston, Texas and offers adult programs for undergraduate and graduate degrees in business administration and graduate education.

## ACADEMIC CALENDAR 2016-2017

### FALL SEMESTER 2016

- Aug. 21, Sun. Online sub-term 1 classes start
- Aug. 26, Fri. Deadline for concurrent requests for online sub-term 2 classes
- Sept. 2, Fri. Application deadline for online sub-term 2
- Sept. 5, Mon. Labor Day Holiday
- Sept. 9, Fri. Registration closes for online sub-term 2
- Sept. 16, Fri. Deadline for graduation application for Fall 2016 degree completion or ceremony participation
- Sept. 18, Sun. Online sub-term 2 classes start
- Sept. 23, Fri. Deadline for concurrent requests for online sub-term 3 classes
- Sept. 30, Fri. Application deadline for online sub-term 3
- Oct. 7, Fri. Registration closes for online sub-term 3
- Oct. 16, Sun. Online sub-term 3 classes start
- Nov. 23, Wed. Thanksgiving Holiday begins at 8:00 a.m.
- Nov. 28, Mon. Thanksgiving Holiday ends at 8:00 a.m.
- Dec. 9, Tues. Deadline for concurrent requests for online sub-term 4 classes
- Dec. 16, Fri. Application deadline for online sub-term 4
- Dec. 17, Sat. Commencement for Aug. & Dec. graduates, Jackson

### SPRING SEMESTER 2017

- Jan. 6, Fri. Registration closes for online sub-term 4
- Jan. 15, Sun. Online sub-term 4 classes start
- Jan. 16, Mon. Martin Luther King, Jr. Day
- Jan. 20, Fri. Deadline for concurrent requests for online sub-term 5 classes
- Jan. 27, Fri. Application deadline for online sub-term 5
- Jan. 25, Wed. Deadline for graduation application for Spring 2017 degree completion or ceremony participation
- Feb. 3, Fri. Registration closes for online sub-term 5
- Feb. 12, Sun. Online sub-term 5 classes start
- Feb. 17, Fri. Deadline for concurrent requests for online sub-term 6 classes
- Feb. 24, Fri. Application deadline for online sub-term 6
- Mar. 3, Fri. Registration closes for online sub-term 6
- Mar. 12, Sun. Online sub-term 6 classes start
- Apr. 14, Fri. Deadline for concurrent requests for online sub-term 7 classes
- Apr. 21, Fri. Application deadline for online sub-term 7
- Apr. 28, Fri. Registration closes for online sub-term 7
- May 12, Fri. Baccalaureate Service (evening) – Jackson
- May 13, Sat. (p.m.) Commencement for May and Aug. graduates, Jackson (Adult Studies/Graduate/Online Only)

### SUMMER SEMESTER 2017

- May 7, Sun. Online sub-term 7 classes start
- May 12, Fri. Deadline for concurrent requests for online sub-term 8 classes
- May 19, Fri. Application deadline for online sub-term 8
- May 26, Fri. Registration closes for online sub-term 8
- Jun. 4, Sun. Online sub-term 8 classes start
- Jun. 9, Fri. Deadline for concurrent requests for online sub-term 9 classes
- Jun. 16, Fri. Application deadline for online sub-term 9
- Jun. 23, Fri. Registration closes for online sub-term 9
- Jun. 26, Mon. Deadline for graduation application for degree completion during the Summer 2017 term
- Jul. 2, Sun. Online sub-term 9 classes start
- Jul. 4, Mon. Independence Day Holiday
- Aug. 4, Fri. Deadline for concurrent requests for online sub-term 1 classes
- Aug. 11, Fri. Application deadline for online sub-term 1
- Aug. 18, Fri. Registration closes for online sub-term 1
- Aug. 23, Wed. Service of Dedication for the School Year
- Aug. 24-25, Thurs.-Fri. Faculty Workshop

# ONLINE PROGRAM: INFORMATION FOR PROSPECTIVE STUDENTS

## ONLINE CAMPUS PROGRAM OBJECTIVES

Through our online campus program curricula, Belhaven University encourages breadth of vision and promotes the maximum development of each student intellectually, spiritually, and culturally. The following educational objectives are at the core of the online campus program:

- Develop students' potential, enabling them to face the future with confidence and determination.
- Prepare students for leadership and service in their chosen vocation.
- Apply critical thinking and reasoning skills to identify problems and to develop problem-solving abilities.
- Apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.
- Facilitate social development and effectiveness in interpersonal relationships through developing personal values and constructive attitudes toward work, other people, and the quality of life.
- Form a broad base for a detailed study in a major discipline while giving Christian perspective on the world of ideas.
- Foster and promote a sense of Biblical ethics and values to be applied in the students' personal and professional lives.
- Facilitate spiritual growth by examining personal and corporate values from a Christian worldview.

## ADMISSION REQUIREMENTS AND PROCEDURES

All communication regarding entrance to the University should be addressed to the office of admission. Eligibility for admission will be determined when the application, any required fee, and transcripts have been received by the University.

Belhaven University seeks students who desire an excellent education combined with a meaningful student life experience and who will have a reasonable chance of academic success at Belhaven University. Applicants providing evidence of completion of an accredited academic high school curriculum, scholastic achievement, and sound moral character conducive to contributing to the total premium of the University are admitted.

Belhaven University does not discriminate in the administration of its education policies, application for admission, scholarship and loan programs, or athletic and extracurricular programs. The rights, privileges, programs, and activities at Belhaven University are made available to all students who are enrolled regardless of sex, religion, color, national origin, handicap, or age.

## APPLYING FOR UNDERGRADUATE ADMISSION

### Degree-seeking, Freshman Application Process

- Completed admission application
- \$25 non-refundable application fee.
- An official ACT or SAT score report. Belhaven's ACT institutional code is 2180; its SAT code is 1055. Minimum requirement for acceptance is 20 ACT composite or 930 combined critical reading and math SAT score.
- Official academic transcripts from all institutions attended. Minimum GPA required is 2.0. If transferring from another college with fewer than 12 credit hours, an official ACT or SAT score report is required.
- An essay, interview, and letter of recommendation may be submitted voluntarily by the student or may be requested by the admission office if student does not meet minimum requirements for acceptance.
- A student who has been educated at home must submit a transcript outlining courses taken and ACT or SAT scores; OR meet the requirements for students applying with a GED.
- Preliminary Admission Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given 30 days from the beginning date of the first course to provide official documentation to the office of admission or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

**Dual Enrollment**

- Completed admission application
- \$25 non-refundable application fee.
- An official ACT or SAT score report. Belhaven's ACT institutional code is 2180; its SAT code is 1055. Minimum requirement for acceptance is 21 ACT composite or 970 combined critical reading and math SAT score.
- Official academic transcripts from all institutions attended. Minimum GPA required is 2.0.
- A letter of recommendation from your high school guidance counselor or teacher
- An essay, interview, and letter of recommendation may be submitted voluntarily by the student or may be requested by the admission office if student does not meet minimum requirements for acceptance.

**Concurrent Enrollment**

Concurrent enrollment in online courses is available to students enrolled in other programs on a limited basis as described below. All concurrently enrolled students must satisfy standardized requirements for computer hardware, software, internet connection, attend scheduled online orientation, and meet class attendance requirements.

**Concurrent Enrollment - Traditional Students**

- Full-Time Students
  - May take up to ten courses maximum.
  - Must have cumulative Belhaven 2.5 GPA or higher.
  - Must have positive recommendation from the student's assigned academic advisor.
  - Requires approval of the Advisor, Registrar and Dean of Academic Enhancement.
- Part-Time Students
  - Must have cumulative Belhaven 2.5 GPA or higher.
  - Requires approval of the Advisor, Registrar and Dean of Academic Enhancement.

**Concurrent Enrollment – Adult Studies Students**

- May take up to ten courses maximum for (Undergraduate students) and four courses maximum (for Graduate Students).
- Must have cumulative Belhaven 2.5 GPA or higher.
- Must apply through their campus Student Services.
- Requires approval of Student Services , the State Dean and the Dean of Academic Enhancement .

**Changing Programs**

All students who change programs to enter Online Campus must satisfy standardized requirements for computer hardware, software, internet connection, complete online orientation, and meet class attendance requirements.

- Traditional
  - Must have cumulative Belhaven 2.0 GPA or higher.
  - Must have positive recommendation from the student's assigned academic advisor.
  - Requires approval of Online Campus Student Services and Registrar.
- Adult Studies Students (All campuses)
  - Must have cumulative Belhaven 2.0 GPA or higher.
  - Must apply through their campus Student Services. .
  - Requires approval of Online Campus Student Services.

**Admission By Examination**

A student who has earned the General Education Development (GED) certificate may be admitted. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate. Students will need to reach a score of at least 145 on each subject and a total score of 580 or higher across all four subjects in order to be considered for admission.

**Transfer Application Process**

- Transfer students must submit a completed application form, the nonrefundable application fee of \$25.00, and official college transcripts from all previous colleges attended. An applicant is not permitted to ignore previous college attendance or enrollment. A student who misrepresents information in filling out the admission application form or a student who finds after admission or enrollment that he or she is ineligible for academic reasons or any other reason to return to his or her last institution and who fails to report this immediately to the office of admission will be subject to disciplinary action, including possible dismissal from the University.

- An applying transfer student must produce unofficial or official transcript(s) from all previous colleges in order to register for classes. If unofficial transcripts are submitted, the student will be given thirty days from the beginning date of the first class for the official transcript(s) to be received in the office of admission. The official final transcript(s) must be received before the student is considered officially registered and eligible to receive financial aid. It is understood by all parties that, if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven University is not liable for any losses incurred to the student.
- A student who is applying with fewer than 12 semester hours of college credit must send to the office of admission an official high school transcript showing the date of graduation as well as an official report of the ACT or SAT score directly from the testing service. Applications will be processed and admission status determined when all required items, including the ACT or SAT, where applicable, are on file.
- Freshmen who have graduated and been out of high school for five years or more will not be required to submit an ACT score, but their applications must come before the committee.
- A transfer student meeting other qualifications is automatically accepted with a minimum 2.0 cumulative grade point average on a 4.0 scale. Nonacademic elective credits in health and physical education are excluded from grade point average (GPA) calculation.
- Transfer credits may be accepted from other institutions of higher learning only when the program of the transferring institution is acceptable to the receiving institution.
- A student under academic suspension from another college or university may not enter Belhaven for one fall or spring semester following his/her suspension. A student who has been permanently dismissed from another college or university will not be eligible for admission to Belhaven University.
- Preliminary Admission Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given 30 days from the beginning date of the first course to provide official documentation to the office of admission or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

#### **International Application Process**

- All international students should complete an application for admission and submit the nonrefundable \$25.00 application fee to the office of admission at Belhaven University.
- An English translation of all course work is required by Belhaven University. We recommend the following company and can provide an application for this service:  
World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York NY 10113-0745  
Phone: 212-966-6311 or 800-937-3895  
Fax: 212-966-6395  
E-mail: [info@wes.org](mailto:info@wes.org)
- A TOEFL score of 525 (71iBT) or a score of 6 on the IELTS is required. In registering for the TOEFL, note the Belhaven TOEFL code number is 1055.
- International students must pay in advance by credit card.

#### **Non-degree Seeking, Special Student Application Process**

- Completed admission application
- \$25 application fee
- Letter of good standing or transcript from last college attended.

\*After attempting 6 semester hours, students must apply for admission as a degree seeking student or make a request to continue as a special student.

#### **Veterans' Admission**

Belhaven University is approved for veterans who qualify for education under the privileges provided by federal laws. Veterans with a high school diploma or a satisfactory GED certificate, obtained by completing eight units of high school work and passing the General Education Development Test (GED), will be considered for admission.

**Readmission**

A student who has previously withdrawn and desires reentry into the program will:

- Apply for readmission.
- Contact the admission office, who will obtain re-entry clearance.
- Contact the office of Student Financial Services – Student Accounts office, if applicable.

\*A student who has been out of the program for six months or longer must fill out an attest form and will reenter under all current program policies. A student who has been out for a year or longer must reapply.

**Transfer Credits**

Transfer of credit is controlled by the receiving institution and accreditation does not guarantee transferability. Belhaven University usually allows full credit to transferring students for work completed at other regionally-accredited institutions; however, some courses which are not regarded as consistent with a liberal arts curriculum (to be determined by the provost) may not be credited toward a degree. Also, remedial courses are not transferable. A grade of D will be accepted for credit if the student has an overall average of C on all courses transferred from that school. Only grades of C or better can be accepted for transfer credit in English Composition I and English Composition II, and College Algebra or a higher level math. In the case of transcripts submitted from more than one institution, each transcript is evaluated as a separate unit in chronological order.

A student pursuing an associate of arts degree may transfer a maximum of 53 semester hours of credit. A minimum of 17 semester hours of credit must be earned in residency at Belhaven University for the A.A. degree.

Once a student has earned 64 hours of junior and/or senior college credit, he/she may not transfer in any more junior or community college hours. A minimum of 60 semester hours of credit must be earned at Belhaven University or another senior college. A maximum of 50% of the bachelor's core curriculum may be transferred into the bachelor's curriculum with remaining curriculum to be completed at Belhaven University.

**Admission Requirement for Certificate in Accounting**

Prerequisites to the Accounting Certificate consist of 27 hours: MAT 101 or 110 (MAT 202), 201 (MAT 345), ACC 213-214 (BBA 320-321) with a grade of C or better within the last seven years or a proficiency exam, ECO 407, BUS 305 (BBA 350), BUS 363, BUS 414, and BUS 418. Students who have not already had BUS 418 must take ACC 418 instead.

Students who have earned a BBA from Belhaven University will already have taken all of the prerequisites and will be qualified to take the CPA exam after completion of the Accounting Certificate. Students who have earned a BBA or equivalent from another accredited college or university will need to consult with an advisor in the School of Business to determine if they lack any prerequisites. Students can transfer up to nine hours in accounting courses with permission of the chair of Accounting Studies.

**APPLYING FOR GRADUATE ADMISSION**

**Master of Business Administration/Master of Business Administration – Health Administration Concentration/Master of Business Administration – Human Resource Concentration/Master of Business Administration – Leadership Concentration Admission Requirements**

**Regular Admission**

- Submit completed application of admission with fee of \$25.
- An official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any. Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.
- A professional resume which demonstrates a minimum of two years of significant full-time work experience. Full-time military service will be considered in lieu of other work experience.
- Successful completion (with a grade of C or better) of college algebra or a higher mathematics course.
- Proficiency in the English language as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a minimum score of 550 paper-based or 79 internet-based on the Test of English as a Foreign Language (TOEFL).

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.B.A. program, may be admitted. The student should submit an essay and 2 letters of recommendation for review by the program committee.

A quality point index is calculated at the end of each semester to determine a student's academic standing: warning, probation, suspension or dismissal.

### **Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

## **Master of Health Administration Admission Requirements**

### **Regular Admission**

- Submit completed application of admission with fee of \$25.
- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any. A 2.8 cumulative GPA from undergraduate work is required for admission or 9 hours of graduate work with a B in each course. Up to 6 hours of accredited graduate work may be transferred if a B or better is earned in each course.
- Provide a professional resume showing two years of relevant work experience. Full time military enlistment will be considered in lieu of work experience.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.H.A. program, may be admitted. The student should submit an essay and 2 letters of recommendation for review by the program committee.

A quality point index is calculated at the end of each semester to determine a student's academic standing: warning, probation, suspension or dismissal.

### **Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

## **Master of Public Administration Admission Requirements**

### **Regular Admission**

- Submit completed application of admission with fee of \$25.
- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any.
- A cumulative GPA of 2.5 on all undergraduate work or a cumulative on the last 60 hours of undergraduate work. Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL) administered by ETS.
- A professional resume which demonstrates significant work experience. Full-time military service will be considered in lieu of other work experience.

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.P.A. program, may be admitted. The student should submit an essay and 2 letters of recommendation for review by the program committee.

A quality point index is calculated at the end of each semester to determine a student's academic standing: warning, probation, suspension or dismissal.

**Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

## **Master of Science in Leadership/Master of Science in Leadership-Ministry Concentration/Master of Science in Leadership – Human Resources Admission Requirements**

**Regular Admission**

- Submit completed application of admission with fee of \$25.
- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any. A 2.5 cumulative GPA from undergraduate work is required for admission or 9 hours of graduate work with a B in each course. Up to 6 hours of accredited graduate work may be transferred if a B or better is earned in each course.
- Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).
- A professional resume which demonstrates a minimum of two years of significant full-time work experience. Full-time military service will be considered in lieu of other work experience.

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.L. program, may be admitted. The student should submit an essay and 2 letters of recommendation for review by the program committee.

**Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. . These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

## **Master of Sports Administration Admission Requirements**

**Regular Admission**

- Submit completed application of admission with fee of \$25.
- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any. A 2.5 cumulative GPA from undergraduate work is required for admission or 9 hours of graduate work with a B in each course. Up to 6 hours of accredited graduate work may be transferred if a B or better is earned in each course.
- Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).
- A professional resume which demonstrates a minimum of two years of significant full-time work experience. Full-time military service will be considered in lieu of other work experience.

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.A. program, may be admitted. The student should submit an essay and 2 letters of recommendation for review by the program committee.

**Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.



## Graduate School of Education Admission Requirements

- Master of Education (M.ED.)
- Master of Education in Reading Literacy (M.ED.-R/L)

### Degree-seeking Application Process

- Submit completed application of admission with fee of \$25.
- Individuals are eligible to submit application for acceptance into the Belhaven Graduate School of Education Masters of Education Degree Program (M.Ed. or M.Ed. R/L) if they **meet one of the following requirements**:
  - Have a teaching degree and certification from an accredited teacher preparation program (i.e. followed the traditional teacher education route to certification)  
OR
  - Hold alternate route standard teacher certification  
AND
  - Have a **minimum of one (1) full academic year of teaching experience in a public or private school.**

**IN ADDITION: All M.Ed. and M.Ed. /RL applicants meet the following requirements:**

- Applicants must have a cumulative grade point average (GPA) of 2.75 or a 2.75 GPA or higher on the last 60 credits earned toward a bachelor degree.
- If an applicant has 6 or more graduate credit hours from courses taken in a regionally accredited graduate program then the graduate cumulative GPA will supersede the applicant's undergraduate GPA.
- Applicants must have a minimum cumulative GPA of 3.0 on 6 or more graduate credit hours of coursework previously attended.
- Provide evidence of holding a valid standard teaching license.

**IN ADDITION: Master of Education in Reading Literacy (M.Ed. /RL) applicants *must be teaching in a public or private school***

**AND**

Provide a Letter of Confirmation from a supervising administrator of the individual's current school of employment indicating years of experience and potential as a Reading Literacy specialist.

- **Pass the *Mississippi Foundations of Reading Test*** prior to completing the first 12 hours of the M.Ed. /RL program. Candidates will not be allowed to register for any courses beyond the initial four (4) courses until proficiency on the Reading test is demonstrated.

### Proficiency in English

Proficiency in the English language as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a minimum score of 550 paper-based or 79 internet-based on the Test of English as a Foreign Language (TOEFL). (A REQUIREMENT FOR ADMITTANCE TO ANY GRADUATE PROGRAMS)

## Certificate in Health Administration Admission Requirements

### Degree-seeking Application Process

- Submit completed application of admission with fee of \$25.
- A Master's degree from a regionally-accredited college or university and an official transcript from the degree granting institution.
- Cumulative grade point average (GPA) of 3.0 from the Master's degree granting institution.

## Certificate in Human Resources Admission Requirements

### Degree-seeking Application Process

- Submit completed application of admission with fee of \$25.
- A Master's degree from a regionally-accredited college or university and an official transcript from the degree granting institution.
- Cumulative grade point average (GPA) of 3.0 from the Master's degree granting institution.

## **Certificate in Leadership Admission Requirements**

### **Degree-seeking Application Process**

- Submit completed application of admission with fee of \$25.
- A Master's degree from a regionally-accredited college or university and an official transcript from the degree granting institution.
- Cumulative grade point average (GPA) of 3.0 from the Master's degree granting institution.

## **Certificate in Sports Administration Admission Requirements**

### **Degree-seeking Application Process**

- Submit completed application of admission with fee of \$25.
- A Master's degree from a regionally-accredited college or university and an official transcript from the degree granting institution.
- Cumulative grade point average (GPA) of 3.0 from the Master's degree granting institution.

## **STUDENT FINANCIAL SERVICES REGULATIONS**

### **Student Financial Services – Student Accounts**

All charges for the entire session are to be paid prior to the first class meeting of the session unless satisfactory payment arrangements have been made.

#### **Institutional Refund/Withdrawal Policy**

Students who officially withdraw from a session or from the University are entitled to tuition credits/refunds on the session tuition and fee charges according to the following policies:

- All application fees are nonrefundable.
- If a student wishes to cancel his/her enrollment agreement prior to beginning classes, the refund policy provides for cancellation of all obligations, except for books, supplies, or materials which are not returnable because of use, within 3 business days upon notification.
- All refunds/credits for charges to the student's account will be granted on the basis of the date on which notification of the intent to withdraw is received by student services and the student's last date of attendance and will be made within 30 days of the established withdrawal date.
- Courses Not Attended – For courses offered in modules, a refund/tuition credit of 100% will be given for all courses where no attendance has occurred.
- Course Withdrawal – When student services receives notification of a student's intent to withdraw from a course prior to attending the first class meeting, a refund/tuition credit of 100% will be given for the course.
- Once attendance has occurred, a refund percentage shall be computed based on the Refund Policy grid below:

5 Week Course	
# of Class Meetings (in weeks)	% to Refund
1 week	100%
2 weeks	50%
3-5 weeks	0%

6 Week Course	
# of Class Meetings (in weeks)	% to Refund
1 week	100%
2-3 weeks	50%
4-6 weeks	0%

8 Week Course	
# of Class Meetings (in weeks)	% to Refund
1 week	100%
2 weeks	75%
3-4 weeks	50%
5-8 weeks	0%

10 Week Course	
# of Class Meetings (in weeks)	% to Refund
1 week	100%
2 weeks	75%
3-4 weeks	50%
5-10 weeks	0%

- Program Withdrawal – When student services receives notification of a students' intent to withdraw from the University or in cases of an administrative withdrawal, students will receive a 100% refund/credit for all courses for which the student has not attended.
- In cases where a student's withdrawal is the result of extenuating circumstances such as student injury, prolonged illness or death or a natural disaster, Student Services should be contacted to obtain a qualified determination of whether the circumstance warrants an exception to the prescribed refund policy.

**Students receiving federally funded Title IV financial assistance:** If a student withdraws from a course it could result in a portion or all of financial aid funds being returned to the lender. Additionally, if a student withdraws from the University on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loan, or Federal PLUS Loan) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation for the return of funds may result in the student owing a balance to the University and/or the federal government.

The refund to the Title IV programs must be returned in the following order:

- (1) Federal unsubsidized Direct Loan
- (2) Federal subsidized Direct Loan
- (3) Federal Perkins Loan
- (4) Federal Plus Loan
- (5) Federal Pell Grant
- (6) Federal SEOG
- (7) TEACH Grant
- (8) Iraq and Afghanistan Service Grant

The federal Title IV written refund policy and method of calculation is available in the financial aid office.

### **Other Financial Policies**

Any account balance due for any preceding session/term must be paid before a student will be enrolled for the succeeding term unless satisfactory payment arrangements have been made. The Registrar is not permitted to release transcripts until all indebtedness to the University is paid. A student who has not made satisfactory arrangements with the student accounts office in Student Financial Services regarding his account may be administratively withdrawn from Belhaven University. Additionally, a student will not be allowed to graduate until he/she has settled with the student accounts office in Student Financial Services all his/her indebtedness to the University.

Students who withdraw voluntarily or administratively and have an unpaid balance, for which satisfactory payment arrangements have not been made, will have their account sent to an outside collection agency for collections. Should this action be taken by the University, the student will be responsible for the balance and any additional collection charges and fees related to the collection of the debt. The outstanding balance will also be reported to the credit bureau. All transcripts and diplomas will be held until the balance is paid in full.

Students who are admitted to the University accept as contractual all the terms and regulations set forth in this catalogue and are liable for the payment of all charges and fees incurred during their stay at the University.

## Expenses

Since economic conditions do fluctuate, Belhaven reserves the right to change its fee charges at the beginning of any program if such a change is necessary in the judgment of the board of trustees. The support of Presbyterian churches, the earnings from endowment investments, and the gifts of alumni and other friends provide funds which enable the University to charge fees that are considerably less than the actual cost of instruction and other services provided.

**Online Tuition** - [http://online.belhaven.edu/college\\_tuition.htm](http://online.belhaven.edu/college_tuition.htm)

### Special Fees (in addition to tuition)

Application fee.....	\$25
Academic Plan.....	\$10
Degree Completion audit fee.....	\$100
Certificate Completion audit fee.....	\$25
Incomplete charge/change grade fee.....	\$25
Late graduation audit fee (additional fee).....	\$50
Letter of good standing.....	\$7
Portfolio assessment fee.....	\$150
Portfolio credit fee.....	\$75/hour
Program change fee.....	\$200
Resource fee**.....	\$75/hour
Return check fee.....	\$35
Transcript fee.....	\$10 (for the first two copies, additional copies are \$2 each, per request)

\*\*A resource fee per course is required for the following materials/benefits/services:

- Library usage-Online periodicals, tutorials, extensive web page, inter library loans, and an 800 number for 8 + hours of availability for questions to be answered by Belhaven University librarians.
- Student-Intranet availability from any location where there is internet access.
- Registrar access-provides view and print capability to course schedule, grades, and transcripts from Registrar's Office through IQ web.
- Turnitin.com subscription.
- Online course delivery software access for online classes.

*NOTE: Belhaven University reserves the right to change the fees, rules, and calendar regulating admission and registration, instruction in, and graduation from the University, and to change any other regulations affecting the student body. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students but also to those who at that time are enrolled in the University.*

## Student Financial Services - Financial Aid

Belhaven University believes that no qualified student should be denied an education because of financial need. Therefore, through a program of scholarships, grants, loans, and payment plans, Belhaven University provides a comprehensive plan to assist students who establish a definite financial need and who qualify for financial aid.

Students should complete the following application procedures:

- Apply formally for admission through the office of admission, if not currently enrolled.
- Apply for Federal Student Financial Aid EACH YEAR by filing the Free Application for Federal Student Aid (FAFSA) on the Internet at [www.fafsa.gov](http://www.fafsa.gov) .

**IMPORTANT:** Be sure to list Belhaven University as one of the colleges to receive the results of your evaluation. Our code number is **002397**.

In the event of a necessary interruption of scheduled attendance, the student should request a course withdrawal in writing from the appropriate program Student Services office. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing may result in the adjustment or cancellation of student financial aid.. This may result in beginning the grace/repayment period of a Federal Direct Loan effective the last date of attendance.

In the event a student drops from a course before the course begins may result in the adjustment or cancellation of student financial aid.

If a withdrawal occurs after the course begins, the student may find that financial aid may not cover all course work toward the end of his/her program. Each case is considered individually based on Federal regulations for Title IV funds. Students must be personally responsible for the financial ramifications of any withdrawal from the adult studies program.

It is the student's responsibility to contact the financial aid office to reactivate his/her financial aid upon reentry into the program.

### **Satisfactory Academic Progress**

The Higher Education Act of 1965 (HEA), as amended, mandates institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP). In order to comply with these requirements [Department of Education Federal Regulations 668.16(e), 668.32(f), and 668.34], Belhaven University has established the following definition or standard of Satisfactory Academic Progress for undergraduate students. A student not making SAP, as deemed by the following conditions, will lose his or her financial aid eligibility [668.329(a)(7)].

*Financial aid* will be defined as Title IV HEA federal grants, loans, and work-study, and state grants.

*Institutional aid* will be defined as scholarships offered by Belhaven University.

Financial aid and institutional aid policies are not directly related to policies for academic admission. The Registrar's Office sets and monitors academic admission policies such as academic suspension and academic dismissal. Reinstatement to Belhaven University after an academic suspension or dismissal does not ensure that financial aid will also be reinstated.

A student's SAP will be evaluated at the end of each semester [668.34(a) (3)]. To maintain SAP, a student must meet the following standards.

1. A student must maintain a cumulative GPA of 2.0 or better.
  - A. Transfer students – Belhaven University does not transfer grades from previous schools (credits toward a degree are accepted, but grades are not accepted). Cumulative GPA will be calculated based only on the student's work at Belhaven.
  - B. Some financial aid programs require a higher GPA than what is required to maintain SAP. A student could meet the requirements for SAP, but still lose eligibility for one or more financial aid programs. Some examples are Mississippi Tuition Assistance Grant (MTAG), Mississippi Emanate Scholars Grant (MESG), and TEACH Grant. This is not an exhaustive list. A student should be aware of the requirements necessary to maintain eligibility for all of his or her financial aid programs.
  - C. A student receiving an institutional academic scholarship (Belhaven University Scholarship, Transfer Academic Scholarship, or a PTK Scholarship) from Belhaven University must maintain a cumulative GPA of 2.0 or better to keep his or her institutional scholarship.
2. A student must successfully complete at least 67% of his or her cumulative course work attempted [668.34(a)(5)]. This is calculated by the number of hours earned divided by the number of hours attempted.
  - A. All courses attempted at Belhaven University and those taken elsewhere, which are recognized by the Registrar's Office as part of the student's current program of study, with the exception of remedial courses, are counted as hours attempted. Remedial courses are not considered part of the student's attempted hours.
  - B. Classes from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted. Classes with a grade of W, WP, and WF are not considered part of a student's GPA calculation.
  - C. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTES, and military credits.
  - D. Repeated classes are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an "F" in the class. A student can receive financial aid once for repeating a class that he or she has passed.

- E. A course with a grade of incomplete will be counted as hours attempted [668.34(a)(6)], but not earned. A student may request his or her SAP be reevaluated once a final grade has been posted.
3. A student who exceeds 150% of the required hours for his or her program is not making SAP. *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP.* Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.
- \* Students deemed not making SAP and taking classes during the summer can have their SAP reevaluated with their summer work included. It is the student's responsibility to request a reevaluation.

**A student's SAP status will fall into one of four categories.**

*Good Standing* – eligible to receive financial aid

A status assigned to a student that is meeting all the SAP requirements.

*Financial Aid Warning* – eligible to receive financial aid

A status assigned to a student who fails to meet standard #1 and/or #2 at the end the semester. A financial aid warning letter will be emailed to the student reminding him or her that failing to meet all the SAP standards will result in Financial Aid Suspension. A student does not lose financial aid as a result of being on financial aid warning. A student can lose financial aid because he or she was not making SAP without receiving a financial aid warning [668.32(a)(8)(i)].

*Financial Aid Suspension* – not eligible to receive financial aid

A status assigned to a student who following a semester on Financial Aid Warning fails to make SAP. The student's appeal was not granted. A student will remain on Financial Aid Suspension until he or she meets all of the SAP standards or has a successful appeal.

*Financial Aid Probation* - eligible to receive financial aid

The status assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student's progress is evaluated at the end of the next payment period to determine if he/she is meeting the requirements of their academic plan. If the requirements are being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan. See "Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal" for more guidance concerning an appeal.

**Appeal Process** – See "Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal" for more details.

*Appeal* – A process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of his or her eligibility for student financial aid.

A student placed on Financial Aid Suspension has the option to appeal. The student must submit an official appeal to the Student Financial Services - Financial Aid Office at Belhaven University explaining, in detail, any extenuating circumstances (death of a relative, an injury or illness, or other special circumstances) that led to the student's Financial Aid Suspension [668.32(a)(9)(ii)]. Any documentation supporting the student's case is welcomed [668.32(a)(9)(iii)]. The appeal should also consist of a comprehensive academic plan detailing how and when the student plans to able to meet all of the SAP standards. The appeal and any documentation will be presented to the Financial Aid SAP Appeal Committee. If the appeal is approved, the student will have his/her financial aid based on conditions outlined in the academic plan. The student must meet any specific requirements as determined by the committee. [668.32(a)(8)(ii)] [668.32(a)(9)].

Following an appeal, the student will be sent a letter and an email with the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the letter will explain any specific requirements the committee will require the student to fulfill. Failure to comply will result in the immediate suspension of financial aid. Financial aid disbursed based on the committee's decision may have to be returned. [668.32(a)(11)].

A successful appeal to the Registrar's Office concerning an academic suspension or dismissal does not imply a successful Financial Aid appeal. A student will have to submit a separate appeal to the Financial Aid Office to have his or her SAP status reconsidered.

### **Reestablishing Financial Aid**

For a student to reestablish his or her financial aid, the student must bring his or her cumulative GPA to a 2.0 or better (see #1) and successfully complete at least 67% of his or her cumulative course work attempted (see #2) [668.32(a)(9)(i)] [668.32(a)(10)]. Students who have exceeded the maximum timeframe will not have their financial aid reestablished without a successful appeal.

### **Veterans' Benefits**

Certain armed service veterans and dependents who qualify under federal laws administered by the Veterans Administration are eligible to receive educational benefits. Belhaven University participates in the VA Yellow Ribbon Program. Information about these programs may be obtained by accessing the state Veterans Administration web site at [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-442-4551.

### **Vocational Rehabilitation Benefits**

Individuals with physical disabilities classified as vocational handicaps may receive financial aid from state departments of vocational rehabilitation. Detailed information is available through the departments of vocational rehabilitation in the student's home state.

## **STUDENT LIFE**

Belhaven University believes that well-rounded personal, social, spiritual, and academic development can best be accomplished within a Christian Community. Therefore, in order to meet individual needs while working for the needs of the community, it is necessary to establish guidelines for conduct. Belhaven's student handbook, *The Kilt and the Adult Studies Handbook*, describes in detail the guidelines governing student life and college community expectations. The system of standards set forth in the student handbook is intended to maintain a balance between individual freedom and the good of the community. Believing that every aspect of life should be lived to the glory of God, Belhaven University seeks to consistently apply these standards with a concern for the total development of the individual.

Belhaven reserves the right to withdraw and /or dismiss any student who, in its judgment, displays conduct in violation of standards of the University.

Adult Studies Handbook [http://www.belhaven.edu/pdfs/student\\_services/adult\\_studies\\_handbook.pdf](http://www.belhaven.edu/pdfs/student_services/adult_studies_handbook.pdf)  
The Kilt [http://www.belhaven.edu/pdfs/campus\\_life/TheKilt.pdf](http://www.belhaven.edu/pdfs/campus_life/TheKilt.pdf)

### **Grievance Policy for Written Student Complaints**

The student grievance or complaint policy insures that students have adequate lines of communication wherein to file written complaints. Students are encouraged to inform the proper university official, as described in this Catalogue and the student handbook, any time they feel one of their student rights or privileges has been denied. All complaints must be filed to the campus student services and campus Dean within 30 days of the course completion. Georgia students may appeal of the final institutional decision to the Georgia Nonpublic Postsecondary Education Commission (GNPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, <http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>, or by calling 770-414-3300.

### **Academic Appeals**

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the discretion of the faculty member. The Dean will intervene only in extreme circumstances or when the course materials or curricular items are concerned. Currently enrolled students wishing to file grievances on academic issues should submit written appeals to the academic appeals committee. Academic appeals of grades must be made before the end of the next semester following the issuance of the grade.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows:

- The student should contact the faculty member for discussion within seven days of receiving the grade.
- If the student continues to feel justified in making a grade appeal, a petition to change a grade form can be accessed from Student Services.
- The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted to Student Services.
- The Dean will meet with the Academic Appeals Committee and reach a decision (committee shall consist of the Dean of Faculty and the discipline representative [i.e. Dean of Business, Dean of Education, etc.] )
- When the Committee or university official takes action, the student will be notified in writing of the decision and a copy of all correspondence will be forwarded to Student Services and the Registrar's Office for placement in the student's file.
- Decisions made by the Academic Appeals Committee are final and may not be appealed.

### **Academic Grievances**

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the discretion of the faculty member. The Dean will intervene only in extreme circumstances or when the course materials or curricular items are concerned.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows:

1. The student shall contact the faculty member for discussion within seven calendar days of receiving the grade.
2. If the student continues to feel justified in making a grade appeal, a petition to change a grade form can be accessed from Student Services within 30 calendar days of the completion of the course. The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted through Student Services to the Academic Appeals Committee
3. The Academic Appeals Committee shall review the student's appeal and reach a decision. When the Committee or university official takes action, the student will be notified in writing of the decision and a copy of all correspondence will be forwarded to Student Services and the Registrar's Office for placement in the student's file. Decisions made by the Academic Appeals Committee are final and may not be appealed.

Academic grievances concerning a faculty member or an online campus course should be directed in writing to the online Dean. Decisions made by the online Dean shall be final.

### **Academic Disability Accommodation**

Belhaven University offers students disability accommodation in accordance with the guidelines of the Americans with Disabilities Act. The student must make his or her disability known to the Office of Student Services and must provide current documentation, within 3 years, of the disability from an appropriate licensed professional and complete the Belhaven ADA Request Form for accommodation. The student must provide such a request to the Office of Student Services at least two weeks prior to the beginning of each semester for which the accommodation is requested. Approved accommodations will be made within a reasonable time period after completion of the official request.

### **Grievance Procedure for Disabled Students**

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws.

For grievances related to academic accommodations, the online Dean shall serve as the Complaint "Coordinator".

1. Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the person taking the complaint.
2. Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution and shall forward a copy to the complainant within a reasonable time.
5. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Provost within 30 calendar days of the date of the written determination issued by the Coordinator.
6. The Provost shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.



For grievances related to non-academic accommodations, the policy in the student handbook should be followed.

### **Warren A. Hood Library**

The Warren A. Hood Library houses more than 96,000 items. In addition to book and periodical collections, the library provides access to a vast array of electronic indexes and databases, media collections, archival materials, and reference materials for all fields of study at Belhaven.

The Online Library is accessed through the Library web page ([www.belhaven.edu/Library](http://www.belhaven.edu/Library)) and also taps into a large collection of online full text and citation databases including 24 databases within EBSCOhost, Business Education in Video, Christian Periodical Index, CQ Researcher, ERIC, Grove's Dictionary of Art, JSTOR, LexisNexis Academic, Mergent Online, Oxford Music Online, CREDO Reference eBooks, Classical Music Library, ProQuest Newsstand including the New York Times and the Wall Street Journal database. Additionally, library patrons have access to more than 47,000 e-books.. These e-books are accessible 24/7 through Blazenet from from any computer with an internet connection. The library is an invaluable resource for Belhaven users at all campuses to access essential resources via the internet.

The library is open approximately 103.5 hours per week during the Fall and Spring sessions. Hours are slightly reduced during holidays, breaks and during the summer session. The library hours are intended to sufficiently provide Belhaven faculty, staff, students, and administration access to collections, services and professional assistance.

The library staff is well trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Belhaven develops transferable skills to ensure life-long learning through instruction and skilled use of the materials (both physical and online) available through the Warren A. Hood Library as well as any library or research facility throughout the world.

Professional librarians are available for subject specific reference consultations. Advance appointments may be scheduled by contacting the library at 601-968-5948, 1-800-808-5002 or at [askalibrarian@belhaven.edu](mailto:askalibrarian@belhaven.edu).

### **Belhaven Bookstore**

In addition to textbooks and supplies, the Belhaven Bookstore, located in the McCravey-Triplett Student Center, offers a variety of Belhaven memorabilia such as shirts, mugs, trade books, and Christian books and music.

<http://www.belhaven.edu/bookstore/>

## **ACADEMIC PROGRAMS**

### **REQUIREMENTS FOR DEGREES**

The Online Campus of Belhaven University offers courses leading to an associate's degree or a bachelor of science in management degree. In addition to earning a prescribed minimum number of semester hours credit and to maintaining an overall C average (2.00 GPA), a candidate for a degree from Belhaven University must complete basic course requirements, make application online, and fulfill all financial obligations to the University.

Applications for degree completion audits must be through the online application found on <http://bcblazenet.belhaven.edu> by the deadlines listed in the calendar at least eight months prior to the anticipated degree completion. Failure to do so on schedule will result in a late fee assessment as listed in the Special Fees section; a delay in the graduation date is also possible.

#### **Degrees Offered**

**Certificate in Accounting (Undergraduate)**

**Associate of Arts**

**Associate of Arts in Biblical Studies**

**Associate of Arts in Business**

**Bachelor of Arts in Applied Psychology**

**Bachelor of Arts in Biblical Studies**

**Bachelor of Arts in Interdisciplinary Studies**

**Bachelor of Business Administration**

**Bachelor of Health Administration**

**Bachelor of Science in Accounting**  
**Bachelor of Science in Management**  
**Bachelor of Science in Management with Criminal Justice Concentration**  
**Master in Business Administration**  
**Master of Business Administration – with Health Administration Concentration**  
**Master of Business Administration – with Human Resources Concentration**  
**Master of Business Administration – with Leadership Concentration**  
**Master of Business Administration – with Sports Administration Concentration**  
**Master of Health Administration**  
**Master of Public Administration**  
**Master of Science in Leadership**  
**Master of Science in Leadership - with Human Resources Concentration**  
**Master of Science in Leadership - with Ministry Concentration**  
**Master of Sports Administration**  
**Master of Education – Teacher as Leader/Elementary or Secondary Emphasis**  
**Master of Education – Educational Technology Emphasis**  
**Master of Education – National Board Emphasis**  
**Master of Education in Reading Literacy**  
**Certificate in Health Administration**  
**Certificate in Human Resources**  
**Certificate in Leadership**  
**Certificate in Sports Administration**

### Academic Advising

The office of Student Services for the Online Campus will acquaint students with options in developing a plan for degree completion at the time of orientation.

After a student enrolls in the online campus program, courses taken at other institutions of higher learning must be approved by the Registrar. Students can access the “Request to Take a Course at Another Institution” form on <http://bcblazenet.belhaven.edu>. Concurrent enrollment in two institutions must be approved by the Registrar’s office.

### Residence Requirement

Belhaven University requires of all candidates for an undergraduate degree a minimum residence as follows. The last 17 semester hours of work must be earned in residence for the Associates degree. The last 31 semester hours of work must be earned in residence for a Bachelor’s degree.

### Progress Toward Degree

Students who have not completed a degree within six years of attendance at Belhaven University will continue their seventh year of study under a new catalogue.

### General Education Goals

#### Requirements for Degree

Goal I: A mastery of one’s own language in written form -	6 hours
Goal II: A familiarity with the great literature of the world with a Christian perspective -	6 hours
Goal III: An understanding of science -	4 hours
Goal IV: A knowledge of mathematical skills -	3-6 hours
Goal V: An understanding and historical perspective of the contemporary world -	6 hours
Goal VI: A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life -	9 hours
Goal VII: An ability to apply the biblical vision of the Kingdom of God -	3 hours

### Course Enrollment Regulations

Students who have transferred to Belhaven University will be required to complete nine hours of Bible courses, BIB 214 (Old Testament History), 215 (New Testament History), and WVC 301 (Christian Interpretation of Life) at Belhaven University.

## ADMINISTRATION OF THE CURRICULUM

### Online Campus Semester System

Required courses are taken in 8 week increments with a minimum of two classes being offered in each 8 week term. Online class meetings are required. Students receive course credit toward graduation on the basis of semester hours. Semester hour credit for each course is shown in the Required Courses section.

### Courses

- Belhaven University reserves the right to cancel any course for which there is an enrollment of fewer than 12 students.
- Courses for which no prerequisites are specified have no prerequisites.
- Credit hours are indicated in parentheses following course titles.

### Departmental Abbreviations

Accounting	ACC	Health Administration (Undergraduate)	BHA
Biblical Studies and Ministries	BIB	Health Administration (Graduate)	MHA
Biology	BIO	History	HIS
Business	BUS	Interdisciplinary Studies	IDS
Business Administration (Undergraduate)	BBA	Mathematics	MAT
Business Administration (Graduate)	MBA	Ministry	MIN
Business Leadership	MSL	Public Administration	MPA
Criminal Justice	CJU	Psychology	PSY
Economics	ECO	Reading	REA
Education	EDU	Sports Administration	MSA
English	ENG	Worldview Curriculum	WVC

### Grades and Quality Points

The meaning of the course grade is as follows: A, Superior; B, Good; C, Average; D, Passing; F, Failing; I, Incomplete; AU, Audit; NA, No Audit; W, Withdrew Before Grades; WC, Withdrew Course; WP, Withdrew Passing; WF, Withdrew Failing; AW, Administratively Withdrawn; S, Satisfactory; U, Unsatisfactory; ES, Examination Satisfactory; CR, Credit; NC, No Credit.

The grades S (Satisfactory) and U (Unsatisfactory) are used for courses completed on the Pass-Fail option. The grade ES (Examination Satisfactory) is used for credit given by examination in foreign languages and mathematics. The grade CR (Credit) is given for nonacademic courses to indicate that credit has been earned. The grade NC (No Credit) is given for nonacademic courses to indicate that no credit has been earned.

A plus/minus system of grading was implemented in the fall semester of 1985. The plus/minus changed the quality points associated with the letter grades; therefore, the letter grade A now carries 4.00 quality points; A- 3.66; B+ 3.34; B 3.00; B- 2.66; C+ 2.34; C 2.00; C- 1.66; D+ 1.34; D 1.00; D- 0.66; F 0.00. A grade point average is calculated at the end of each semester by dividing the number of quality points earned by the number of semester hours attempted, grades of F being counted as hours attempted. Only the grades listed immediately above carry quality points. Cumulative totals are also computed following each completed grade period.

Transfer work does not affect the Belhaven cumulative grade point average (GPA). The Belhaven cumulative GPA is based entirely upon work done at Belhaven University.

### Academic Standing

#### Undergraduate

Academic standing describes a student's performance in their academic program. Belhaven assesses academic standing using a quality point index. A quality point index is calculated at the end of each semester and a student will be assigned an academic standing in accordance with the chart below which indicates quality point deficiencies allowed.

Academic Standing Status	Quality Point Index Deficiency
Good Standing – Clear	No deficiency (positive Quality Point Index Score)
Good Standing – Notice	(-1) – (-10)
Probation	(-10.01) – (-23)
Suspension	(-23.01) – (-35.99)
Dismissal	(-36+)

The formula for calculation of quality point index is (GPA and Quality Point Index are calculated on Belhaven GPA credits only.):

Belhaven earned quality points - (Belhaven GPA hours times two) = quality point index.

### **Graduate**

1. All graduate students are required to maintain a grade point average of 3.00 with no quality point index deficiency, regardless of their classification. The formula for calculation of quality point index is: Belhaven earned quality points - (Belhaven attempted GPA hours times three) = quality point index.
2. At the end of each semester a student whose quality point index shows a deficiency of one to three quality points will be given an academic warning.
3. A student whose quality point index shows a deficiency of 3.01 to 9 quality points will be placed on academic probation.
4. A student whose quality point index shows a deficiency of 9.01 to 15 quality points will be academically suspended for one semester. This student will be eligible to reenroll after remaining out of school for one semester. 9. A student whose quality point index shows a deficiency of 15.01 or more quality points will be academically dismissed. This student will not be eligible for readmission to Belhaven University.

### **Extracurricular Activities, Good Academic Standing, and Satisfactory Academic Progress**

In general, a student who is eligible to enroll for classes is considered to be in good standing for extracurricular activities. Additional and more stringent requirements may be established by supervisors of those activities, groups, organizations, or societies.

For participation in intercollegiate athletics, a student must demonstrate good academic standing and satisfactory progress toward a degree. In order to demonstrate good academic standing, a freshman (0-23 hours) or sophomore (24-53 hours) must earn and maintain Good Standing – Clear or Good Standing – Notice. A junior (54-89 hours) or senior (90+ hours) must earn and maintain Good Standing – Clear. In order to demonstrate satisfactory academic progress, a student-athlete must be enrolled full-time (a minimum of 12 semester hours) unless fewer hours are required for graduation and meet academic standing requirements.

Freshmen students may participate in intercollegiate athletics during their first semester upon admission to Belhaven University and full-time (a minimum of 12 semester hours) enrollment. Transfer students meeting NCAA exceptions may participate during their first semester upon admission to Belhaven University and full-time (a minimum of 12 semester hours) enrollment. After their first semester at Belhaven, freshmen and transfer students (who met NCAA exceptions) are considered returning students and will be required to meet the academic standing requirement and the satisfactory academic progress requirement for intercollegiate athletics. If a transfer student doesn't meet NCAA exceptions for participation, he/she must meet NCAA guidelines for residency requirements.

Financial aid requirements for satisfactory progress and other regulations are explained separately in this catalog and elsewhere.

### **Incomplete**

The grade "I" is given at the discretion of the instructor and only in case of a prolonged illness or other emergency and indicates that all requirements in a course have not been met. In order for students to receive the grade "I", they must have made satisfactory progress in the course up to the point of illness or emergency. The grade "I" cannot be given prior to the last day to drop a course without an F. Students receiving the grade "I" should make the following arrangements with their professors and the Registrar's office before the end of the semester:

The student (or one representing the student) must obtain the incomplete request form from the Registrar's office. In filling out this form, students and their professors agree upon the dates of completion for all work. Should a student fail to complete the required work within 30 days following the date of the last class meeting for which the grade of "I" was given, the grade "I" will automatically be changed to a grade of F by the Office of the Registrar.

### **Independent Study**

Independent study courses will be available only for degree-seeking seniors facing imminent graduation who are unable to get a needed course at the regularly scheduled time.

Students must complete a Special Request Form and obtain permission from the Academic Dean in order to register for the course. The professor is not authorized to grant final approval for an independent study course. The request should be made as soon as possible, but must be submitted to the Academic Dean no later than one week prior to the start date for the course.

No course intended to be used for the forgiveness policy can be taken as independent study; furthermore, all forgiveness policy courses must be taken at Belhaven University.

### **Forgiveness Policy on Repeated Courses**

An undergraduate student may request in writing to repeat up to four courses, or 12 hours for forgiveness. A graduate student may request in writing to repeat up to two courses, or six hours for forgiveness. The grade for both courses will appear on the permanent record. The forgiveness policy can be used one time per course. Repeating a course may influence a student's financial aid or sports eligibility.

The following stipulations apply to this policy:

1. Undergraduate students cannot use this option to repeat a course in which a grade of A, B, or C was earned. This can only be used to replace a grade of C- or below. Graduate students can use this option to repeat a course in which a grade of B- or below was earned. A grade of an F will not forgive a grade of an F; both F's will be calculated in the GPA.
2. The highest grade earned will be the one used to recalculate the GPA.
3. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school. This policy will only affect the Belhaven grades and quality point index.
4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

### **Administrative Withdrawal**

Students may be administratively withdrawn for nonpayment of tuition, misconduct, noncompliance with academic policy, and/or nonattendance.

### **Classification**

An undergraduate student's classification is determined by the number of semester hours he/she has to his/her credit. For sophomore standing a student is required to have earned 24 semester hours of credit, for junior standing 54 semester hours, for senior standing 90 semester hours, and for graduation 124 semester hours and 240 quality points.

### **Course Load**

In the online studies program, a normal course load in a four-month period should not exceed 12 semester hours. No student may receive credit for more than 18 hours in a semester.

### **Grade Reports**

At the conclusion of an online campus course, final grade reports will be available on the Belhaven website. The Office of the Registrar will not show students their grades. Grades will not be discussed or given out by phone or e-mail. Course grade reports will indicate course completed, credit received, and grades assigned.

### **Transcripts**

A student who desires a transcript must fill out a request form available on <http://bcblazenet.belhaven.edu> or in the Business Office at least two weeks before the time he/she needs to have the transcript sent. The Registrar is not permitted to issue transcripts for a student who is in debt to the University. The request for a transcript must be signed by the person whose record is to be released. The cost of each transcript is \$10.00 for the first two copies and \$2 for each additional copy in a single request, and must be paid in advance by cash, credit card, or money order. Personal checks are accepted; however, the transcript request will be held for two weeks to allow time for the check to clear.

### **Family Education Rights and Privacy Act of 1974**

Belhaven University informs students of the Family Education Rights and Privacy Act of 1974, as amended. The act, with which the institution intends to comply fully, was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Belhaven University accords all the rights under law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function,

to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

Within the Belhaven community, only those members individually or collectively acting in the student's educational interest are allowed access to student education records. These members include personnel in the office of the registrar, provost's office, admission's office, student services office, financial aid office, business office, and office of institutional improvement.

Students may not inspect and review the following as outlined by the act: confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

### **Class Attendance Policy**

The online class attendance policy assumes that students will be present for all classes. Belhaven University Online Campus policy requires that students attend at least 75 percent of class meetings during a semester in order to receive credit.

Class attendance is mandatory. The nature of the fast pace of the program requires that students turn in all assignments by the weekly deadline:

A maximum of two absences are allowed for an eight-week course that does not have any live online meetings. All reasons for absences (illness, power outage, internet or technical problems, emergencies, late registration, etc.) are included in the maximum number of absences. An absence in a course that has no live online meetings is interpreted thusly:

- If the student does not log into the online course and does not actively participate in the class (e.g. student fails to submit at least one assignment, or respond to at least one discussion question), it cannot be confirmed that the student is actually attending the class, so the student will be counted absent. Simply viewing a hall video or taking a quiz does not constitute attendance.
- If the student is absent (as described above) for more than the maximum number of allowed absences, the student will automatically be withdrawn from the course. In this case, a student must consider that financial aid may be affected.

### **Academic Plan**

A student's academic plan is available upon entering an educational program.

Students must keep their own records of their academic progress; **ULTIMATELY IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT HE/SHE IS COMPLETING THE CORRECT COURSES FOR THE DEGREE HE/SHE IS PURSUING.**

### **Academic Lists**

At the end of each semester, the following academic lists are published:

Undergraduate:

President's List: Students must complete at least 9 credit hours in a semester with a GPA of 4.0

Dean's List: Students must complete at least 9 credit hours in a semester with a GPA no lower than 3.6.

Graduate:

President's List: Students must complete at least 6 credit hours in a semester with a GPA of 4.0

### **Graduation with Honors**

To graduate cum laude, magna cum laude, or summa cum laude, a baccalaureate degree seeking student must have earned a minimum of 60 academic hours carrying quality points at Belhaven University. At the time of graduation the student must have established a cumulative quality point index on the Belhaven University record and meet the minimum below to be eligible:

cum laude, 3.4; magna cum laude, 3.7; summa cum laude, 3.9.

To graduate "with honors," a student must have a minimum of 45 academic hours carrying quality points at Belhaven University and a 3.4 cumulative grade point average at Belhaven University

Belhaven University baccalaureate degree-seeking students who graduate with academic honors will wear Belhaven University honor cords for the graduation commencement ceremonies. Students are not allowed to wear any other regalia from societies, sororities, or organizations not affiliated directly with Belhaven University.

### **Veterans' Regulations**

Each recipient of VA benefits enrolled at Belhaven University is expected to become familiar with, and to adhere to, all academic policies stated in the current issue of the Belhaven University catalogue.

### **Tutorial Work**

The term "tutorial" is applied to final coursework being completed by a nonresident Belhaven student.

### **Alternative Credit (For undergraduate degrees only)**

**(Alternative credit for all sources may not exceed 45 credit hours toward the undergraduate degree.)**

- **National Accreditation Transfer**

Belhaven University will review and accept up to 45 credit hours for courses comparable to those offered by Belhaven from schools accredited by agencies recognized by the Council for Higher Education and Accreditation (CHEA) or the Secretary of the Department of Education. Courses accepted must have a 'C' grade or better. No comparable courses are allowed to substitute for WVC301 or WVC401. The Registrar will make the final decision on credit awarded.

- **Standardized Testing**

Belhaven University recognizes the CLEP, Dantes, AP and ACT PEP standardized tests for credit and accepts the recommended score scale. Alternative credit, including CLEP, AP, and ACT PEP may not exceed 30 hours. Students may not CLEP core courses in their major. CLEP courses, when allowed, become Gen Eds or electives and are counted as part of the alternative credit limit.

- **Foreign Language Proficiency Exams** (not applicable to Adult Studies)

Foreign students may not register for credit in their native language. Students may earn college credit for Spanish, French, or German only by taking the CLEP examination at the elementary or intermediate levels. Students may earn up to the required number of credit hours in the general education core for their major in a single language through completion of the CLEP examination with a minimum score of 50 or above or through proficiency credit. The CLEP standardized examination will preclude the use of departmental examinations except in those areas where CLEP examinations are not available.

The method of testing and the number of credit hours to be awarded for languages other than Spanish, French, or German will be determined by the chair of the foreign language department or their designee. For testing other than CLEP, a \$100 fee is charged for administering a proficiency exam; an additional fee of \$100 is charged if the exam is completed and credit is to be awarded.

- **Correspondence Courses**

A student may apply a maximum of six semester hours of correspondence credit to satisfy degree requirements. The Registrar must approve correspondence work in advance. Credit in major courses or core courses for degrees may not be earned by correspondence.

- **Military Credit**

Credit for military service may be awarded as four credit hours of physical education if credit has not already been achieved in this area. These credits are awarded as non-academic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations.

- **Prior Learning Assessment (PLA) (Maximum credit - 15 hours)**

Belhaven University is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven University uses the guidelines developed by CAEL. In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven University. This type of credit is not necessarily transferable into or out of Belhaven University. A \$150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$75.00 per semester hour of credit and must pay the full amount before the credits are recorded on

the student's permanent record. Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU 290. A maximum of 15 hours may be earned through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last semester required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.

- **Documented Learning - Portfolio I**

Credit for professional or technical courses, licenses, certifications, workshops, etc., can be awarded if documented thoroughly. Faculty members assess the validity of substantial documentation based on completion, clock hours, and content. The Portfolio I must include a resume, an autobiographical sketch, and a value of learning statement for each topic area. One semester hour of credit may be awarded for 20 hours of instruction that is determined by faculty to be college level.

- **Experiential Learning - Portfolio II**

Experiential learning credit assessments, in the form of portfolios, are methods by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. It is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies acquired through experiential learning. Those interested in PLA credit should make an appointment with Student Services at their local campus.

**Credit from alternative credit programs may be given in a specific area in which a student wishes to major or minor, dependent upon departmental policy. The maximum total of such credit listed above, in any combination, is 45 semester hours, not to include more than 15 hours of experiential credit. Hours earned through alternative credit programs do not carry quality points and therefore are not considered as residential hours for honors calculations.**

## COURSES OF INSTRUCTION

### CERTIFICATE PROGRAM

#### Certificate in Accounting

Thirty-six hours of course work: ACC217, 313-314, 337, 411, 412, 413, 418, 421, 424, 490, and BUS 415.

Students who have already taken one of the required accounting classes will be required to select a substitute from an upper division business elective course

### ASSOCIATE DEGREE PROGRAM

#### Graduation Requirements

- A total of 62 semester hours is required to earn the associate degree.
- The last 17 semester hours of course work must be earned at Belhaven University.
- Satisfaction of Belhaven's general education requirements.
  - Written Communication Skills: Six semester hours
  - Literature: Six semester hours
  - Science: Four semester hours
  - Math: Three semester hours
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Business: Three semester hours
- Successful completion of all courses taken at Belhaven University with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.



### **Associate of Arts**

The Associate of Arts (A.A.) degree program provides adults with an excellent foundation in the liberal arts while preparing them for continued studies. The curriculum develops the adult learner's sensitivity to human values and capacity for critical thinking.

**A.A.:** 62 hours to include: BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301 and elective hours.

### **Associate of Arts in Biblical Studies**

The Associate of Arts in Biblical Studies prepares students for further study in biblical ministry.

**A.A. in Biblical Studies:** 62 hours to include: BIB 214, 215, BIO 125,, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301, electives, and 18 hours from the following: BIB 334, 335, 341, 344, 345, 375, 385, 395 and 470.

### **Associate of Arts in Business**

The Associate of Arts in Business prepares students for further study in business administration or management.

**A.A. in Business:** 62 hours to include: BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301, BUS 304, 309, 320, and 326, and elective hours.

## **BACCALAUREATE DEGREE PROGRAMS**

### **Graduation Requirements**

- A total of 124 semester hours is required to earn the Bachelor degree.
- The last 31 semester hours of course work must be earned at Belhaven University.
- Satisfaction of Belhaven's general education requirements.
  - Written Communication Skills: Six semester hours
  - Literature: Six semester hours
  - Science: Four semester hours
  - Math: Three semester hours
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Business: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Successful completion of all courses taken at Belhaven University with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

### **General Education Required Coursework**

All students must complete BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, and WVC 301.

### **Bachelor of Arts in Applied Psychology**

The Belhaven University Department of Psychology seeks to introduce all students to the study of human behavior and mental processes within a Christian context. The applied psychology major is designed to provide a foundation of knowledge in the major subfields of psychology and to prepare students for future study and work in this field. This accredited degree program focuses on developing the students' abilities to understand and to apply psychology in their everyday lives. Many degrees in psychology are founded solely on secular principles, but Belhaven incorporates the biblical worldview into coursework and classroom discussion.

**B.A. in Applied Psychology:** 124 hours to include all General Education coursework as well as PSY 203, 243, 304, 312, 331, 332, 340, 352, 353, 355, 420, and 461, WVC 401, electives and 6 hours from the following: PSY 342, 343, 362 and 442.

### **Bachelor of Arts in Biblical Studies**

The Bachelor of Arts in Biblical Studies seeks to establish the faith and understanding of students through study of the Bible as the inspired, infallible Word of God. It also seeks to provide the necessary background and skills to interpret the Bible adequately as the objectively authoritative rule of faith and practice. In accordance with the best standards of Reformed scholarship, the biblical data are presented along with a consideration of light that has been shed upon the subject matter by recent study or discovery. Thus students are encouraged to investigate the biblical text for themselves as the source of their doctrine and the guide for their conduct.

### **Bachelor of Arts in Biblical Studies Course Requirements**

**B.A.B.S.:** 124 hours to include all General Education coursework as well as BIB 334, 335, 341, 344, 345, 375, 385, 395, 470, 480, WVC 401 and electives.

### **Bachelor of Arts in Interdisciplinary Studies**

The Interdisciplinary Studies Program is designed for the student who wishes to have a broad educational experience with course work in three different disciplines. It allows the student to customize their course of study into areas of interest, and allows them to make the best use of previous college credits. An important goal in the Interdisciplinary Studies Program is to help students in their ability to appropriately interrelate their study and the Christian faith. In addition to the three Interdisciplinary Majors which form this program, students will complete a general education core. Students meet one night a week for four hours of classroom instruction and periodic project teams.

**B.A. in Interdisciplinary Studies:** 124 hours to include all General Education coursework as well as IDS 499 and 42 hours of course work from three area concentrations, and electives.

At least 9 hours must be taken in each area. Upon declaring as an Interdisciplinary Studies major, the student must meet with their Dean. The dean will work with the student to identify appropriate courses to finish out the degree program. The student and dean must develop and sign a contract for completion and any deviation would need to be approved by the Dean.

### **Bachelor of Business Administration**

The Bachelor of Business Administration (B.B.A.) program prepares students for entry-level management positions and provides a course of study for adult students who wish to enhance their managerial skills. Students are required to meet for class once a week and are required to participate in periodic study group meetings which are designed to enhance the learning process and the development of problem-solving skills. Study groups must meet a minimum of four hours as assigned, and their activities are monitored by their professors.

### **Objectives of the Bachelor of Business Administration Program**

The Bachelor of Business Administration program incorporates the development of the adult student's exposure to human problems and personal values through a well-planned curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, and social and interpersonal skills, all through a Christian worldview.

Within the business program, certain required courses form the theoretical and practical framework adults need to succeed in increasingly responsible leadership roles within their professional and personal organizations. The Bachelor of Business Administration encourages students to understand the functional components of business - economics, marketing, accounting, finance, law, and management.

**B.B.A.:** 124 hours to include all General Education coursework as well as BBA 302, 320, 321, BUS 304, 309, 320, 326, 360, 363, 412, 414, 418, 419, 420, ECO 407, MAT 345, WVC 401, and electives.

### **Bachelor of Health Administration**

The Bachelor of Health Administration is designed to integrate a foundation of general education with healthcare management theory and practical expertise that prepares the graduates for management positions in healthcare. The health

administration curriculum addresses the basic body of knowledge, understanding, and skills identified to be relevant to healthcare administration:

- Critical thinking from a biblical perspective to analyze and solve complex problems.
- Professional communication skills developed by developing an understanding of the biblical principles applicable to provide effective communication strategies within the organization, with staff, patients, and the public.
- Leadership abilities that have been established on biblical principles to establish and lead effective work teams toward a shared organizational mission.
- Foundation of ethical principles based on the Bible to guide the decision-making process from application of personal and organizational values.
- Quantitative skills to manage an organization's financial health provide data to measure and report an organization's quality outcomes.
- Legal and regulatory knowledge to reduce an organization's liability and effectively manage risk.
- Broad knowledge of the health administration industry, to include managed care and long term care administration.
- Marketing strategies taught from a Christian worldview to reach the appropriate audience in creative, cost effective ways.

**B.H.A.:** 124 hours to include all General Education coursework as well as BUS 309, 326, 360, 362, 395, 406, 412, 414, 419, BHA 315, 326, 401, 402, 411, ECO 407, WVC 401, and electives.

### **Bachelor of Science in Accounting**

The Bachelor of Science in Accounting degree seeks to provide accounting majors with the skills and knowledge necessary for success in the accounting profession. As a component of a Christian liberal arts college, the accounting program emphasizes the importance of Christian values and ethics in the practice of accounting.

Graduates of this program may desire to take the CPA exam which can lead to a career as a certified accountant.

**B.S.A.:** 124 hours to include all General Education coursework as well as ACC 217, 313, 314, 337, 411, 412, 413, 418, 421, 424, 490, BBA 320, 321, BUS 320, 326, 360, 363, 395, 414, 415, ECO 407, MAT 345, WVC 401 and electives.

### **Bachelor of Science in Management**

The Bachelor of Science in Management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management.

**B.S.M.:** 124 hours to include all General Education coursework as well as BUS 304, 309, 320, 326, 360, 362, 395, 406, 412, 414, 418, 419, 420, ECO 407, WVC 401, and electives.

### **Bachelor of Science in Management with a Criminal Justice Concentration**

Belhaven's Bachelor of Science in Management concentrating in Criminal Justice, is ideal for adults who want to focus on management and leadership within the context of the judicial/penal system. The curriculum emphasizes the roles of leaders in the workplace and includes courses in communication, research based decision-making, business law, human resources, marketing, computer applications, and business fundamentals.

**B.S.M. with a Criminal Justice Concentration:** 124 hours to include all General Education coursework as well as BUS 304, 309, 320, 326, 362, 395, 406, 412, 414, 418, CJU 320, 407, 412, 419, WVC 401, and electives.

## **UNDERGRADUATE COURSES OF INSTRUCTION**

### **Accounting (ACC)**

- 217 Computerized Accounting (3).** Prereq: BBA 320  
An application oriented course with emphasis on the use of computers in solving accounting and business problems. Hands-on use of general ledger and spreadsheet software will be emphasized.

- 313-314 Intermediate Accounting (3-3).** Prereq: BBA 320, 321; ACC 313 prereq. for ACC 314  
An in-depth study of financial functions and basic theory; recognition and measurement of assets, liabilities, income and equity; and the preparation and analysis of financial statements.
- 337 Cost Accounting (3).** Prereq: BBA 320, 321  
A study of cost and revenue behavior, cost-volume-profit relationships, master budgeting, and responsibility accounting for the purpose of planning and control of operations.
- 411 Individual Income Tax Accounting (3).** Prereq: BBA 320, 321  
An introduction to the federal income taxation of individuals. This course offers a broad base for understanding and applying the tax laws.
- 412 Auditing (3).** Prereq: ACC 313, 314  
A study of the concepts and standards of auditing and an explanation of how concepts are implemented in auditing practices, policies, and procedures.
- 413 Advanced Accounting (3).** Prereq: ACC 313, 314  
A study of specialized problems of accounting, including income presentation, business combinations, multinational accounting, partnerships, governmental and not-for-profit accounting, and fiduciary accounting.
- 418 Accounting Ethics (3).** Prereq: ACC 313, 314  
A study of the codes of professional ethics for accountants, biblical principles of virtue and character, the absolute truth of God's moral standards, and the application of biblical principles to solve ethical dilemmas in the accounting profession.
- 421 Accounting for Taxes on Businesses (3).** Prereq: BBA 320, 321  
A detailed study of the federal income taxation of corporations, partnerships, estates, and trusts. A broad base for understanding and applying the tax laws is provided.
- 424 Governmental Accounting (3).** Prereq: BBA 320, 321  
A study of fund accounting concepts and standards as they relate to federal, state, and local governments and to not-for-profit organizations.
- 490 Forensic Accounting (3).** Prereq: ACC 313, 314 and ACC 412  
Also called investigative accounting, forensic accounting is a study of the methods used to detect and prove financial fraud or to track funds that have been embezzled.

## Biblical Studies (BIB)

- 214 Old Testament History (3).**  
A historical survey of the Old Testament and some of its basic themes, with an emphasis on the character of the God who reveals Himself through the Bible. Since God has created humankind in His image for fellowship with Him, there is consistent reference to the terms of that relationship. God is presented as holy, loving, sovereign, while people are presented as responsible for loving God, loving their neighbor, and caring for all that God has created. Attention is given to the promises and demands God makes which are relevant in our relationship with Him today.
- 215 New Testament History (3).**  
This course is a historical survey of the New Testament and some of its basic themes, with an emphasis on Jesus Christ as God who became a human being. Since Jesus came to seek and to save the lost, attention is focused on the salvation He came to bring and how it is received. Since Jesus continues to be God, attention is given to His Lordship over history and human life. The implications of His Lordship for our lives today are examined.
- 334 Law Books and Wisdom Literature (3).** Prereq: WVC 301

The whole point of the Bible is to explain who God is and what his expectations are from his sheep. This course describes the Old Testament standards for how God's servants are to shepherd ethically in the image of their sovereign Shepherd.

- 335**     **Gospels and Letters (3).** Prereq: WVC 301
- 341**     **Doctrines and Practical Implications (3).** Prereq: WVC 301  
A historical and systematic survey of Christian doctrine as set forth in Scripture.  
A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.
- 344**     **Israel's History (3).** Prereq: WVC 301  
This course is an exploration of the main events, characters, places, and historical situations of the Old Testament.
- 345**     **Kingdom History (3).** Prereq: WVC 301  
This course is an exploration of the main events, characters, places, and historical situations of the New Testament.
- 375**     **Outreach Ministry in Context (3).** Prereq: WVC 301  
A practical study of a shepherding model of personal Christian service, with particular focus on developing ministry knowledge and skills for working in the student's specific, real-life context. The course explores Christian ministry in broad enough terms as to apply to any Christian seeking to be of kingdom service to Jesus, but with a practical application to normal social settings and contexts.
- 385**     **Shepherding Ministry in Context (3).** Prereq: WVC 301  
This course examines biblical models for Christian ministry, focusing especially on service toward others. The topics include: qualifications for Christian leadership, how to recognize and use spiritual gifts, and how to develop a ministry plan for a specific audience. The course emphasizes personal spiritual development as an essential part of engaging in any Christian ministry.
- 395**     **God's Kingdom through History (3).** Prereq: WVC 301  
This course provides a historical overview of the advance of God's kingdom, the Church, from the apostolic age to the present era focusing on the key transitions in theology, organization, and expansion of Christianity.
- 470**     **Non Profit Administration (3).** Prereq: WVC 301
- 480**     **Thesis (3).** Capstone

## Biology (BIO)

- 125**     **Science and Culture II: Biological Sciences for a Sustainable Future (4).**  
This course was designed as an introductory course for biology non-majors. It provides an overview of the basic structures in cells, life processes in animals, and ecosystems designed by the Creator. The emphasis is on human anatomy and body systems, ecosystems and the environment, and genetics. The course will include a brief overview of molecules, cells, tissues, human organ systems, types of ecosystems, reproduction and genetics. These topics of study will promote critical thinking and problem solving with scientific data. The Biblical Worldview of the origins of life and responsible stewardship of the world will be discussed.

## Business (BUS)

- 280**     **Introduction to Online Education (3)**  
This course is designed to develop those skills which will help the online learner to be successful in meeting the fundamental foundations of a Christian liberal arts education. These skills include effective learning, reading, research writing, and critical thinking across the curriculum. The student will develop an understanding of what a Christian worldview means within the context of academic coursework, within both this and future online courses.

- 304 Business Communication (3).** Prereq: ENG 103 and ENG 108  
A study of the modern techniques of writing a variety of effective business memoranda, letters, and reports. Also included will be the presentation of oral reports.
- 309 Business Computer Applications (3).**  
A study of computer applications essential to business today. Emphasis on software applications in communication, statistics, and finance. Emerging computer technology will also be discussed.
- 320 Introduction to Marketing (3).** Prereq: ENG 103 and ENG 108.  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Specific topics include the marketing environment, marketing research, advertising, personal selling, sales promotion, pricing, new product development, and distribution channels.
- 326 Principles of Management (3).** Prereq: ENG 103 and ENG 108.  
An introduction to the foundational principles and the basic management techniques that every manager must master to succeed in today's fast-changing, competitive environment. Emphasis is on the planning, organizing, managing, and controlling functions.
- 360 Operations Management (3).** Prereq BUS 395 or MAT 345.  
The study of quantitative and decision-making tools used in managing the conversion process that transforms inputs (such as raw materials and labor) into outputs in the form of finished goods and services.
- 362 Human Resources (3).** Prereq: BUS 326.  
An investigation into the nature and behavior of humans as we relate and work together in organizations. Practical applications are made to the following: selection and retention, training, motivation, compensation, discipline, and organizational design.
- 363 Business Finance (3).** Prereq: BBA 321, ECO 407.  
A study of the sources and uses of funds in modern business firms. Emphasis is on capital markets, the time value of money, risk and rates of return, the valuation of bonds and stocks, financial statement analysis, financial forecasting, and capital budgeting.
- 395 Management Research Methods (3).** Prereq: MAT 202.  
Application of research methods in collecting, recording and analyzing decisions relevant to management decisions.
- 406 Finance and Accounting for Managers (3).** Prereq: MAT 202  
A survey of basic finance and accounting tools used in managerial decision-making. Topics include acquisition and allocation of financial resources, net present value, capital budgeting and accounting systems.
- 412 Organizational Behavior (3).** Prereq: BUS 326  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power and organizational structure.
- 414,415 Business Law (3, 3).** BUS 414 Prereq: BUS 326; BUS 415 prereq: BUS 414  
A study of the basic principles of law that apply to business transactions, thereby providing a basis for confidence in reaching decisions within the framework of rules of law. Primary emphasis is on contracts, agency, and the legal environment of business.
- 418 Business Ethics (3).**  
A study of basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in society in general. The basic ethical principles and the accompanying value system used are biblically based.
- 419 Business Policy (3).** Prereq: BSM students must have BUS320, 326, 395, 406, 412, 414, and ECO407, BBA students must have BUS320, 326, 360, 363, 412, 414, 420 and ECO407, BHA students must have BUS326, 395,

406, 412, 414, BHA411, and ECO407). Student must be of a senior class standing or have permission from the instructor.

A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals and objectives. A computer simulation business game is played as part of the course.

- 420 International Business and Development (3).** Recommended prerequisites: BUS 320, 326, and ECO 407.  
A survey of the operation of the firm in a global environment. Topics include global markets, international trade, foreign exchanges, trade policy, international politics, cross-cultural management, global strategic management, organizational design, and controlling.

## Business Administration (BBA)

- 302 Business Foundations (3).**  
This survey course introduces students to the key foundations of the business world. Students will see how the many pieces fit together, laying a foundation for future study in each area of business.
- 320 Financial Accounting (3).**  
An accelerated Financial Accounting course designed to provide the student with a study of the principles and techniques used in modern financial accounting.
- 321 Administrative Accounting (3).** Prereq: BBA 320.  
An introduction to the principles and techniques used in modern managerial accounting, this course emphasizes job order and process cost systems for corporations.

## Criminal Justice (CJU)

- 320 Introduction to Criminal Justice (3).**  
A survey of the philosophies, functions, and methods of social control, with emphasis on law enforcement and those involved in its administration – police, courts, and corrections organizations. This course includes the study of the history, organization, processes, and problems related to criminal justice in the American heterogeneous, democratic society of the 21st century.
- 407 Criminology (3).**  
This course provides an overview of criminology in America: criminology concepts, theories of crime causation: rational choice, trait theory, social structure theory, social process theory, developmental theory, and biblical theory; and crime typologies: violent crime, terrorism, political crime, property crime (white collar, blue-collar, green collar), public order crime, cybercrime, technology, and transnational crime.
- 412 Police Organizations (3).**  
This course provides an overview of policing in America, the organization and operations of police agencies, their history and evolution, the personality and role of the individual police officer. This course also addresses critical issues in policing, such as technology and criminalistics, as well as the increased threat of terrorism in America and policing responses to these new challenges.
- 419 Justice and Society (3).** (Capstone)  
This course focuses on the relationships between law and other social institutions, and examines the values and interests that are expressed in law and shaped by legal structures and processes. Agreement and conflict perspectives of the law are compared and contrasted, and applied to understanding the law's impact on everyday life. This course takes an unambiguous interdisciplinary approach to understanding law.

## Economics (ECO)

- 407 Economics (3).** Prereq: MAT 202  
An introductory study of parts of the economy including consumers, firms, industries, and markets. Emphasis is on firm pricing and resource allocation. Also included is a study of the economy as a whole, emphasizing national income, employment, prices and inflation, and output in an economic system. Problems in controlling and forecasting economic fluctuations are also examined.

## Education (EDU)

### 290 Portfolio Development (3).

This course is formatted to lead students through the development of a portfolio the end result of which will enable to earn academic credit for college-level learning that has been completed outside the traditional classroom setting. It is designed to assist learners in attaining their academic and career goals by validating their professional competencies through the writing of essays and demonstrating of academic principles gained through experience.

## English (ENG)

### 103 Composition and Rhetoric (3).

An introduction to the process of writing, emphasizing skills in proper use of grammar, paragraph and essay writing, and critical thinking while exploring the relationships of composition and rhetoric. Emphasizes the Christian responsibility to use language effectively and ethically. (Must be passed with a grade of C- or better)

### 108 Effective Research Writing (3). Prereq: ENG 103

An online course designed to develop critical thinking through group evaluation and discussion in research writing and compositional skills which introduces and uses recognized research techniques and styles of documentation and organization of thought through literary examples.

### 203, 204 Survey of World Literature (3, 3). Prereq: ENG 103 and ENG 108

A survey of major continental authors and their writings, the literary historical periods, and the linguistic cultures of various nations. ENG 203 covers the Greco-Roman and Hebrew-Christian periods through the Renaissance; ENG 204 from the Enlightenment to the modern and postmodern eras.

## Health Administration (BHA)

### 315 Healthcare Organizations in the United States (3).

This course provides a broad overview of the various functions of the United States healthcare system. The student is introduced to the nature of illness and disease, and utilization characteristics are examined. The various forms of provider models and service delivery systems found in private and public health sectors are described, including ambulatory, acute and long term care. The human, technological, and financial resources required in the delivery of healthcare are examined. Measures of success are discussed, i.e., patient outcome, regulatory compliance, and service efficacy and efficiency. The role of state and local politics in policy formation and implementation are reviewed. The various stakeholders in healthcare delivery are identified.

### 326 Healthcare Quality Management and Outcomes Analysis (3).

This course examines the relationships between business and healthcare outcome measures. Methods for process and outcome improvement are described as well as the statistical application and significance of measuring outcomes.

### 401 Financial Administration of Healthcare (3). Prereq: BBA-320 or BUS-406

This course provides an overview of healthcare financial management from a Christian worldview; Emphasis on use of financial statements for decision-making purposes and application of financial analysis to budgeting, capital project evaluation, and contracting. Other topics include healthcare coding and billing concepts as well as background information on the legal and regulatory environment and impact on health care delivery.

### 402 Ethics in Health Administration (3).

The course identifies ethical issues for healthcare administrators. It is designed to encourage the student to clarify their personal ethics in regard to administration issues. The various responsibilities involving the managing of populations whose ethics may be divergent are identified. A study of the Christian worldview as it is applied to leadership situations, drawing contrasts between biblically-based principles and competing worldviews through the use of case studies and articles.



**411 Healthcare Marketing (3).**

An overview of the power of marketing in meeting the organizational challenges in today's complex health care environment, particularly managed care. This course explores the art and science of how individuals make health care purchasing choices, and the response necessary to gain market share.

**History (HIS)****108 Civilization (3).**

Survey of significant developments in the world's major societies with the emphasis on western civilization. Studies key occurrences through the early 20th century.

**205 Contemporary World History (3).**

A study of international affairs since World War I, emphasizing recent and current events. It is a selective survey of significant 20th-century political and cultural occurrences, which provides perspective for modern times.

**Interdisciplinary Studies (IDS)****499 Senior Interdisciplinary Studies Project (3). (Capstone Course)**

This is a senior seminar focused on interdisciplinary research and writing. All requirements and deadlines for the completion of an interdisciplinary senior project/paper are reviewed in this course. Students are expected to present their projects/papers at the end of the course.

**Mathematics (MAT)****202 Quantitative Reasoning (3).**

A survey of practical quantitative topics in mathematics with an emphasis on problem solving, critical thinking, and application. The course is intended primarily for non-science majors. Topics include but are not limited to logical reasoning, math literacy, financial management, statistical reasoning, risk and chance.

**345 Mathematics for Business and Economics (3). Prereq: MAT 202 or equivalent.**

Mathematics for Business and Economics is an introduction to the basic mathematical concepts used in finance and economics. Topics include functions, differential calculus, statistics, and finance. Applications to business are emphasized throughout the course.

**Psychology (PSY)****203 General Psychology (3).**

An introduction to the application of the scientific method and critical thinking to the study of human behavior and functioning. Topics include the role of nature and nurture, learning, the brain, motivation, sexuality, personality, happiness, stress & health, abnormality & therapies. PSY 203 is a prerequisite for most upper level courses in psychology.

**243 Human Growth and Development (3). Prereq: PSY 203**

A study of the growth and development of the individual from conception until late adolescence. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Includes study of major developmental theories and concepts that are applied to childhood and adolescence as well as problems common to this period. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are also an integral part of this class.

- 304 Elementary Statistics (3).** Prereq: PSY 203, MAT 202  
A basic survey of the descriptive statistics and inferential statistics used in research. Computation and elementary theory of correlation, t test and simple analysis of variance. Applicable primarily to the social sciences, and all examples and problems are selected from social and behavioral sciences. Psychology majors should complete this course no later than the first semester of their junior year.
- 312 Abnormal Psychology (3).** Prereq: PSY 203  
A study of the conceptions and classifications of the major personality disorders resulting from both physical and psychological causes. Consideration is given to the causes, symptoms, therapy, and prognosis of these disorders.
- 331 Theories of Personality (3).** Prereq: PSY 203  
A survey of examples of some of the major types of analytic models of human psychological existence. The organization, development, and dynamics of personality according to each theorist are considered in the light of his or her own research evidence and his or her own personality.
- 332 Learning and Memory (3).** Prereq: PSY 203  
An in-depth analysis of basic concepts and theoretical developments in the area of learning and memory, both animal and human. Particular attention is directed to application of these theories to common, everyday situations.
- 340 Intro to Counseling Theory and Technique (3).** Prereq: PSY 203, PSY 312  
Exploration and examination of the leading theories in psychotherapy and counseling. The philosophical assumptions and implications of each theory and technique are examined and critiqued from rational, empirical, and Christian perspectives. Students are trained in basic people helping skills such as listening skills, communication skills, crisis intervention, and problem-solving skills. The course is designed to prepare students to meet a basic competency level in these skills that are useful in a variety of career and personal settings.
- 342 Psychology for the Exceptional Child (3).** Prereq: PSY 203  
A study of the child whose development follows atypical patterns. This would include all children eligible for special education placement: the mentally retarded, the gifted, the physically and behaviorally handicapped, the visually and hearing impaired, the learning disabled, the speech and language impaired, and autistic children. Students visit several local agencies in order to become more familiar with exceptional children and services available for these children.
- 352 Social Psychology (3).** Prereq: PSY 203.  
The analysis of human behavior, thought, and interactions of individuals, the function of the presence of others. Course topics include: social influence, interpersonal interaction, interpersonal attraction, theories of social behavior, moral behavior, attitudes, prejudice, and aggression.
- 353 Community Psychology (3).** Prereq: PSY 203  
A study of how community psychology goes beyond an individual focus and integrates social, cultural, economic, political, environmental, and international influences to promote positive change, health, and empowerment at individual and community levels.
- 355 Basic Psychological Research (3).** Prereq: PSY 203  
General research design in psychology, with an emphasis on experimental design and control. Topics include use of human participants in research, reliability and validity, observational methods, and survey and longitudinal designs.
- 362 Addictions/ Substance Abuse (3).** Prereq: PSY 203  
This course examines real and alleged effects of drug use. It also looks at the physical, physiological and psychological effects of drug use.
- 420 Cross Cultural/International Psychology (3).** Prereq: PSY 203  
A study of the relationships between cultural context and ethnicity—both in the U.S. and the international context—and psychological and social functioning. Practical applications for understanding, working with, and helping people in different cultural settings will be explored.
- 461 Psychology through Eyes of Faith (3).** Prereq: PSY 203 (Capstone Course)

This course will explore how psychology is viewed through a Christian lens. Discussion of integration of psychology and Christian faith will occur.

## Worldview Curriculum (WVC)

### 301 Christian Interpretation of Life (3). Prereq: BIB 214, BIB 215

This course is a study of the Christian world- and life-view, contrasting Christianity with the worldviews of modernity and post-modernity. This Worldview Curriculum is designed to make the understanding and articulation of worldview (an overarching explanation of life or the perspective from which one interprets the world) a major goal of its educational program. As such, this class will seek to clarify and deepen each student's understanding of the general concept of worldview, providing a *framework* from which the student can construct and articulate his or her own worldview.

### 401 Kingdom Life: Family and Workplace (3). Prereq: WVC 301, only to be taken in semester immediately prior to graduation.

A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace

## GRADUATE PROGRAMS

(For Admission Information see Graduate Admission Requirements listed under Online – Information for Prospective Students).

### Masters in Business Administration

The Master of Business Administration program is truly a blend of the sophisticated academic world, the practical and technologically dependent career world, and the eternal world of Christian faith. Its enabling thrust is to develop in its students that rare level of discernment that is so much in demand, both globally and locally, and to give leadership and direction to many in the secular world who lack an ethical foundation from which to operate.

Classes are offered one night per week. The format is a concentrated continuous approach. Students are required to participate in learning team activities which are designed to enhance the learning process and the development of problem-solving skills. Learning teams must meet a minimum of four hours as assigned, and their activities are monitored by their professors.

### Objectives of the Master of Business Administration Program

The Master of Business Administration program seeks to develop persons who can function successfully in upper middle management and top management positions. The emphasis is on strategic management concepts and principles. The M.B.A. program makes use of recent research findings, uses complex computer modes, stresses the importance of human relations skills, and integrates strategic management processes through a Christian worldview.

The following educational objectives are those of the M.B.A. program:

- To provide a program which equips graduates with the skills and knowledge necessary for obtaining employment in managerial positions and for advancing their careers.
- To serve the business community by offering evening classes for executives who wish to enhance their management skills.
- To provide a graduate education program which emphasizes a strong foundation in Christian ethics and worldview.
- To assist managers and future managers in improving speaking, negotiating, and human relations skills.
- To emphasize the use of technology in management by providing a computer-enhanced program.
- To prepare students at the graduate level for integrating the major functional areas of business into the making of business policy.
- To provide an opportunity for executives and future executives to apply theory to real-life business and industry situations.
- To help managers develop a global perspective by providing a study of foreign political, technical, and economic structures in relation to business practices.

### Graduation Requirements

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- Student will be required to pass successfully a comprehensive exam.
- All credit applied toward the M.B.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.B.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.B.A.:** 36 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 682, and 687.

### **MBA Concentrations**

Students wishing to add a concentration (Health Administration, Human Resources, Leadership, or Sports Administration) within the MBA may do so at any point in the degree program prior to graduation. Each of the concentrations below when added to the MBA result in a total of 42 credit hours for the MBA and corresponding concentration.

**MBA with Health Administration concentration** – 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and MHA608, 646, and 668.

**MBA with Human Resource concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and 9 hours from MSL 660, 661, 662 and 663.

**MBA with Leadership concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, MSL 630, 665, and 668.

**MBA with Sports Administration concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and MSA 608, 646, and 668.

## **Masters in Health Administration**

### **Graduation Requirements**

- Successful completion of the M.H.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- All credits applied toward the M.H.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.H.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.H.A. :** 36 hours to include MSL 601, 630, 640, 660, 665, 686, MHA 608, 624, 643, 646, 668, 670.

**M.H.A. Certificate :** 9 hours from the following: MHA 608, 643, 646, and 668.

### **Masters in Public Administration**

The Master of Public Administration degree program is a 36 semester credit hour graduate program designed to enhance the professional skills of public administrators and executives. The program is designed for adult professionals who seek to develop and increase their management and leadership roles in government, education, the not for profit sector, and other areas of their professional lives.

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve holders of baccalaureate degrees in a variety of disciplines.

### Objectives of the Master of Public Administration Program

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.
- Master key functional area skills in communications, human resources, accounting, governmental finance, economics, and public policy analysis.
- Appreciate the trend to interdependency between local, state, and federal agencies and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from all courses taken.
- Develop organizational-wide skills in structure, coordination, policy, and design of subunits.
- Master methods of organizational change and development
- Develop the ability to apply the most recent research and concepts emerging in management and leadership.
- Interact with executive level leaders from the community to identify current challenges and strategies available to address them.

### Graduation Requirements

- Successful completion of the M.P.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- Students are allowed no more than two (2) C's over the course of their MPA program.
- Students will be required to pass successfully MPA 613 *Management Research Methods- Project III*.
- All credits applied toward the M.P.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.P.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.P.A.:** 36 hours to include MSL 601, MPA 603, 604, 605, 606, 607, 608, 609, 610, 611, 612 and 613.

**M.P.A. with Human Resources Concentration:** 42 hours to include MSL 601, MPA 603, 604, 605, 606, 607, 608, 609, 610, 611, 612 and 613, and 6 hours from the following: MSL 661, 662 and 663.

### Masters in Science in Leadership

The Master of Science in Leadership degree program is a 36 semester credit hour graduate program designed to enhance the professional skills of business managers and executives. The program is designed for adult professionals who seek to develop and increase their management and leadership roles in business, education, church, and other areas of their professional lives.

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve both holders of baccalaureate degrees in business as well as other disciplines.

### Objectives of the Master of Science in Leadership Program

The following are Executive Development Learning Objectives of the M.S.L. program:

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.

- Master key functional area skills in marketing, entrepreneurship, accounting, finance, and economics.
- Appreciate the trend to a global world and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from all courses taken.
- Develop organizational-wide skills in structure, coordination, policy, and design of subunits.
- Master methods of organization change and development.
- Develop the ability to utilize the most recent tools and concepts emerging in management and leadership.
- Interact with executive level leaders from the community to identify current challenges and optional strategies to address them.

### **Graduation Requirements**

- Successful completion of the M.S.L. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- Students will be required to pass successfully MSL 670 Leadership Capstone.
- All credits applied toward the M.S.L. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.S.L. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.S.L. :** 36 hours to include MSL 601, 624, 630, 640, 643, 646, 658, 660, 665, 668, 670, 686.

**M.S.L. with Human Resources concentration -** 42 hours to include MSL 601, 624, 630, 640, 643, 646, 658, 660, 665, 668, 670, 686 and 6 hours from the following: MSL 661, 662 and 663.

**M.S.L. with Ministry concentration -** 36 hours to include MSL601, 630, 640, 658, 660, 665, 668, 670, and 686, and MIN 610, 620, and 630.

**Certificate in Human Resources:** 9 hours from the following: MSL 660, 661, 662 and 663.

**Certificate in Leadership:** 9 hours from the following: MBA 686, MSL 630, 665 and 668

## **Masters in Sports Administration**

### **Graduation Requirements**

- Successful completion of the M.S.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- All credits applied toward the M.S.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.S.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.S.A. :** 36 hours to include MSL 601, 630, 660, 665, 686, MBA 640, MSA 608, 624, 643, 646, 668, 670.

**Certificate in Sports Administration:** 9 hours from the following: MSA 608, 643, 646 and 668

## GRADUATE SCHOOL OF EDUCATION

### The Graduate School of Education Mission Statement

*Teacher As Servant Leader*  
*Learning to Teach – Teaching to Serve*

The School of Education seeks to produce not only effective professional educators but also in developing concerned, compassionate educators who value each student's life and who are dedicated to helping all students to learn and fulfill his or her God-given potential. The School of Education's goal is the development of *Teachers as Servant Leaders*, professionals committed to transforming teaching, learning, and schooling – professionals dedicated to creating positive learning environments wherein students learn the virtues and skills necessary to become responsible citizens.

The faculty in the Belhaven School Graduate of Education believe that well-prepared teachers as professional educators are committed to the teaching profession and in helping to improve the educational environment and our schools. At Belhaven, we challenge teachers to stretch themselves as effective educators, to take the lead in their schools, and to develop a heart of service in their communities and to make a difference in the engagement and learning of all children they teach as well as impact each child's life.

Belhaven University has a long tradition of academic excellence in preparing teachers. Originally founded as a woman's college, Belhaven's first "professional degree" was in teacher education. Since that time, the University has produced thousands of teachers who have filled classrooms in Mississippi and many other states. Building on this tradition, Belhaven offers two graduate Master's Degree programs online: the Master of Education (M.Ed.) and the Master of Education in Reading Literacy (M.Ed.-R/L). Each degree is designed to meet different educational leadership needs. The Master of Education meets the needs of professional teachers who already are certified and desire a graduate specialty in elementary or secondary education. The M.Ed. allows the professional teacher to take one of three areas of emphasis: 1) M.Ed. –Teacher as Leader (specialty in elementary or secondary education), 2) Preparation for National Board Teacher Certification, and 3) Educational Technology. The Master's Degree in Reading Literacy (M.Ed.-RL) is intended for those who hold a valid standard teaching license and are currently teaching in a school. The M.Ed.-RL in reading can advance teachers into supervisory and leadership roles in education.

While serving different audiences, all degree programs acknowledge the expertise, experience, and needs of adult learners. Both programs also foster inquiry into the nature of learning and the effects of teaching, transfer of theory to practice, self-directed learning and reflection, collegial interaction with peers, commitment to innovation and change, and the development of leadership skills and professional efficacy.

Belhaven offers a challenging educational experience for practicing and aspiring teachers who desire to enhance their knowledge and skills. Our faculty and staff are committed to preparing professional educators who can provide distinctive Christian leadership and service in the classroom, the school, and the community.

### **Master of Education – M.Ed.**

#### **Objectives of the Master of Education Program**

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities.

#### **The Belhaven School of Education Conceptual Framework and Educator Preparation Provider Standards (BEPPS)**

Serving as the Educator Preparation Provider (EPP) for Belhaven University the Graduate School of Education's Mission Statement is:

*To prepare effective professional educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to all students, parents, and communities.*

The conceptual framework and the Belhaven Educator Preparation Provider Standards (BEPPS) identified by the School of Education are the foundation for the EPP's Quality Assurance Assessment System and reflect and inform candidate assessments of the following objectives:

#### **Belhaven Educator Preparation Provider Standards (BEPPS)**

#### **BEPP Standard 1: Vision and Mission**

*The candidate supports and promotes, an academic and values centered, vision and mission to other teachers, staff, parents, and community to ensure that high quality teaching, learning, and schooling are implemented and continuous school improvement is taking place.*

**BEPP Standard 2: Knowledge of Content**

*The candidate assures that they utilize knowledge of content in creating learning opportunities that make subject matter meaningful and useful and promotes the growth and development of all students.*

**BEPP Standard 3: Learning Environments**

*The candidate promotes academic success and personal wellbeing of students by assuring that they design and manage learning environments that accommodate a diverse population, provide for individual differences, and enhance student learning and achievement.*

**BEPP Standard 4: Instructional Methods**

*The candidate, in cooperation with other school educators, selects and implements a variety of instructional methods & teaching strategies that develop students' critical thinking, problem solving, & performance skills.*

**BEPP Standard 5: Assessment**

*The candidate promotes appropriate and meaningful assessments and analyzes assessment data to monitor and document individual student learning, grade level growth, classroom, and school advancement in order to inform improvements in instruction, the impact on student learning, and school enhancement.*

**BEPP Standard 6: Professional Growth**

*The candidate employs the tools of self-evaluation and reflection and utilizes available resources to support professional growth as an educator and leader, to create a culture of professionalism and promote student learning, foster improved instruction, and be an advocate for school enhancement.*

**BEPP Standard 7: Professional Dispositions**

*The candidate integrates and exhibits the Christian worldview in building inclusive learning environments that address the needs, perspectives, and diversity among students, families, colleagues, and communities. The candidate manifests the ethical principles and dispositions of a Christian professional educator and is a role model both in and outside of the school building, the district, and the community.*

**Master of Education – M.Ed.**

Includes 24 Core Credit Hours Plus 9 Credit Hours in an Area of Emphasis for a Total MED Degree of 33 Credit Hours

**Master of Education – M.Ed.**

**Required Core (24 credit hours):**

EDU 610 Research Methods and Procedures	3
EDU 612 Curriculum Planning and Organization	3
EDU 621 Assessing Student Learning	3
EDU 623 Technology in Education	3
EDU 625 Instructional Leadership Skills in the Classroom	3
EDU 628 Advanced Instructional Strategies	3
EDU 630 Diagnostic & Remedial Strategies Across the Content Areas	3

**Master of Education – M.Ed.**

**Areas of Emphasis (9 credit hours)**

**M.Ed. – Area of Emphasis: Teacher as Leader (Elementary or Secondary)**

EDU 624 Issues & Innovations in Education	3
EDU 631 Individual Instruction for Children with Learning Problems	3
EDU 636 Supervision of Instruction: Collaborating for Accountability	3

**M.Ed. – Area of Emphasis: Educational Technology**

EDU 641 Integrating Technology into the Curriculum	3
EDU 642 Using Technology to Assess Learning & Manage Data	3
EDU 643 New & Emerging Technologies	3



**M.Ed. – Area of Emphasis: Preparation for National Board Teacher Certification**

EDU 651 Engaging Learning Communities	3
EDU 652 Self-Effectiveness Analysis	3
EDU 653 Reflection and Analysis	3

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Education does not lead to nor does it guarantee licensure.**

**Master of Education in Reading Literacy – M.Ed.-R/L****Master of Education in Reading Literacy – M.Ed.-R/L****Required Courses (33 credit hours):**

EDU 610 Research Methods and Procedures	3
EDU 630 Diagnostic and Remedial Strategies in the Content Areas	3
EDU 612 Curriculum Planning and Organization	3
REA 608 Early Literacy Instruction	3
REA 611 Literature and Literacy	3
REA 617 Content Area Literacy	3
REA 622 Teaching Reading Skills and Comprehension	3
REA 627 Middle Grade Literacy (4-8)	3
REA 629 Literacy Assessment, Diagnosis, and Remediation	3
REA 632 Practicum in Reading	3
EDU 625 Instructional Leadership Skills in the Classroom	3

Candidates will be required to take and successfully pass the *Foundations of Reading Test* as a prerequisite to taking REA 632 and EDU625.

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Reading does not lead to nor does it guarantee licensure.**

**Graduation Requirements**

- Successful completion of the degree curriculum with a minimum cumulative GPA of 3.00.
- No more than two C or C+ grades are permitted in the course of the program.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Graduate education candidates are required to successfully complete all course Artifacts and the Comprehensive Capstone Paper in order to confirm the knowledge base gained during the course of their plan of study by articulating and demonstrating their ability to critically reflect, evaluate, analyze, and synthesize the content and applied in education and schooling today. . See the Graduate School of Education Handbook for specific requirements.
- Candidates in the M.Ed.-R/L program are required to take and pass the *Foundations of Reading Test*.
- All credit applied toward the degree must have been completed within five years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within five (5) years of matriculation in Belhaven's program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**GRADUATE COURSES OF INSTRUCTION****Business Administration (MBA)**

612 Business Principles I (3).

An introduction to business fundamentals including Financial Accounting, Business Math and Statistics and Economics. Application of the Christian worldview to the field of business is also discussed.

- 613 Business Principles II (3).** Prereq: MBA 612  
A continuation of MBA 612 Business Principles I.
- 624 Ethical Problems in Business (3).**  
Christ centered solutions are emphasized as a means to resolve ethical problems in the business place. Classic ethical systems are reviewed and critiqued through a Christian worldview along with contemporary concerns including social responsibility. Case studies are utilized to help students understand issues relating to real world dilemmas.
- 640 Advanced Organizational Behavior (3).**  
Fundamental components of organizational structure and design are examined as it relates to behavioral topics including motivation, performance, group and interpersonal dynamics, along with management and leadership issues.
- 643 Financial Analysis (3).** Prereq: MBA 612 and 613  
Students study an array of management and financial concepts and processes including cost of capital, financial planning, resource acquisition, cash flow, financial analysis, risk assessment and reporting. Effects from government fiscal policies are examined along with market influences. Students acquire skills necessary to conduct a comprehensive evaluation in determining an organization's financial viability.
- 646 The Legal Environment of Business (3).**  
Students learn the fundamentals of legal contracts, torts, regulatory issues, and managerial responsibilities as agents of an organization. An overview of jurisprudence along with the role of biblical principles in its formation is reviewed. Human resource issues and ethics are also examined.
- 658 Managerial Economics (3).** Prereq: MBA 612, 613  
Economic theory is examined along with its application to business planning and strategy. Students learn the value of understanding economic principles and information in business decision making. Topics such as supply and demand, consumer choices, and monetary policies, forecasting, economic development and growth are covered.
- 664 Marketing Management (3).**  
Marketing principles are reviewed along with managerial responsibilities concerning ethics, efficiency, effectiveness, and resource availability. Students learn how to develop a marketing plan and how it supports organizational objectives. Fundamentals of marketing research including design, delivery, data collection, and analysis are covered.
- 680 Quantitative Decision Making (3).** Prereq: MBA 612 and 613.  
This course is designed to prepare that business administration student with quantitative skills and abilities which will be applied in a business-related environment. Areas covered include: designing goods and services, managing quality, forecasting, location and layout strategies, supply chain management, , inventory management, just-in-time and lean operations, descriptive statistics, probability techniques, and regression analysis.
- 682 Principles of Executive Leadership (3).**  
An in-depth examination of leadership on an executive level with an emphasis on managerial competencies. Topics relating to corporate governance, decision making, contingency models, competency, and performance are covered. Special emphasis on the biblical leadership principles and role models are included.
- 687 Strategic Planning (3).** Capstone Course  
The role of leadership to maintain a congruent proactive approach for organization effectiveness is studied. Stages in the strategic process including development, implementing, and evaluation are examined. Special focus on organizational alignment in achieving objectives and desired outcomes is studied.

**Business Leadership (MSL)**

- 601 Introduction to Graduate Education (3)**  
This course provides fundamental research, critical thinking, and writing skills along with introducing Belhaven University's unique integration of Christian Worldview for adult studies. A general overview of the MBA program is provided along with topics including managerial and leadership theory, team dynamics, performance, and individual effectiveness.
- 624 Ethical Problems (3)**  
Preparing leaders to resolve complex ethical dilemmas is the focus of this course. Christ-centric values and real world solutions are emphasized. An historical overview of ethical systems and their development is also critiqued under that lens of a Christian Worldview.
- 630 Leading Productive Teams (3)**  
An analysis of team dynamics and the role of leadership in supporting effective team outcomes is examined. Small group development and team effectiveness are reviewed. Clarifying roles and expectations with the support of a team contract is stressed. Issues relating to diversity, culture, individual proficiency, performance pay, and collective performance evaluations are examined.
- 640 Organizational Behavior (3)**  
Understanding organizational behavioral principles as it relates to underlying structure, design, culture, communication, and interpersonal processes. Special emphasis is placed on analyzing behavioral characteristics of contemporary leadership approaches with biblical principles. Specific approaches and tools to maximize organizational effectiveness are reviewed.
- 643 Financial Analysis (3).**  
An overview of financial, accounting, and budgeting practices and its relationship with organization responsibilities for executive leadership. Planning and control issues, cost of capital, cost and cash budgeting practices, reporting, and working capital management topics are covered. Students develop skills necessary to evaluate an organization's financial viability.
- 646 The Legal Environment of Business (3)**  
An overview of legal obligations and requirements facing organizational leaders. Historical review leading up to our current jurisprudence system along with its biblical roots is examined. Torts, contracts, human resources regulations on state and federal level, legal responsibilities for management as an agent of the organization are representative of topics covered.
- 658 Principles of Executive Leadership (3)**  
An in-depth study of leadership on an executive level. Topics relating to corporate governance, decision making, contingency models, competency, and performance are covered. Special emphasis on the biblical leadership principles and role models are included.
- 660 Human Resource Management (3)**  
An overview of human resource management covering specific issues relating to training, assessments, compensation, recruitment, dismissal, and regulatory requirements. Leadership practices to support employee development and motivation are studied. Ethical considerations are reviewed from a Christian worldview.
- 661 Human Resources Employee Relations (3)**  
This course offers an overview of Training and Organizational Development in Human Resource settings. Topics include intervention strategies, employee empowerment, and organizational transformation and strategic change in the context of human resources. Finally, the role and style of the HR practitioner is discussed in the context of a Christian world view.
- 662 Human Resources Compensation and Benefits (3)**  
This course offers an overview of Total Rewards and compensation package. Students will develop a total compensation philosophy, design and implement a total rewards system. Job analysis, Job evaluation, Job descriptions, FLSA and Compensation Law, Employee Benefits Law, Government Mandated Benefits, and Employer-sponsored Benefits will also be discussed. Finally, compensation and benefits will be discussed in the context of a Christian world view.

- 663 Issues and Innovations in Human Resources (3).**  
A study of current research into critical issues in the human resources, and innovations that affect managing human resources to reach their full potential within organizations.
- 665 Coaching, Mentoring and Resolving Conflicts (3)**  
Students study biblical principles and biblical approaches in resolving workplace conflicts. Special emphasis on personal responsibility and pragmatic outcomes. Personal responsibility and Christ-like character are stressed.
- 668 Organizational Change (3).**  
Developing leaders as effective change agents is the focus of this course. Approaches for assessing organizational readiness for change and strategic planning for effective organizational development are scrutinized. Strategies for overcoming resistance to change are examined. Students are challenged to integrate biblical principles to compliment contemporary change models.
- 670 Leadership Capstone (3).**  
This capstone course integrates core content from all of the courses to demonstrate biblical leadership in providing real world solutions to organizational issues. Special emphasis on decision making and solution development.
- 686 Strategic Leadership (3).**  
The focus of this course is developing and implementing effective strategies to maximize leadership and organizational effectiveness. Innovative approaches in leading organizations in adapting to changing external environmental factors are studied through the use of case studies. Mergers, acquisitions, and multiple approaches to partnerships are analyzed.

## Education (EDU)

### MAT – M.Ed.-R/L Orientation Courses

- 500 Master of Arts in Teaching (MAT) Orientation Seminar (0)**  
All candidates admitted to the Masters of Arts in Teaching (MAT) program are required to enroll in this Orientation Seminar. It is a prerequisite linked to the first two courses taken in the program: EDU 506 Classroom Management and Organization and EDU 501 Measurement and Evaluation Strategies. The Seminar is delivered continuously online and is a no cost, non-credit, Past/Fail course. The Master of Arts Orientation Seminar is designed to provide new candidates to the Master's program with the information regarding the process to obtaining the Mississippi Alternate Teacher License, a general orientation and expectations of the program, an explanation of the dispositions and the characteristics of an adult learner becoming a professional educator. A review of the Graduate School of Education Handbook as well as a review of the APA expectations in the writing style formatting of candidate work will be presented as outlined in the *Belhaven Graduate School of Education's Quick Reference Style and Formatting Guide*. The online Seminar also addresses the plan of study and expectations of the capstone process of writing a Comprehensive Paper.
- 600 Master of Education Orientation (MED) Seminar (0)**  
All candidates admitted to the Masters of Education (M.Ed.) and the Masters of Education in Reading and Literacy (M.Ed.-R/L) programs are required to enroll in this Orientation Seminar. It is a prerequisite linked to the first six hours taken in the program. The Seminar is delivered continuously online and is a no cost, non-credit, Past/Fail course. The Master of Education Orientation Seminar is designed to provide all candidates in the M.Ed. and M.Ed.-R/L programs with the information regarding a general orientation and expectations of the program, an explanation of the dispositions and the characteristics of adult learners as professional educators. A review of the Graduate School of Education Handbook as well as a review of the APA expectations in the writing style formatting of candidate work will be presented as outlined in the *Belhaven Graduate School of Education's Quick Reference Style and Formatting Guide*. The online Seminar also addresses the plan of study and expectations of the capstone process of writing a Comprehensive Paper.

### Master of Arts in Teaching (MAT) – Mississippi Alternate Route Teacher Certification Courses (Alt/Cert)

- 500 Master of Arts in Teaching (MAT) Orientation Seminar (0)**  
All candidates admitted to the Masters of Arts in Teaching (MAT) program are required to enroll in this Orientation Seminar. It is a prerequisite linked to the first two courses taken in the program: EDU 506 Classroom Management and Organization and EDU 501 Measurement and Evaluation Strategies. The Seminar is delivered continuously online and is a no cost, non-credit, Pass/Fail course.

- 501 Measurement and Evaluation Strategies (3).** Prereq: EDU-506 or permission from the director of graduate education  
A study of assessment and evaluation theory based on developmental criteria from cognitive, social, language, motor, and affective domains. Students use strategies for analyzing both group performance and individual needs using authentic and ecological measures. Theoretical foundations for evaluation are applied to a practicum experience at one of four levels of licensure: primary, elementary, middle, and secondary.
- 502 Dimensions of Learning I (3).** Prereq: Full Admission (MS – teaching in field of license)  
Supervised internship which provides an emphasis on the application of principles and theories of education using field-based experiences. (**Not offered online** – Candidates must have a teaching position, be observed by the professor, and attend several seminar sessions over the course of the semester.)
- 503 Dimensions of Learning II (3).** Prereq: Full Admission (MS – teaching in field of license)  
A study of the foundations of school law, social and cultural aspects of the school setting. Includes applications in the field. (**Not offered online** – Candidates must have a teaching position, be observed by the professor, and attend several seminar sessions over the course of the semester.)
- 506 Classroom Management and Organization (3).**  
Emphasis on the development of strategies for establishing effective classroom organization and for managing and monitoring student behavior. Strategies encourage the intellectual, personal, and moral development of students.

### Graduate Education Courses

- 600 Master of Education (MED) Orientation Seminar (0)**  
All candidates admitted to the Masters of Education (M.Ed.) and the Masters of Education in Reading and Literacy (M.Ed.-R/L) programs are required to enroll in this Orientation Seminar. It is a prerequisite linked to the first six hours taken in the program. The Seminar is delivered continuously online and is a no cost, non-credit, Pass/Fail course.
- 602 Psychology of the Exceptional Child (3).**  
A study of the child who follows atypical patterns. Includes assessment practices and teaching techniques applicable to students with various disabilities.
- 610 Research Methods and Procedures (3).**  
An introduction to educational research methodologies that are used to improve instructional decision-making. Research techniques are applied to classroom situations with an introduction to descriptive and inferential statistics.
- 612 Curriculum Planning and Organization (3).** Prereq: EDU 628 and REA 617, or permission from the director of graduate education.  
The development, analysis, and evaluation of the school curriculum with emphasis upon input from the school and community and current research.
- 621 Assessing Student Learning (3).** Prereq: EDU 628 and REA 617, or permission from the director of graduate education.  
An exploration of instructional assessment measures: traditional assessment, norm/criterion-referenced testing, and alternative assessment (performance, portfolio, and product).
- 623 Technology in Education (3).**  
This course is a study in the integration of the use of the computer in the classroom through an investigation of different tools currently available for educators. An opportunity to develop materials for use in the classroom will be provided.
- 625 Instructional Leadership Skills in the Classroom (3). Capstone Course**  
Prereq: 27 hours of Graduate EDU and REA courses or permission from the director of graduate education  
**This Capstone Course is required to be taken by all Master Degree Candidates: MAT, M.Ed. (3 areas of emphasis), and M.Ed.R/L.**  
The development of skills and attributes necessary to establish and maintain a positive learning environment that maximizes student achievement. Teaching strategies and models of behavioral management and instruction are

emphasized. Candidates will also complete the required **Comprehensive Paper: *Educator as Servant Leader: Living and Modeling a Christian Worldview as a Reflective Practitioner***

**628 Advanced Instructional Strategies (3).**

The course focuses on advanced teaching strategies with emphasis on the development of curricular units that promote student understanding through the integration of content from a variety of disciplines, the inclusion of inquiry, and the use of appropriate technologies as tools for teaching and learning. The purpose of the course is to develop educational leaders who can design rigorous learning experiences and authentic performance assessments that promote academic achievement. Priority is given to design principles and best practices that promote higher-order thinking skills and transfer of learning.

**630 Diagnostic and Remedial Strategies Across the Content Areas (3).**

A study of diagnostic instruments and procedures for identifying learning problems and planning remedial instruction appropriate for students in all subject areas.

**MED Areas of Emphasis**

**Curriculum and Instruction Emphasis**

**624 Issues and Innovations in Education (3).**

A study of current research into critical issues in the elementary school curriculum, organization, and innovations that affect achievement potential.

**631 Individual Instruction for Children with Learning Problems (3).**

A study of strategies for providing appropriate educational services for children with mild to moderate learning problems by the use of intervention techniques.

**636 Supervision of Instruction: Collaborating for Accountability (3).**

Emphasis is on developing leadership skills in the classroom and with peer teachers, teaching assistants, and other community and school personnel.

**Educational Technology Emphasis**

**641 Integrating Technology into the Curriculum (3).**

This course will enable teachers to select, utilize, evaluate, and modify a wide range of instructional media. Emphasis will be placed on integrating commercially available educational media into the teacher's classroom methodology.

**642 Using Technology to Assess Learning and Manage Data (3).**

This course will enable teachers to select, utilize, evaluate, and modify a wide range of media for use in the following: assessing student progress; analyzing state, district, school, and classroom data; and organizing data into understandable presentations. Emphasis will be placed on integrating commercially available media into the collection, organization and presentation of data.

**643 New and Emerging Technologies (3).**

This course is an investigation into the new and emerging technologies available for educators use in the classroom. The course topics will remain flexible to meet the current trends and topics of interest.

**Preparation for National Board Emphasis**

**651 Engaging Learning Communities (3).**

This course emphasizes how teachers become more effective communicators with peers, parents, and the community through leadership roles to improve student learning and achievement.

**652 Self-Effectiveness Analysis (3).**

The course places emphasis on the analysis of student work to evaluate the effectiveness of instruction as demonstrated by student achievement. Results are used to direct changes needed for enhancement of student learning (next steps).

**653 Reflection and Analysis (3).**

This course emphasizes how teachers effectively engage students within whole group, small group and individualized instructional settings. Use of video analysis will be emphasized.

## **MED-R/L – Reading Literacy Degree (REA)**

### **608 Early Literacy Instruction. (3)**

This course is a study of concepts, materials and teaching strategies for oral language development and systematic early reading and writing instruction, specific to concepts about print, phonemic awareness, and phonics. The course includes a systematic study of scientifically research-based instructional methods and learning activities for beginning reading.

### **611 Literature and Literacy. (3)**

A study of literary materials and resources that is appropriate for elementary instruction. Emphasis will be given to integrating literature into all curriculum areas. Identifies resources and research-based practices that create language rich environments.

### **617 Content Area Literacy. (3)**

The methods and materials for teaching reading through the content areas in secondary schools; attention is given to techniques of diagnosing difficulties, teaching reading skills and comprehension with a focus on individualizing instruction, and assessing student achievement.

### **620 Reading and Writing across the Curriculum (3)**

The purpose of the course is to develop educational leaders who understand the importance of balancing the processes of authentic reading and writing across content areas of the curriculum, and provide an understanding of various reading and writing strategies which will make the process and product meaningful for their students. Attention will be focused on various instructional approaches to equip teachers in producing life-long learners.

### **622 Teaching Reading Skills and Comprehension. (3)**

A study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research. Research based teaching strategies for oral language development and early systematic reading and writing instruction specific to vocabulary, fluency, and comprehension and scaffolding of the reading process.

### **627 Middle Grade Literacy (4-8). (3)**

A study of reading-thinking skills, concepts, methods, and materials for literacy instruction and learning for upper elementary and young adolescents. Emphasis will be on comprehension, strategy instruction, assessment and writing for diverse student populations.

### **629 Literacy Assessment, Diagnosis, and Remediation. (3)**

A study of reading problems, assessment procedures and use of test results; planning individualized instructional programs and differentiated instruction for problem readers or English language learners. Includes case study with field experience.

### **632 Practicum in Reading. (3-6). Prerequisite: REA 608, 617, 622, 629, EDU 630 and 24 hours of graduate EDU courses, or permission from the director of graduate education.**

This practicum course provides directed field-based applications of effective teaching, research in reading instruction, and instructional methodology to promote reading progress and prevent reading difficulties with diverse populations.

### **633 Current Trends and Research in Reading (3)**

To familiarize teachers with current trends and theories concerning reading instruction and with the intent to advance reading success. Emphasis will be on research with best practices and contemporary issues of teaching reading and the development of effective instructional practices.

## **Health Administration (MHA)**

### **608 Current Issues and Trends in Health Administration (3).**

This course will explore the current issues and trends in the health care system through the expert insight of health care leaders across the country. Students will examine key trends impacting the nation's health care organizations. Timely topics include health care reform and social media in health care.

- 624 Ethics in Health Care (3).**  
This course examines the ethical issues found in the health care system with the focus on the health care administrator as the decision-maker, leader, and moral agent. An in-depth look at ethical responsibilities related to various health care situations will be explored from a Biblical world view. Actual cases to illustrate everyday ethical dilemmas that are faced will be investigated.
- 643 Health Care Finance and Budgeting (3).**  
This course emphasizes financial administration and financial operations theory, principles, and concepts as they relate to health care financial decision-making. Finance and budgeting methods are reviewed as well as accountability. Students will explore these concepts from a Biblical world view.
- 646 Legal and Regulatory Environment for Health Care (3).**  
This course explores the legal environment from a health care management perspective as well as the relationship between law and ethics. The course includes topics such as the basic structure of the court system, the general legal responsibilities of health care organizations, and liabilities inherent to the provisions of care will be examined. All of these relationships are discussed in the context of a Biblical world view.
- 668 Health Care Quality Management (3).**  
This course enriches the understanding of the historical concepts of quality. It is an advanced study of how to achieve quality within the structure and relationships of the complex system of a health care organization. The concepts explored include systems thinking, improving and managing process change, performance measurement, as well as real-life examples and case studies. Students also explore the concepts and relationships from a Biblical world view.
- 670 Health Administration Capstone (3).**  
This capstone course is designed to integrate all of the Health Administration content into the decision-making process. Students will reflect on their ethical perspectives and critical thinking skills as well as their personal and professional growth from the context of a Biblical world view. Emphasis will be placed on the student's ability to implement these strategies in the formulation of a health care project or case study they will potentially encounter in the health care environment.

## Ministry (MIN)

- 610 Biblical Shepherding (3).**  
This course will look in depth at the Biblical theme of shepherding and how shepherding applies to modern ministry. Students will examine both Biblical and present day examples of shepherds and critique their own abilities in light of Scripture.
- 620 Education Ministry of the Church (3).**  
This course will look at how education occurred in Biblical times and then at the role that Education ministry serves in the modern church.
- 630 Church and its Mission (3).**  
This course will look at the role of the church as defined in Scripture. The modern church will be critiqued and areas for improvement to bring it in line with the Biblical definition will be identified.

## Public Administration (MPA)

- 603 Research Methods in Public Administration-Project I (3).**  
Basic components of applied research are studied providing students with skills in design, development, and analysis of the results of research projects relevant to administrative needs. Quantitative and qualitative approaches are compared along with assessing various data collection methods. Students also gain practical experience in developing questionnaires and interviewing skills.



- 604 Organizational Behavior (3).**  
A study of the classical and contemporary theories of organization, management, and administration in public and private institutions. This advanced study of group dynamics examines the forces in individuals, groups and organizations which affect the achievement of organizational goals and objectives. Issues include organization culture, organizational design, individual and collective motivation, developing the learning organization, political behavior, conflict and resolution.
- 605 Principles of Executive Leadership (3).**  
A study of the behavioral sciences as they apply to various leadership theories and models, both classical and contemporary. This course examines the distinction between leadership and management, servanthood leadership from a Christian perspective, participative management, group dynamics and motivation.
- 606 Human Resources and Development (3).**  
Develops skills in techniques of personnel administration and management. Examines recruitment, selection, training, motivation, performance evaluation, compensation, discipline, and career development.
- 607 Ethics and Society (3).**  
The relevance and application of biblically based ethical principles to the issues facing today's leaders. Christian value systems are contrasted with post-modern relativism and other conflicting worldviews as the student is challenged to review and refine individual values. Included are obligations of the organization to employees and the public-at-large (society).
- 608 Management Research-Project II (3).** Prereq: MPA 603  
The continuation of the research process initiated in MPA603. Students deliver an oral and written summary of their research efforts to date. Elements included this progress report include the history and selection of the project topic, methods selected to investigate and collect information, and bibliographical resources.
- 609 Administration of Financial Resources (3).**  
This course lays the foundation for effective financial management that includes planning, budgets, controls, and revenue collection. Fiscal policies on a local, state, and federal level are covered along with intergovernmental relations.
- 610 Economics and Public Policy (3).**  
The relationship and role of economics are examined as it relates to public policy implementation and administrative decision making. How government affects market economy, fluctuations, and trade policy is studied. The relationship between markets and resource availability is reviewed along understanding efficiency verses effectiveness and concerns regarding equity.
- 611 Public and Administrative Law (3).**  
An overview of the role of law in society is presented with an emphasis on regulatory responsibilities pertinent to public administrators. Specific topics of study include judicial review, liability issues, regulatory processes, administrative processes and procedures.
- 612 Public Policy Analysis (3).**  
Policy development and implementation are examined. Studies include who contributes to policy formation, overview of the process, and implications of policymaking. Influence of politics on the process is analyzed by using case studies. Additional topics of study include setting agendas, evaluating, succession, and policy adaptation.
- 613 Management Research-Project III (3).** Capstone Course  
A commutation of research drawn from 603 and 608 are integrated in a comprehensive capstone research project. Students are responsible to deliver an oral presentation and thesis which include a case study. Final project is evaluated according to its depth, quality, design, methodology, and analysis of its findings.

## Sports Administration (MSA)

- 608 Current Issues and Trends in Sports Administration (3).**  
This course will provide an in-depth study and analysis of the athletic profession as it relates to trends and issues surrounding administrative decision making. Some examples of the issues include violence, discrimination, racism, and sexism.
- 624 Leadership and Sports Ethics (3)**  
This course offers an introduction to leadership and ethics within the sporting context. Common leadership styles, theories, and ethical dilemmas facing those involved within sport are explored throughout the course. Communication, motivation, and decision making skills necessary to be an effective and efficient leader will be examined based upon various ethical dilemmas in which the leader may face.
- 643 Sports Finance and Budgeting (3)**  
This course explores the current financial status in the main segment of the sport industry with emphasis placed on professional and collegiate sport. It provides a comprehensive synopsis of the application of economics and financial management used in the sport organization decision making context from both a macro and micro level. Topics include purchasing, budgeting, risk management, operational procedures, fee structures, financial ratios, financial impact analysis, attendance and price setting strategies
- 646 Legal and Regulatory Environment for Sports (3)**  
This course provides an examination of risk management and the current legal principles which affect sport and recreation organizations. Students will gain an understanding in objectives, principles, policies, procedures and requirements in regard to legal issues for a successful career as a sports manager. Topics that are covered include tort liability, athletic eligibility, NCAA due process, gender discrimination, contracts, and drug testing. These topics directly impact the formation and practice of policies adopted by sport administrators and coaches.
- 668 Venue and Event Management (3)**  
This course will examine the current research related to planning, funding, and operating sporting events and sport/recreation facilities. The course will provide a practical background in all facets of managing a sport event and facility.
- 670 Capstone Seminar in Sports Administration (3)**  
An interdisciplinary review and analysis of literature and research regarding a sport administrative issue will be assigned to the student. Topics may vary based on the students' interests.

# HONORS AND AWARDS

## **Achievement in Accounting Award**

The school of business presents the Achievement in Accounting Award to a graduating senior selected on the basis of character, potential growth and development, and academic accomplishment in the division.

## **Achievement in Business Award**

The school of business presents the Achievement in Business Award to a graduating senior selected on the basis of character, potential growth and development, and academic accomplishment in the division.

## **The Barnabas Award**

The Barnabas Award is given to the male theatre student who, in the opinion of the theatre faculty and peers, demonstrates the best of support and is always there to help get the job done.

## **Bess Caldwell Memorial Award**

Belhaven University honors with the Bess Caldwell Memorial Award the junior who, in the judgment of the faculty, has exhibited throughout the year the greatest loyalty and service to his or her fellow students. Prior to 1985, this award was known as the Belhaven Christian Fellowship Award.

## **Bettye Quinn Service Award**

Given annually to a senior KDE member in elementary or secondary education who exhibits a service-oriented character. Selected by KDE members.

## **Charles R. Rugg Scholar-Athlete Award**

Each year the faculty and coaches at Belhaven University select the one student athlete who best exemplifies how we should use our mental, physical, leadership, and spiritual gifts to serve and uphold the ideals of Belhaven University.

## **Christian Ministries Award**

The department of Christian ministries presents the Christian Ministries Award, which is based upon scholarship, leadership, and potential service in the field of Christian ministries, to a graduating senior majoring in Christian ministries.

## **Computer Science Award**

This award is presented annually by the computer science department to the senior computer science major for outstanding academic achievement. Elizabeth Spencer

## **Elizabeth Spencer Creative Writing Award**

Presented to the creative writing major or minor who has demonstrated excellence in writing over the past year.

## **English Award**

Each year the faculty members of the department of English present this award to the outstanding graduate majoring in English.

## **Freshman Chemistry Achievement Award**

This program is maintained to encourage and sustain student interest in the sciences. An award is given in recognition of outstanding scholastic achievement in chemistry during the freshman year.

## **Guy T. Gillespie Memorial Award**

Belhaven University presents the Guy T. Gillespie Memorial Award to the graduating senior who, in the judgment of the faculty, approximates most nearly the ideals of the College. Prior to 1985, the award was known as the Student Government Association Award. Presented at commencement.

## **Henry H. Bellamann Foundation Award**

The Henry H. Bellamann Foundation Award is presented each year in memory of Henry and Katherine Bellamann to an outstanding student in the creative arts. The recipient is selected by a faculty committee headed by the chairman of the department of English.

## **History-Political Science Award**

Each year the faculty members of the department of history and political science present this award to the outstanding senior majoring in history.

## **Hoogenakker Scholarship Award**

The Jackson Alumnae Chapter of Mu Phi Epsilon sponsors a scholarship award in honor of Miss Virginia Hoogenakker. This award goes each year to the freshman member of Mu Phi Epsilon with the highest scholastic average for the current session.

## **James W. Park Academic Achievement Award**

The school of business presents this award to the student on each campus who has achieved the highest quality point index at Belhaven University while completing a baccalaureate degree in business. To qualify, a student must complete at least 50 semester hours at Belhaven University and must demonstrate exceptional leadership and moral integrity.

## **Julian E. Currie Memorial Missions Award**

The Julian E. Currie Memorial Missions Award is presented by Dr. James T. Currie in memory of Dr. Currie's father, Mr. Julian E. Currie. This award is given annually to an outstanding student planning to enter the Christian mission field. The award was endowed by Mrs. Julian E. Currie, and the interest from the endowment and a plaque are given to the recipient each year.

## **Kingdom Transformation Music Award**

The Kingdom Transformation Music Award is granted to a graduating Senior music major who demonstrates musical excellence and a strong commitment to use their musical gifts to foster cultural and personal transformation for the glory of God's Kingdom.

## **The Kenneth Slaughter Academic Excellence Award**

Awarded to a graduating KDE senior in elementary or secondary education who has the highest grade point average for work at Belhaven.

## **Mathematics Award**

The Mathematics Award is presented annually by the department of mathematics to the outstanding senior mathematics major in recognition of effort and superior achievement in the field of mathematics.

## **Mississippi Society of Certified Public Accountants Award**

The Mississippi Society of Certified Public Accountants gives an annual scholarship to an accounting graduate from the various colleges and universities in the state. This award is given in recognition of outstanding academic achievement and a strong desire to enter the field of public accounting.

## **Mu Phi Epsilon Awards**

The Epsilon Gamma chapter of Mu Phi Epsilon presents the Mu Phi Epsilon Awards to the freshman member who has the highest scholastic average for the year and to the senior music major who has the highest scholastic average for all college work.

## **Music Excellence Award**

The Music Excellence Award is given to a rising senior music major exemplifying proper stewardship of artistic talent for the glory of God, demonstrating musical skill, Christian character, and zealous commitment to artistic discipline.

## **Nancy McFarland Cobb Award**

The Nancy McFarland Cobb Award is given annually to the art major who has, through interest, cooperation, and leadership, made the greatest contribution to the department of art during the current session.

## **National Kappa Delta Epsilon Award**

Presented by the National KDE and awarded to an outstanding chapter member.

## **The Priscilla Award**

The Priscilla Award is given to the female theatre student who, in the opinion of the theatre faculty and peers, demonstrates the best of support and is always there to help get the job done.

## **Psychology Award**

The department of psychology presents the Psychology Award to the graduating psychology major who has indicated the greatest potential for personal and professional growth.

## **Research Club Scholarship Award**

The Research Club of Jackson, Mississippi, presents annually the Research Club Scholarship Award in memory of Isabel Bratton Crisler, wife of the late Dr. Julius Crisler, as an appreciation of her contributions to the spiritual, intellectual, and artistic life of Mississippi. This award is presented to the sophomore or junior who has demonstrated the greatest progress during the year in art, literature, music, or speech.

## **Student Leader Award**

Presented annually by the School of Education to a senior education student who has demonstrated the goal of the department to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to those they teach.

## **Tri-B Service Award**

Tri-B is a women's service organization which strives to foster the idea that Jesus Christ is Lord and we are only His tools for ministry within the body of Christ and the community at large. Each year Tri-B selects a senior female who most closely represents the above attitude.

#### **Trustees' Award**

The Trustees' Scholastic Award is presented by the Belhaven University board of trustees to the graduating senior who has the highest scholastic average. Only those students who have earned at least 106 semester hours at Belhaven are eligible for this award. Presented at commencement.

#### **Who's Who In American Colleges Award**

This award is presented annually to students who have distinguished themselves in leadership, academic excellence, and participation in campus activities.

#### **SPONSORED AND ENDOWED SCHOLARSHIPS**

The following sponsored and endowed scholarships have been provided by alumni, friends of the college, foundations, and other philanthropic agencies. These scholarships are awarded by the financial aid office, in keeping with the normal standards and/or the conditions laid down by the donor. Qualified students will be considered for these scholarships on the basis of the regular Belhaven University admission application and/or the Free Application for Federal Student Aid (FAFSA). *The availability of any of the following scholarships in any academic year depends upon the availability of funds for the scholarship.* Charles E. And Minerva T. Adams

#### **Harold R. Barber Memorial Scholarship**

This scholarship was established in 1977 by the First Presbyterian Church of Gulfport, Mississippi, in memory of Harold R. Barber, a former member of the Belhaven University board of trustees and outstanding Christian layman. It is awarded to students from the Mississippi Gulf Coast.

#### **Dr. Helen Cannon Bernfield Memorial Scholarship**

This scholarship was established in 1998 in memory of Dr. Helen Cannon Bernfield. The scholarship will be awarded in the following order of preference: (1) to a female premedical student of good character, (2) to a student of good academic standing, or (3) to a student in financial need.

#### **The Reverend and Mrs. Charles B. Boyles Scholarship**

This scholarship was established in 1986 by Mrs. Eliza B. Hewitt to honor her parents, Charles B. and Carra D. Boyles. This scholarship is awarded annually to a Belhaven graduate who is attending Reformed Theological Seminary.

#### **Mary Margaret Coman Bennett Scholarship**

This scholarship was established in 2002 by James A. Bennett, Beverly Bennett Lee, and Jeanne Bennett Brinson to honor Mary Margaret Coman Bennett (Belhaven University, Class of 1948). The scholarship will be awarded to a Belhaven student who has demonstrated a commitment to leadership, citizenship, and scholarship and has documented financial need. The recipient must maintain a grade point average of 2.50 to be considered for a renewal of the scholarship.

#### **Chaminade Caldwell-Middleton Scholarship**

The Chaminade Club of Jackson sponsors a music scholarship honoring the memory of Mrs. John T. Caldwell and Mrs. T. A. Middleton, both of whom were long-time members of the faculty of the department of music. This scholarship is awarded annually to the rising senior music major who has the highest cumulative grade point average for the previous three years.

#### **Central Presbyterian/Ruth Blackburn Scholarship**

Established by Central Presbyterian Church of Jackson in memory of the church and Mrs. Ruth Blackburn, who was a member of the church and former professor at Belhaven University, this scholarship is to be awarded to needy students who are members of the Presbyterian Church, U.S.A. with first priority to those living in Mississippi.

#### **Carol N. Church Memorial Scholarship**

This scholarship was established in 1995 by Mr. Robin Church, Dr. Rosalie Church Casano, and Mr. David A. Church to honor their mother, Carol N. Church. The scholarship is offered to a junior or senior Elementary Education major who demonstrates financial need and who maintains at least a 3.0 GPA.

#### **Meredith Currie Memorial Scholarship**

This scholarship was established in 1982 by Dr. James T. Currie in memory of his daughter, Meredith (1977-1981). It goes annually to a student who plans a career of working with children.

#### **Davenport-Spiva Academic Scholarship**

These scholarships were established in 1986 by Mrs. Walter (Mary Davenport) Spiva of Jackson, Mississippi, in memory of her father, William A. Davenport, and her husband, Walter Y. Spiva. They are awarded to full-time students demonstrating outstanding academic achievement.

#### **Lillie Barry Gillespie Memorial Scholarship**

This scholarship was established by Dr. and Mrs. G. T. Gillespie.

#### **Graeber Foundation Scholarship**

This fund is for students who have a documented financial need and who have outstanding leadership and academic records.

#### **Joseph W. Hough Scholarship**

In memory of Joseph W. Hough and his outstanding contributions to the business and civic life of Mississippi, The Joseph W. Hough Foundation established this scholarship for women majoring in any area of business or business education.

#### **Bitsy Irby French Camp Scholarship**

This scholarship, established by Mr. Stuart C. Irby, Jr. in honor of his wife Bitsy, is awarded to a deserving graduate of French Camp Academy.

#### **Stuart C. Irby, Jr. Scholarship**

This scholarship was established in 1988 by Mr. Joseph H. Hutto in honor of Mr. Stuart C. Irby, Jr., and his dedication to French Camp Academy. The scholarship is awarded annually to a student who graduated from French Camp Academy.

#### **Doris Fleming Kennedy Memorial Scholarship**

This scholarship was established in 1986 by Dr. and Mrs. Verne Kennedy in memory of Dr. Kennedy's mother, Doris Fleming Kennedy. The scholarship is awarded annually to a student who has enhanced the spiritual life of the student body.

#### **Kruidenier Scholarship**

Mrs. Catherine Kruidenier Teixeira, a member of the class of 1938, has established the Kruidenier scholarship in memory of her parents, Marianne Gordon Collins and Leonard Robert Kruidenier. The scholarship is awarded annually to a student in the Christian ministries department who plans to work in holistic Christian community development in an at-risk minority community.

#### **Janice Brown Martin Memorial Scholarship**

This scholarship was established in 2002 by the family of Janice Brown Martin in her memory. The scholarship will be awarded annually to an Elementary Education major demonstrating an active evangelical Christian faith and need for financial assistance.

#### **Connie A. McDonald Memorial Scholarship**

This scholarship was established in 1997 by Marvin and Pam McDonald in memory of their daughter, Connie A. McDonald, alumna of Belhaven University, class of 1991. The scholarship will be awarded annually in the following order of preference: (1) to a visually challenged student, (2) to a physically challenged student, (3) to a student studying a field related to visual or physical challenges, or (4) to a student who agrees to provide 40 hours of reading service to a visually challenged person for each year of the award. The recipient must maintain at least a 2.5 cumulative grade point average.

#### **E. B. McGehee Memorial Scholarship**

This scholarship was established in 1989 by Mrs. Imogene McGehee in memory of her husband, Everett B. McGehee, a longtime member of Belhaven's board of trustees. The need-based scholarship provides assistance to students who would otherwise not be able to attend Belhaven.

#### **Charles Read McIlwaine Memorial Scholarship**

This scholarship was established in 1972 by Mrs. Alice Wells McIlwaine Gillespie in memory of her husband, Charles Read McIlwaine. It is designated for a worthy student attending Belhaven University.

#### **Sara Phyllis Muir Scholarship**

This scholarship was established in memory of Sara Phyllis (Sally) Muir, a 1980 graduate of Belhaven. The scholarship is awarded annually to a female Bible major who possesses superior intellectual gifts and who is an evangelical Christian in the Presbyterian and Reformed tradition.

#### **Reverend and Mrs. George Decatur Mullendore Scholarship**

This scholarship was established in 1968 by the children of Reverend and Mrs. George D. Mullendore. It is awarded annually to a pre-ministerial student or a minister's son or daughter.

#### **Mary Robinson Poole Scholarship**

This scholarship was established in 1994 by the family of Mary Robinson Poole to honor her memory. It is awarded annually to a needy junior or senior student.

#### **Joan B. Smith Scholarship**

This scholarship was established by Mr. Marshall C. Smith, Jr. in memory of his wife, Joan B. Smith. Primary consideration is given to a student intending to a major in Christian ministries; must maintain a grade point average of 3.0; and must be able to demonstrate by word and deed that he or she is a committed Christian.

**Mary McCravey Triplett and Cooper East Triplett Memorial Scholarship**

This scholarship was established in 1999 by Mr. and Mrs. Oliver Triplett, III and Mr. Don Triplett in memory of Mary McCravey Triplett and Cooper East Triplett, who were graduates of Belhaven University. This scholarship enables students from Scott County to attend Belhaven University and receive a Christ-centered education. It is awarded annually to students committed to the mission of the University, who are residents of Scott County for two years prior to submitting an application to the University, and are full-time, degree-seeking students with a minimum score of 20 on the ACT.

**Major and Mrs. W. Calvin Wells Memorial Scholarship**

This scholarship was established in 1986 by the children of Major and Mrs. W. Calvin Wells. The scholarship is awarded annually to a needy student who has demonstrated high academic achievement.

**Lettie Pate Whitehead Scholarship Grants**

The Lettie Pate Whitehead Foundation provides scholarships for the education of needy and deserving Christian females who are residents of any of the following Southeastern states: Virginia, North Carolina, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, and Louisiana.

**Walter Benjamin Wilkes and Mary Lincoln Wilkes Memorial Scholarship**

This scholarship was established in 1972 by a bequest from the estate of Walter Benjamin Wilkes and Mary Lincoln Wilkes of Greenville, Mississippi.

**YWCA of Jackson Endowed Scholarship**

This scholarship was established by the YWCA of Jackson and is awarded to a woman who is a resident of Mississippi and has demonstrated a commitment to citizenship, scholarship, and the Church and has documented financial need.

# REGISTER

## ADMINISTRATIVE OFFICES

### PRESIDENT

Roger Parrott (1995), President  
B.A., Eastern Nazarene College; M.Ed., The University of Maryland; Ph.D., The University of Maryland

Marcia Carroll (1993), Administrative Assistant to the President  
A.A.S., Phillips Junior College; B.S.M., Belhaven University

Jeff Rickels (2012), Assistant to the President

### BOARD OF TRUSTEES

Mr. Thomas Calvin Wells - Chairman of the Board

Mr. Jimmy Hood, Vice Chairman of the Board

Mr. Hugh Potts, Jr., Secretary of the Board  
Mr. James M. Bateman

Mr. Forrest Berry

Dr. Kevin Brown

Mr. Charles Cannada

Mr. Charles Doty

Dr. F. Earl Fyke, III

Mr. Stephen M. Edwards

Mr. Doug Hederman

Mr. Wayne Husband

Dr. Verne Kennedy

Rev. Jay Kyle

Mr. Sam Lane

Mrs. Liza Looser

Dr. Sean Michael Lucas

Mrs. Virginia Morris

Mrs. Leisha Pickering

Mr. Randy Pope, III

Dr. W. Lynn Stringer

Mr. J. Joseph Stroble

Mr. Gaines Sturdivant

Mrs. Karen C. Taylor

Mr. Alan H. Walters

Rev. Dolphus Weary

Dr. Richard S. Whitlock

Mr. Richard Wilson

Mr. Mark Windham

Rev. Jerry Young

### SENIOR VICE PRESIDENT AND PROVOST

Daniel Carl Fredericks (1983), Senior Vice President and Provost  
B.A., The University of Minnesota; M.Div., Covenant Theological Seminary; Ph.D., The University of Liverpool, England

Sheri Anderson (2009), Executive Assistant to the Dean of Online Studies  
B.A., University of Missouri

Lee Ann Bethany (2012), Coordinator of Institutional Research  
B.S., Mississippi College

Travis Bounds (2010), Director of Digital Production  
B.S., William Carey University

Jeremy Cole (2016), Instructional Technologist (Online)  
B.S. Mississippi College

Kasia Crider (2016), Student Care/Coordinator of Student Engagement  
B.S.W. Mississippi College

Paul Criss (2013), Dean of Faculty (Memphis)  
B.A., Central Bible College; M.Mus., Arkansas State University; M.Div., Memphis Theological Seminary; Ph.D., University of Memphis

Kathryn Cummins (2016), Program Coordinator for the Institute for International Care and Counsel  
B.A., Belhaven University

Frank Dolansky (2001), Facilities Coordinator for Center for the Arts  
B.A., University of Buffalo; M.F.A., Michigan State University

Ken Elliott (2013), Dean of Faculty (Jackson)  
B.A., Belhaven University; M.A., University of South Florida; M.Div., Reformed Theological Seminary; Ph.D., Mississippi State University

Lori A. Farmer (2003), Executive Assistant to Senior Vice President & Provost  
Marshalltown Community College; Certified Professional Secretary

Mary Catherine Ford (2015), Administrative Assistant to the Dean of Nursing  
B.A., University of Mississippi

Tracy Ford (2012), Dean of Worldview Studies  
B.S., M.B.A., University of Georgia; M.A. in Missions, Reformed Theological Seminary; M.A. in English, Mississippi College; Ph.D. University of Mississippi

Sherman W. Green (2015), Director of Student Care  
B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University

Rakesia Gray (2016), Career Advisor  
B.B.A., Belhaven University; M.B.A., Belhaven University

Kotina Hall (2013), Dean of Faculty (Atlanta)  
B.A., Spelman College; M.A., Central Michigan University; D.Ed., Argosy University

David Hand (2013), Dean of the School of Education  
B.A., Oral Roberts University; M.A., Oral Roberts University; Ed.D., Oklahoma State University

Mark Alan Hunter (2015), Dean of Student Care  
B.A., Western Kentucky University; M.A., East Tennessee State University; M.Div., Samford University; Ph.D., University of Alabama

Barbara Johnson (2012), Dean of Nursing & Director of Health Administration Program  
B.S.N., The University of Mississippi; M.S.N., The University of Mississippi; Ph.D., Georgia State University

Jack Kyle (2014), Senior Director of Arts Development  
B.V.M.E., Delta State University

Erika Leflore (2016), Academic Coordinator in Sports Administration  
B.S. Belhaven University; M.S.A., Belhaven University

Jordan Lewis (2016), Videographer/Editor (Online)  
B.A., Belhaven University

Helen S. Martin (1989), Campus Student Advisor  
B.A., Belhaven University; M.A., Columbia Theological Seminary

Ralph A. Mason, III (1995), Dean of the School of Business  
B.A., Duke University; M.Ed., Ph.D., The University of North Carolina

Aaron Metzcar (2015), Dean of Online Studies  
B.S.E., Wright State University; M.E.D., Indiana Wesleyan University; D.Ed.,  
Indiana Wesleyan University

Cynthia Moore (2015), Administrative Assistant for the Assistant Vice President  
for Adult Studies

Ronald Wayne Pirtle (2005), Dean of Faculty (Chattanooga)  
B.S., Crichton College; M.S., The University of Memphis

Fran Powell (2016), Curriculum Designer  
B.A. University of Southern Mississippi

Erin Price (2012), Director of Student Care and QEP  
B.A., Mississippi College; M.C.P., Mississippi College; Ed.D., Union University

Grace Anna Randall (2014), Administrative Assistant to the Creative Writing and  
Music Department  
B.A.M., Belhaven University

Larry Ruddell (2011), Dean of Faculty (Houston)  
B.A., Davidson College; M.A., Ohio State University; M.Div., Westminster  
Theological Seminary; Ed.D., University of Houston; M.B.A., University of  
Houston

Carol Simmons (2008), Administrative Assistant to Dean of Education  
B.S., University of Mississippi

Amy Smith (2016), Administrative Assistant for Arts Administration, Graphic  
Design & Theatre

Bradford Smith (2014), Director of Adult and Online Psychology Programs & The  
Institute for International Care and Counsel  
B.S., Tufts University; M.Div., Gordon-Conwell Theological Seminary; Ph.D.,  
M.A., Claremont Graduate University; Ph.D., M.A., University of Massachusetts

Erin Stephens (2013), Student Retention Specialist  
B.S., Mississippi State University; M.S., Mississippi State University

Melissa Thorson (2001), Dean of the Honors College; Associate Professor of Art  
History  
B.A., Belhaven University; M.A., Ph.D., Emory University

Rick Upchurch (2014), Assistant Vice President for Adult Studies  
B.A., Olivet Nazarene University; M.A., Olivet Nazarene University; D.Min.,  
Drew University

Joe Villarreal (2010), Online Campus Technical Support Representative  
A.A., Hinds Community College

Megan Voos (2013), Administrative Assistant to the Dance Department  
B.S., California Polytechnic State University

Dennis Watts (2014), Associate Provost  
B.A., University of Mississippi; M.Div., Reformed Theological Seminary; Ph.D.,  
University of Mississippi

Claire Waycaster (2014), Administrative Assistant to Associate Provost

Antonette Williams (2016), Assistant to the Dean of the School of Business  
B.B.A., Jackson State University

Jim Young, III (2015), Dean of Curriculum Development

#### **TRADITIONAL ADMISSION**

Suzanne T. Sullivan (2000), Assistant Vice President for Traditional and Online  
B.A., Mississippi State University

Annie Andrews (2016), Admission Counselor  
B.A., Belhaven University

Sebastian Bjernegard (2015), Admission Counselor  
B.A., Belhaven University

Tevin Brown (2015), Online Student Services Representative

Charise Dockery (2016), Online Admission Coordinator

Jake Donald (2016), Director of Admission  
B.S., Mississippi State; M.S., Mississippi College

A'Lillian Fuller, Admission Counselor

Stefanie Grayson (2016), Admission Counselor

Elizabeth Grisham (2016), Online Student Services Representative

Michael Hawkins (2013), Admission Advocate  
B.A., Belhaven University

Alexis Jackson (2016), Admission Counselor

Keri Jensen (2010), Assistant Director of Admission  
B.S., Belhaven University

Daniel Shaw (2007), Assistant Director of Admission  
B.A., Belhaven University

Kelsey Sollish (2016), Admission Counselor

Sarah Sullivan (2013), Assistant Director of Admission and Admission Advocate  
B.A., University of Southern Mississippi

Catina Tate (2015), Online Student Services Representative

Dana Toal (2003), Manager of Admission Operations  
B.B.A., Belhaven University

Kevin Vollema (2014), Assistant Director of Student Services - Online

#### **ADULT STUDIES**

Audrey Kelleher (2007), Vice President of Adult & Graduate Enrollment and  
Student Services  
B.S.B.A. University of Central Florida; M.Ed. University of Central Florida; Ph.D.  
Barry University

LaKeishia Alexander (2015), Student Services Advisor

Kimberly Bartee (2012), Student Services Advisor (Jackson)  
A.S., Chattahoochee Tech; B.S. DeVry University; M.A. University of Phoenix

Cameron Blount (2016), Assistant Director of Admission (DeSoto)

Christine Bowen (2015), Assistant Director of Admission (Houston)

Deborah Bramlett (2014), Administrative Assistant (Chattanooga)

Wilbert Bryant Jr. (2014), Assistant Director of Student Services (Atlanta)  
A.S., Pike Peak College; B.S., Mississippi College; M.S.L., Belhaven University

Grace Craig (2016), Campus Coordinator (Houston)

Modice Croom (2012), Senior Admission Advisor (Jackson)  
B.B.A., Belhaven University; M.S.L., Belhaven University

Michael Davis (2012), Director of Admissions and Student Services (Atlanta)  
B.A., East Texas Baptist University; M.B.A., East Texas Baptist University

Theresa Dolansky (2011), Coordinator (Jackson)  
B.B.A., Belhaven University

Anthony Dunning (2013), Assistant Director of Admission (Houston)  
B.S., Mulligan College

Beth Ellison (2012), Campus Coordinator (Atlanta)  
B.A., LaGrange College

Veronica Garcia (2007), Assistant Director of Student Services (Houston)  
B.B.A., Belhaven University

Virginia Garrison (2010), Director of Retention Services (Chattanooga)  
B.A., Middle Tennessee State University; M.Ed., University of Tennessee  
Chattanooga

Karen Gates (2013), Director of Admissions and Student Services (Orlando)  
B.A., Trinity University; M.A., Webster University

Tammy Green (2013), Admission Advisor (Jackson)  
A.A., Mississippi Delta Community College; B.A., Millsaps College

Helean Hawkins (2009), Director of Graduate Admission  
B.A., Tougaloo College; M.S., Jackson State University

Carlos Holliday (2012), Assistant Director of Admission (Atlanta)  
A.A., Carver College; B.A., Luther Rice University; M.A., Luther Rice University

Paul Husband (2013), Campus Coordinator (Memphis)  
B.A., Belhaven University; M.A., Reformed Theological Seminary

Debbie Jones (2015), Assistant Director of Admission (Memphis)

Erica Johnson (2015), Director of Admission (Memphis)

Don Jones (2007), Assistant Vice President of Enrollment and Student Services (Memphis)  
B.S., Bethel College; M.B.A., University of Phoenix; S.C.C.T., Arkansas State University

Sandra Kelly (2007), Assistant Director of Student Services (Jackson)  
A.A., Hinds Community College; B.S., Mississippi College

Sean Kirnan (2015), Assistant Vice President for Adult and Graduate Enrollment and Student Services (Jackson)  
B.S., Bucknell University; M.A., Bucknell University

Crystal Lewis (2012), Student Services Advisor (Jackson)  
B.A., Mississippi State University

Larissa McCutchen (2010), Assistant Director of Admission (Chattanooga)  
B.S., Covenant College; M.B.A., Belhaven University

Jamie McDonald (2014), Campus Coordinator (DeSoto)  
B.A., Crichton College; M.E.D., Union University

Lisa McDonald (2014), Administrative Assistant (Memphis)

Carolyn Mimes (2016), Campus Coordinator (Houston)

Maegan Perkins (2016), Campus Coordinator (Memphis)

Kathleen Perrett (2011), Assistant Director of Student Services (Chattanooga)/VA School Certifying Official  
B.S., Grace University

Altonius Peterson (2011), Assistant Director of Student Services (Memphis)  
B.A., Tougaloo College; M.B.A., Belhaven University

Ed Pickel (2010), Director of Admission (Chattanooga)  
B.A. University of Tennessee Chattanooga; M.S., University of Tennessee Chattanooga

Carol Pierce (2010), Campus Coordinator (Chattanooga)  
B.S., Covenant College

Natalie Pipkin (2016), Admission Advisor (Jackson)

Vicki Pitts (2012), Senior Admission Advisor (Jackson)  
B.S., University of Southern Mississippi

Linda Polk (2014), Campus Coordinator (Memphis)  
BSBA, Colorado Technical University

Kathy Ross (2010), Assistant Director of Student Services (Chattanooga)  
B.S., Covenant College

Kathleen Sloan (2010), Administrative Assistant (Jackson)  
B.S., Mississippi State University

Rachele Stains (2012), Student Services Advisor (Jackson)  
B.A., University of New Orleans

Lisa Thompson (2014), Assistant Director of Student Services (DeSoto)  
BSBA, Arkansas State University

Sharameisha Timlin (2014), Assistant Director of Student Services (Houston)  
B.B.A., Belhaven University

Lacy VanDevender (2012), Coordinator, Adult and Graduate Programs (Jackson)  
A.A., Brevard Community College; B.S., University of Phoenix

Abbie Welch (2016), Admission Advisor (Jackson)

Ryan West (2015), Assistant Director of Admission (Orlando)

Angela Wilcoxon (2015), Campus Coordinator (DeSoto)

Malcolm Williams (2011), Student Services Advisor (Jackson)

B.S., University of the Ozarks

Sophia Windover (2016), Assistant Director of Admissions (Atlanta)

Amanda Young (2016), Director of Admissions (Atlanta)

Greg Young (2016), Director of Adult & Graduate Community Outreach

## ATHLETICS

Scott Little (2001), VP for Athletics and Student Life/Director of Athletics  
B.A., The University of Mobile; M.Div., Southwestern Baptist Theological Seminary

Salitza Abrantes (2014), Graduate Assistant for Football  
B.S., McMurry University

Caesar Aguila (2015), Graduate Assistant for Football  
B.A., Belhaven University

Alexander Ainsworth (2006), Assistant Men's Basketball Coach & Administrative Coordinator  
B. S., Belhaven University

Brittany Ammons (2014), Graduate Assistant – Athletic Performance  
B.S., Belhaven University

Christie Barber (2000), Head Men's and Women's Cross Country Coach  
B.S., Belhaven University

Vinnessa Barthelomew (2016), Graduate Assistant Track and Field

Brianna Blackwell (2016), Graduate Assistant Women's Soccer

Bobby Blizzard (2014), Football Offensive Line Coach  
B.A., University of North Carolina

Carl Blundell (2014), Graduate Assistant for Men's and Women's Soccer  
B.S., Belhaven University

Ben Brewer (2016), Graduate Assistant Baseball

Reese Bridgeman (2015), Director of Athletic Performance

Stephen Calder (2010), Head Women's Basketball Coach  
B.S., Troy University; M.S.A. Belhaven University

Maya Callendar (2016), Graduate Assistant Football

Josh Clarke (2014), Assistant Baseball Coach  
B.S., Belhaven University

Matt Conner (2015), Recruiting Coordinator and Offensive Line Coach  
Joshua Creech (2014), Football Defensive Line Coach  
B.S., Sam Houston State University; M.S., University of New Haven

Dominique Corona (2016), Graduate Assistant Softball

Candace Dailey (2015), Associate Director of Athletics for Compliance and Administration  
B.A., Mississippi State University; M.S., Mississippi State University

Justin Dee (2013), Head Volleyball Coach  
B.S., Liberty University

Hill H. Denson, Jr. (2000), Head Baseball Coach  
B.S., The University of Southern Mississippi; M.S. in Education, Mississippi College; Ed. Specialist Certification, The University of Southern Mississippi

Courtney Fairley (2013), Assistant Softball Coach  
B.S., Belhaven University

Dina Forman (2013), Administrative Assistant to the Vice President for Athletics and Student Life

Hillary Fowler (2015), Assistant Women's Soccer Coach

Kevin Griffin (2011), Head Softball Coach  
B.A., Bellevue University

Carl Griffiths (2014), Men's Soccer Head Coach  
B.S., Wheaton College

Ashleigh Hoover (2014), Graduate Assistant for Football



B.A., McMurry University

Gene Hudson (2014), Defensive Backs Coach  
B.S., McMurry University

Hunter Hope (2015), Co-Head Athletic Trainer

Layton Jackson (2016), Graduate Assistant for Athletic Communications

Rachel Jefcoat (2016), Graduate Assistant – Tennis

Heather Jolly (2015), Co-Head Athletic Trainer

Fletcher Jones (2015), Graduate Assistant for Football

John Kehoe (2014), Assistant Men’s Soccer Coach

Casey Kirk (2016), Director of Marching Band

Luis Lainez (2016), Graduate Assistant – Athletic Trainer

Dan Lickness (2012), Director of Game Day Operations/Head Men’s Golf Coach  
B.A., Belhaven University

Shannon Lubin (2016), Graduate Assistant for Football

Dana Marsalis (2006), Head Cheerleading Coach  
B.A., Mississippi State University

Anna Matthews (2014), Graduate Assistant for Game Day Operations  
B.S., Belhaven University

Ryan Meyers (2015), Quarterback Coach

Hal Mumme (2014), Head Football Coach  
B.S., Tarleton State University

Samantha Newman (2016), Graduate Assistant - Athletic Trainer

Austin G. Parden (2016), Graduate Assistant for Athletic Performance

Daniel Prado (2015), Head Men’s and Women’s Tennis Coach  
B.S., Belhaven University

Kelly Randall (2015), Graduate Assistant for Athletic Communications  
B.S., Belhaven University

Alicia Rayborn (2014), Assistant Women’s Basketball Coach  
B.S., Belhaven University

Josue Sabillon (2008), Head Women’s Soccer Coach  
B.A., Marshall University

Miriam Shoemaker (2016), Graduate Assistant – Athletic Trainer

Steven Simmons (2015), Graduate Assistant for Men’s Soccer  
B.S., Belhaven University

Laura Grace Swindler (2015), Graduate Assistant for Volleyball  
B.S., Charleston Southern University

Jonathan Vines (2014), Head Men’s Basketball Coach  
B.A., University of Mississippi

Madison Warfel (2016), Director of Athletic Communication  
**CAMPUS OPERATIONS**

David Potvin (2001), Assistant VP for Campus Operations  
C.N.A., Fanshawe College, London, Ontario Canada

Belinda Atterberry (2016), Housekeeper

Paulette Badmusagoro (2015), Housekeeper

Clinton Bagwell (2008), Maintenance Technician

Charles Barry (2009), Security Officer

Thomas Beard (2025), Security Officer

Randy Bell (2014), Maintenance Locksmith

Jeanette Blakely (2015), Housekeeper

Wade Bullie (1999), Maintenance Technician

Nathaniel Cannon (2006), Security Officer

Rufus Clark (2009), Housekeeper

Tavarius Clark (2016), Security Officer

Rebecca Cochran (2007), Conference Services Coordinator  
A.A., Hinds Community College

Kenneth Coleman (2004), Maintenance Technician

Lilivati Coleman (2015), Housekeeper

Mark Curtis (2010), Grounds Technician

Rosiris Del Valle Millan (2008), Housekeeper

Frank Dolansky (2001), Facilities Coordinator for Center for the Arts  
B.A., University of Buffalo; M.F.A., Michigan State University

Steve Farmer (2007), Director of Security  
B.A., Buena Vista College

Travonta Fisher (2011), Security Officer

Trenton Green (2010), Maintenance Technician

Wayne Green (2007), Director of Maintenance

Maurice Greer (1995), Security Officer, Part-time  
B.S., Jackson State University

Alicia Harper (2011), Mailroom Supervisor  
B.A.M., Belhaven University

Wesley Hartfield (2015), Security Officer

Lashunda Hayes (2015), Housekeeper

Aubrey Hearn (2016), Assistant to the Director of Security

Charles Hoover (2015), Security Officer

Robert M. Huff (2016), Maintenance Technician

Dale M. Knight (2016), Security Officer

James Lampkin (2016), Security Officer

Perry Long (2016), Security Officer

James Massey (2007), Grounds Supervisor

Charles Matthews, Jr. (2002), Security Supervisor 1<sup>st</sup> shift

Donald McCluskey (2014), Security Officer

Luciana McCray (2015), Housekeeper

Austin Mitcham (2011), Security Officer

Josie Morris (2015), Housekeeper

Dian Myers (2012), Security Officer

Kyle O’Donnell (2012), Grounds Technician

LeeLee Partridge (2012), Administrative Assistant to the Assistant Vice President  
of Campus Operations  
B.A., Louisiana State University

David R. Potvin (2014), Grounds Technician

Rona Potvin (2009), Administrative Assistant to the Director of Maintenance

Mae Powell (2008), Housekeeper

Jamie Quin (2008), Security Supervisor, 2<sup>nd</sup> shift

Evan Reed (2014), Housekeeper

Marilyn Ross (2010), Housekeeper

Robin Savoy (1999), Director of Campus Services  
B.A., Jackson College of Ministries; B.S.M., Belhaven University

Lenard Schaffer, Jr. (1996), Housekeeper

Dorothy Smith (2016), Housekeeper

Lisa Smith (2015), Housekeeper

Stephen Smith (2015), Grounds Technician

Michael Sterling (2015), Security Officer

Willie Stigger (2014), Housekeeper

Caleb Storck (2016), Grounds Technician

Erika Taylor (2013), Security Officer

John Taylor (2016), Security Officer

Kevin Taylor (2007), Maintenance Technician

Roderick Thornton (2013), Security Officer

Jonathan Tolbert (2010), Maintenance Technician

James Tyler (2016), Housekeeper

Dennis Varner (2012), Maintenance Technician

Michael Wells (2006), Security Supervisor 3<sup>rd</sup> shift

Ricky White (2007), Maintenance Technician

Shemika Whitlock (2016), Housekeeper

Amy Williams (2008), Housekeeper

Ronald Young (2010), Housekeeper

LE Younger (2003), Housekeeper

#### **DEVELOPMENT**

Jim Goode (2014), Church Relations and Planned Giving Officer

Cliff McArdle (2012), Director of International Relations & Special Gifts Officer  
B.A., East Texas Baptist University

#### **BUSINESS AFFAIRS**

Virginia Henderson (1997), Chief Financial Officer and VP for Business Affairs  
Hinds Community College, Belhaven University

#### **BUSINESS OFFICE**

Connie Allen (2016), Cashier

Christy Burkes (2016), Assistant Controller

Sherry Collins (2006), Controller  
B.S., University of Southern Mississippi

James Hall (2009), Accountant  
B.S., Mid Continent University

Shekaria Summers (2002), Accounts Payable Administrator  
B.S., Belhaven University

#### **BOOKSTORE**

Rudy Battistelli (2014), Bookstore Manager  
B.A., Memphis State University

Brian Gates (2005), Bookstore Textbook Manager  
B.A., Mississippi College

Ashley Jordan (2014), Jackson Adult Book Exchange

Timothy Jordan (2010), Assistant Bookstore Textbook Manager

Ashley Thornton (2014), Bookstore Cashier

#### **HUMAN RESOURCES/PAYROLL**

Debra Hartfield (2012), HR Specialist I

Niki Jobe (2010), Payroll Administrator

Melia Arrington (2015), Payroll Specialist

Jennifer Brown (2012), Payroll Specialist

#### **INFORMATION TECHNOLOGY**

Bo Miller (2006), Director of Information Technology  
B.E.E., Georgia Institute of Technology

Dennis Bonds (2012), Computer Technician  
B.A., Belhaven University

Heather Cochran-Smith (2015), Assistant Systems Administrator  
B.A., Morehead State University, M.S., University of Southern Mississippi

Scott Foreman (2015), Computer Technician  
B.A., Belhaven University

David Harbaugh (2011), Assistant Systems Administrator  
B.S., Belhaven University

Laura Lovell (2011), IT Coordinator  
B.B.A., Belhaven University

Terry McInnis (2007), Computer Technician  
B.B.A., Belhaven University

Stephanie Steelman (2014), Systems Administrator  
B.S., University of Southern Mississippi

Rik Tice (2010), Server Manager  
B.S., Sterling College

#### **INSTITUTIONAL ADVANCEMENT**

Kevin Russell (2003), Vice President for Institutional Advancement  
B.B.A., Millsaps College; M.B.A., The University of Texas at Austin

Rebecca C. Sims (1998), Administrative Assistant to the Vice President for  
Institutional Advancement  
A.A.S., Jones County Junior College; B.S.M., Belhaven University

Audra Russell (2016), Director of Operations, Office of Advancement

#### **LIBRARY**

Chris W. Cullnane, II (1997), Evening/Interlibrary Loan Librarian  
B.A., Indiana University; M.Div., Grace Theological Seminary; M.L.S., Indiana  
University

Charles Gauden (2007), Reference/Periodicals Librarian  
B.S., Florida State University; M.B.A., Auburn University; M.L.S., Louisiana  
State University

Tracy Harrington (2011), Reference Librarian/Database Librarian  
B.A., Bates College; M.S.L.S. University of Tennessee; M.A., Assemblies of God  
Theological Seminary

Daylan Stephens (2009), Circulation Librarian  
B.A., Belhaven University; M.L.I.S., University of Southern Mississippi

#### **REGISTRAR**

Donna Weeks (1999), Registrar  
B.S., Belhaven University

Stephanie Barrett (2008), Assistant to the Registrar  
B.B.A., Delta State University

James A. Canevaro (2016), Administrative Assistant to the Registrar  
B.S., University of Montevallo; M.Div., Reformed Theological Seminary

Lee Craig (2009), Coordinator of Ceremonies  
B.I.S.E., Auburn University

Jean Anne Fairly (1998), Records Analyst  
B.S., Belhaven University

Monica French (2011), Records Analyst  
A.A., Hinds Community College; B.S., Mississippi State University

Deborah Fulton (2008), Records Analyst  
B.S., Mississippi College

Jenny Lewis (2014), Asst. to the Registrar/VA Certifying Official  
B.A., Ohio Christian University

Kim Long (2014), Assistant to the Registrar  
B.B.A., Mississippi State

Timothy Newbrander (2011), Assistant to the Registrar  
B.A., Covenant College

Pam Savell (2003), Records Assistant  
B.A., Belhaven University

#### **STUDENT FINANCIAL SERVICES – FINANCIAL AID**

Debbie Braswell (2014), Director of Financial Aid  
A.A., Hinds Community College

Bonnie Bounds (2016), Financial Aid Communication Specialist

Matthew Burt (2015), Financial Aid Counselor

Tawesia Colyer (2005), Sr. Financial Aid Counselor  
B.S., The University of Southern Mississippi

Cressida Durham (2014) Communications Specialist

Tina Henderson (2016), Financial Aid Officer

Amanda Holiday–Gray (2015) Financial Aid Compliance Coordinator  
B.S, Mississippi College, M.S. Mississippi College;

Clate Holleman (2015), Financial Aid Counselor  
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The Royal Academy of Dancing and Commonwealth Society of Teachers of Dancing majors examinations; Ad Deum Dance Company in Houston, Texas

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