

# BELHAVEN UNIVERSITY

Jackson, Mississippi

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

*CATALOGUE 2010-2011  
EFFECTIVE JUNE 1, 2010*

## Directory of Communication

### Mailing Address:

Belhaven University 1500 Peachtree St. Jackson, MS 39202	Belhaven Online 1500 Peachtree St. Box 279 Jackson, MS 39202	Belhaven University 15115 Park Row Suite 175 Houston, TX 77084	Belhaven University 5100 Poplar Ave. Suite 200 Memphis, TN 38137	Belhaven University Maitland 200 Suite 165 2301 Maitland Cntr Pkwy. Maitland, FL 32751
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Traditional Admission	(601) 968-5940 or (800) 960-5940
Adult Studies Admission – Jackson	(601) 968-5988 or Fax (601) 352-7640
Graduate/PACE/Online Admission	(601) 968-8947 or Fax (601) 968-5953
Houston	(281) 579-9977 or Fax (281) 579-0275
Memphis	(901) 888-3343 or Fax (901) 888-0771
Orlando	(407) 804-1424 or Fax (407) 661-1732
Alumni Relations	(601) 968-5980
Belhaven Fax	(601) 968-9998
Business Office	(601) 968-5901
Campus Operations	(601) 968-5904
Integrated Marketing	(601) 968-5930
Registrar	(601) 968-5922
Student Life	(601) 968-5969
Security	(601) 968-5900
Student Financial Planning	(601) 968-5933
Student Development	(601) 968-5932
Online Student Services	(407) 379-0114

Website [www.belhaven.edu](http://www.belhaven.edu)  
<http://houston.belhaven.edu>  
<http://memphis.belhaven.edu>  
<http://orlando.belhaven.edu>  
<http://online.belhaven.edu>  
<http://graduateed.belhaven.edu>

Visitors are welcome at Belhaven University. The admission office for the Traditional program is located in Fitzhugh Hall 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 Virtual 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. Eight bachelor's degrees and four master's degrees are offered. In addition to traditional majors, programs of general studies are available. There are also pre-professional programs in the ministry, medicine, dentistry, law, nursing, and medical technology.

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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters 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. The Department of Art is an accredited institutional member of the National Association of Schools of Art and Design. The Department of Dance is an accredited institutional member of the National Association of Schools of Dance. The Department of Theatre is an accredited institutional member of the National Association of Schools of Theatre. Belhaven University through its School of Business Administration has the following degree programs accredited by the International Assembly for Collegiate Business Education: Master of Business Administration, Master of Science in Management, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Business Administration, and Bachelor of Science in Management.

Florida Licensure – 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.

Tennessee Licensure – Belhaven University is authorized by the Tennessee Higher Education Commission. Additional information regarding yearly authorization may be obtained by contacting the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, Nashville, TN 37243-0830.

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 Business Administration with major in

General Business, Bachelor of Healthcare Administration, Master of Business Administration with major in General Business, and Master of Education.

Belhaven University is a member of the American Council on Education, the Mississippi Association of Independent Colleges, and the Association of Presbyterian Colleges. It is approved by the American Association of University Women, 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 or 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 by the Board of Trustees, November 2005.

## **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 co educational, 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 January, 1996. 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. 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 Memphis campus is located in Clark Tower, a landmark office complex on Poplar Avenue, Suite 200 in Memphis, Tennessee. Adult studies offices, classrooms, and electronic library are housed on the second 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 Texas campus is located in Grant Park 10, 15115 Park Row, Houston, Texas and offers adult programs for undergraduate and graduate degrees in business administration and graduate education.

# TRADITIONAL PROGRAM

## Information for Prospective Students

### ADMISSION REQUIREMENTS AND PROCEDURES

All communication regarding entrance to the University should be addressed to the office of admission, 1500 Peachtree Street, Box 153, Jackson, MS 39202-1789. Eligibility for admission will be determined when the application, application fee, the American College Test (ACT) or the Scholastic Aptitude Test (SAT) score (if required), 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, acceptable entrance examination scores, 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, 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.

#### Degree-Seeking, Freshman Application Process

1. All freshmen should complete an application for admission and submit the nonrefundable \$25 application fee to the office of admission at Belhaven University.
2. The school counselor should send an official transcript directly to the University indicating at least six semesters of high school work and listing senior subjects.
3. All freshmen are required to submit results of either the American College Test (ACT) or the Scholastic Aptitude Test (SAT), unless these scores appear on the student's official high school transcript. A minimum ACT composite score of 20 or SAT I combined score of 930 on the critical reading and math tests and a 2.0 grade point average on a 4.0 scale are required for automatic admission. Applicants with ACT scores of 18 or 19 or SAT I of 850-920 are encouraged to apply, although their portfolios must be reviewed by the admission committee for acceptance.
4. An essay, interview, and letter of recommendation may be submitted voluntarily by the student or may be requested by the admission office if the student does not meet minimum requirements for acceptance.
5. Final admission to freshman standing is contingent upon the successful completion of the senior year, graduation from an accredited high school, and receipt of an official copy of the final high school transcript stating the date of graduation. (An official copy is one that is mailed directly to the University from the high school or one that is signed by a school official, stamped with the official seal of the high school on it and is delivered in a sealed envelope.) Of the 16 units required, eight are prescribed and eight are elective. The prescribed units are four in English, two in mathematics, (Algebra I, Algebra II or Geometry), one in history, and one in natural science. The elective units may be chosen entirely from Group I or from both groups, provided not more than four units are counted from Group II.

Group I  
English  
\*foreign language  
history  
mathematics  
science  
social studies

Group II  
business subjects – maximum 2 units  
speech, communications – maximum 2 units  
music, art, theatre – maximum 2 units

\*Belhaven University recommends that two units in foreign language be offered for entrance.

6. A student who has been educated at home (homeschooled) must submit a transcript outlining courses taken and ACT or SAT scores OR meet the requirements for students applying with a GED.
7. A freshman who applies during the registration process must produce an unofficial or official high school transcript in order to register for classes. If an unofficial copy of the transcript is submitted, the student will be given 30 days for the official transcript to be received in the office of admission. The official final transcripts 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.

8. 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 be reviewed by the admission committee.

### **Admission by Examination**

A student who has not graduated from high school may be admitted, but first must take all five tests of the high school level General Education Development (GED). Subscores must be 450 or higher or an average standard score of 500 or higher. The applicant must provide evidence that a high school equivalency certificate has been issued by providing an official transcript of the GED from the state Department of Education of the state that issued the certificate.

### **Special Admission Application Process**

1. Requirements for EARLY ADMISSION of high school students: Students of superior academic potential who do not hold a high school diploma but who have completed a minimum of 15 units of academic courses at the high school level may be considered for admission as a first-time freshmen if their academic preparation and maturity suggest that they can benefit from and contribute to the academic program of Belhaven University. A minimum score of 21 on the ACT or SAT I combined score of 970 on the critical reading and math tests, a 3.0 average on a 4.0 scale, a personal interview with the director of admission, and all other requirements for degree-seeking freshmen are required.
2. Requirements for DUAL ENROLLMENT: To be dually enrolled, the applicant must secure a letter of recommendation from his or her high school counselor and must have a minimum composite score of 21 on the ACT or SAT I combined score of 970 on the critical reading and math tests. This program offers highly qualified high school students the opportunity to earn college credits while they are enrolled in high school. Students may take one course per semester at the University, provided that the course does not interfere with their high school curricula.

### **Transfer Application Process**

1. Transfer students must submit a completed application form, the nonrefundable application fee of \$25, and official college transcripts from all colleges previously attended. An applicant is not permitted to ignore previous college attendance or enrollment. Students who misrepresent information in filling out the admission application form or who find after admission or enrollment that they are ineligible for academic reasons or any other reason to return to their last institution and who fail to report this immediately to the office of admission will be subject to disciplinary action, including possible dismissal from the University.
2. An essay, interview, and letter of recommendation may be submitted voluntarily by the student or may be requested by the admission office if the student does not meet minimum requirements for acceptance.
3. A transfer student who applies during the registration process 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 30 days after registration 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.
4. 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, if the score is not listed on the official transcript. Applications will be processed and admission status determined when all required items, including the ACT or SAT, where applicable, are on file.
5. A transfer student 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.
6. 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.
7. 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.

### **Transfer Credits**

1. Belhaven University usually allows full credit to transferring students for work completed at other accredited institutions; however, some courses that 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 a general average of C at that school. In the case of transcripts submitted from more than one institution, each transcript is evaluated as a separate unit in chronological order. Credits in applied music and art must be validated by satisfactory work in advanced courses at Belhaven University.

2. After a student has earned a total of 64 semester hours of credit, either from a junior or senior college, no additional junior/community college hours will be accepted toward a degree at Belhaven University. The last 60 hours of credit applied toward a degree at Belhaven University must be earned at a senior college. (Also see residence requirement discussed in “Requirements for Degrees.”)
3. A minimum of six semester hours (the exact amount to be determined by the chairman of the major department) must be taken at Belhaven University in the student's major or minor, but not more than 45 semester hours may be transferred for credit in any major toward a bachelor's degree.
4. Belhaven University requires of candidates for a degree a minimum residence of one year. Please see residence requirement discussed in “Requirements for Degrees.”

### **International Application Process**

1. All international students should complete an application for admission and submit the nonrefundable \$25 application fee to the office of admission at Belhaven University.
2. An English translation and evaluation 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  
www.wes.org  
E-mail: info@wes.org

International freshmen are required to have a minimum 2.0 cumulative GPA on a 4.0 scale from high school.

Transfer students are required to have a minimum 2.0 cumulative GPA on a 4.0 scale from prior college/university work.

3. All international students whose native language is not English must present an acceptable score of at least 500 paper-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL). Exceptions to this requirement will be considered for students presenting strong verbal scores on the SAT or ACT, or if students provide other evidence of English proficiency acceptable to the University. In registering for the TOEFL, note the Belhaven TOEFL code number is 1055.
4. All international students, whether freshmen or transfers, to whom English is not the primary language must contact our ESL instructor for evaluation and placement prior to registration.
5. All international students must submit an academic reference that has been completed by a counselor, teacher, or employer.
6. All international students must include with the admission application an official guarantee of funds (in the form of an official letter of sponsorship and/or an official bank statement showing funds available for the first academic year of attendance). This form may be referred to as an affidavit of support.
7. International students are required to have medical insurance that meets the requirements of the University. Students will be allowed to purchase medical insurance prior to registration.

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

1. Complete an application for admission and pay a \$25 nonrefundable application fee.
2. Non-degree seeking students, after attempting six semester hours, must either apply for admission as a degree-seeking student or make a request to be continued as a non-degree seeking student (maximum of 12 hours).
3. Non-degree seeking students must submit a letter of good standing or an official transcript from the last college attended. A non-degree seeking student will be allowed to apply during registration if an unofficial transcript or letter of good standing is available. The student will be given 30 days after registration for the official document to be received in the office of admission.

### **Auditor Application Process**

By special permission, a person not enrolled at Belhaven University may audit one or more courses with the permission of the registrar. All auditors must apply for admission and must pay a \$25 application fee. Semester hour credit and quality points will not be awarded for courses that are audited; however, the course(s) will be recorded on a permanent record as an audit. For auditing fee, see “General Fees” listing.

**Admission to the Honors College**

Admission to the Honors College is limited to freshmen and sophomore students who demonstrate a past record of academic achievement, seriousness about their calling, and enthusiasm for challenging dialogue with students and scholars from a variety of fields. A grade point average of 3.5 and an ACT score of 27 (1220 on the SAT I) are generally required for admission, along with a written essay. Admission to the Honors College is selective and solely at the discretion of the Honors College administration.

**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.

**Part-Time Student Admission**

Students enrolled for fewer than 12 semester hours are considered part time. Students not seeking a degree from Belhaven are not eligible for financial aid. An application form must be completed, and an application fee of \$25 is required. A letter of good standing from the last institution attended must be mailed to the office of admission. If degree-seeking, the student would follow the standard requirements for admission.

**Readmission**

A student whose study at Belhaven University has been interrupted for two or more consecutive semesters must apply for readmission. The requirements for degrees in effect at the time of readmission must be completed.

Students who have been declared ineligible to reregister because of F grades for excessive absences that result in a grade point average of less than 2.00 may, after the lapse of one semester, reenroll if accepted by the academic appeals committee. The student must present to the committee convincing evidence that the previous unsatisfactory record was due to causes of a non-recurring nature. (See "Class Attendance Policy" for regulations concerning class attendance.)

**FINANCIAL REGULATIONS**

Students who officially withdraw from the University traditional semester program are entitled to refunds on the semester tuition and fee charges according to the following scale:

Withdrawal within the first week	100%
Withdrawal within the second week	75%
Withdrawal within the third week	50%
Withdrawal within the fourth week	25%
Withdrawal within the fifth week	0%

Refund on individual courses dropped will be calculated on the same basis as the refund when one withdraws from the University. Refunds on room and board charges will be prorated based on the number of days used over the number of days in the semester or term.

For the PACE Program: Upon notification of withdrawal received from the Registrar, prior to the first class meeting, a 100% refund for tuition will be given. Upon notification of withdrawal received from the Registrar prior to the second class meeting, a 75% refund for tuition will be given. No refunds will be made for withdrawal after the second class meeting.

Graduate Education students, Aspire Program students, and Virtual Program students: See appropriate sections of the catalog.

A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

**Students receiving federally funded Title IV financial assistance:** If a student withdraws 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 Stafford Loan, Federal PLUS Loan, but not Federal Work Study) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these 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 Stafford Loan
- (2) Federal subsidized Stafford Loan
- (3) Federal Perkins Loan
- (4) Federal PLUS Loan
- (5) Federal Pell Grant
- (6) Federal SEOG

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

**All balances owed for the entire semester or summer session or shorter period of enrollment are to be paid at the time that classes begin unless a payment plan has been established. 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. Belhaven University assumes that when a dependent student enters college, the student's parents or guardians accept as contractual all the terms and regulations set forth in this catalogue.**

A student who has not made satisfactory arrangements with the office of student financial planning regarding his account may be administratively withdrawn from Belhaven University.

The registrar is not permitted to transfer credits or issue a transcript until all indebtedness to the University is paid.

A student will be allowed to graduate only after settling with the office of student financial planning all of his or her indebtedness to the University.

## Expenses

Since economic conditions do fluctuate, Belhaven reserves the right to change its fee charges at the beginning of any semester 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 that enable the University to charge fees which are considerably less than the actual cost of instruction and other services provided.

**Traditional Tuition** - <http://www.belhaven.edu/admission/tuition.htm>

### General Fees

Auditing (all courses, per semester hour).....	\$350
(Note: full-time traditional students may audit a maximum of two courses each semester without charge, with the permission of the registrar.)	
Course overload (for course loads above 18 semester hours per semester hour).....	\$350
Internship (per semester hour).....	\$350
Tutorial work fee.....	\$50

### Special Fees (In addition to tuition)

Application fee (assessed each student when he/she applies for admission).....	\$25
Academic Plan.....	\$10
Graduation audit fee.....	\$100
Health insurance (available for all students; rate subject to change)	
Incomplete charge/change grade.....	\$25
International student fee.....	\$50
Late graduation audit fee (additional fee).....	\$50
Letter of good standing (enrollment verification).....	\$7
Medical insurance for international students:	
(Rates may vary based on age) per semester - six months.....	\$320
Payment plan participation fee.....	\$35
Private studio music lesson fee.....	\$175
(Single semester fee covers multiple lesson enrollments and credit hours).	
Proficiency exam administration.....	\$100
Proficiency exam credit fee.....	\$100

Portfolio assessment fee.....	\$150
Portfolio credit fee.....	\$75
Returned check fee .....	\$35
Room reservation fee (paid prior to room sign up each year).....	\$100
Transcript fee (per copy).....	\$10
Tuition Deposit Fee.....	\$250

(Charged to all accepted applicants and refundable up to and including May 1<sup>st</sup>; this deposit will be applied to first semester tuition).

### Student Financial Planning

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 campus employment, Belhaven University provides a comprehensive plan to assist students who establish a definite financial need.

Students each year should complete the following application procedures.

1. Apply formally for admission through the office of admission if not currently enrolled.
2. Complete any applications for the state of Mississippi financial assistance (if a legal resident of the state). Available at [www.ihl.state.ms.us](http://www.ihl.state.ms.us).
3. Apply for federal student financial aid EACH YEAR by filing the Free Application for Federal Student Aid (FAFSA) on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.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.

### Financial aid applications received by Belhaven University on or before March 1 will be given priority for those funds that may be limited.

The financial aid programs are administered in accordance with the policies and procedures defining good standing and satisfactory progress toward a degree.

### Satisfactory Academic Progress

Students at Belhaven University receiving Title IV federal funds, state grants, and/or institutional grants are required by federal regulation to be making SATISFACTORY ACADEMIC PROGRESS at Belhaven.

1. A student must complete requirements for a degree within a maximum of six years or 12 semesters as a full-time student. A student must earn a total of 18 semester hours as a full-time student in an academic year. This standard applies to and includes semesters for which the student received NO AID. A half-time student must pass nine hours in an academic year, and a three-quarter-time student, 14 hours.
2. Institutional credit is given for remedial courses, and students may have four of these during their academic careers without having an effect on satisfactory progress. These courses will count toward the total needed in number one above.
  - Students will have until the end of the first full week of classes of the next semester to finalize incomplete grades. Satisfactory progress determination will be made following this period. Any incomplete grades still on a student's record at that point will be converted to F's as far as satisfactory progress is concerned.
  - An F cannot be removed from a student's record. However, if a student enrolls again in a course that he or she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated, with an indication that it was a repeated course. Although both courses and the respective grades and quality points are shown on the permanent record, the semester hours credit is only earned once and the second course is shown as repeated.
3. A student receiving financial aid who is placed on probation by the registrar at the end of fall or spring semesters will receive a letter from the financial aid office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period. Students who are recipients of institutional scholarships or grants must maintain a 2.0 cumulative GPA in order to continue to receive these funds.
4. Students who fail to meet any of the requirements stated above at the end of the probational period will be considered to be making unsatisfactory progress and aid will be denied. However, students have the following two options:
  - Submit a written appeal to the director of financial aid to explain any extenuating circumstances (including change of major). The appeal and documentation will be presented to the financial assistance committee. If the appeal is honored, the student must meet any specific requirements as determined by the committee.

- Attend summer school at Belhaven to bring the quality point index or credit hour deficiency to scholastic standard requirements. Attend a previously approved institution to improve credit hour deficiency to scholastic standard requirements. (Exceptions are those students suspended for one semester following a spring semester and students who have been dismissed.) It is the student's responsibility to provide documentation of completed hours to the director of financial aid. At this time, the satisfactory progress will be reevaluated.
5. If appeal for financial aid probation status is not honored, but the student is otherwise eligible academically to return to Belhaven, the student may NOT receive federal, state, or institutional grants or loans. After one semester, the student will be evaluated for satisfactory progress unless the maximum time frame has expired. If the QPI and number of attempted hours are satisfactory, aid will be restored.

### **Merit-Based Scholarships for Freshmen (Traditional Program)**

The foundation of Belhaven's scholarship program is based on a review of several factors including:

- ACT scores (or SAT equivalent)
- Grade point average

These scholarships are "open ended" in that all full-time students who qualify and are seeking a first bachelor's degree in the traditional undergraduate program will be considered to receive an award.

We encourage students to apply as soon as possible so that an accurate and complete award can be made in a timely fashion. While every student's situation is different, our student financial planning office is committed to assuring that every accepted student is able to enroll at Belhaven.

The renewal of all scholarships each year is contingent upon satisfactory academic progress and full-time status.

### **Cultural Arts/Athletics**

The following scholarships are offered for students in the cultural arts or athletics. They are not awarded in combination with other scholarships. Academics and other attributes are considered.

Creative Arts:	Athletics:
Art	Baseball
Creative Writing	Basketball*
Dance	Football
Music	Golf
Theatre	Soccer*
	Softball
	Tennis*
	Volleyball

Cheerleading and Cross Country\* are awarded separately from Merit Scholarships.

\* Men's and Women's

### **Merit-Based Aid for Full-time Transfer Students (Traditional Program)**

We gladly welcome transfer students and work with them to assist them in meeting the financial obligations of Belhaven University. Merit-based awards are offered to full-time traditional transfer students based on:

- Previous academic record
- Phi Theta Kappa membership

These academic scholarships are not awarded in combination with other scholarships.

**Students on scholarship who leave Belhaven University and then return to the University must reapply to determine scholarship eligibility.**

### **Need-based Financial Assistance**

**Federal Pell Grant:** Eligibility and amount of award determined by U.S. Department of Education.

**Federal Supplemental Educational Opportunity Grant:** Based on need with preference to Pell Grant recipients.

**Federal Work Study Program:** Average 10-12 hours work per week on campus or in community service at minimum wage.

**Federal Perkins Student Loan:** Five percent interest; payment begins nine months after leaving school.

**Federal Stafford Loan:** Varying interest rates; repayment begins six months after leaving school.

**Federal Parent Loan:** Varying interest rates; parent is the borrower.

**LEAP:** Mississippi residents enrolled full-time with high need.

**HELP:** Mississippi residents enrolled full-time with high need.

**Payment Policy**

**A student's registration for a given semester at Belhaven University is not complete until all expenses are paid or acceptable payment arrangements are made.**

Students whose accounts are past due are subject to "holds" on preregistration, semester grades, transcripts, and graduation and may be denied participation in the plan for future semesters.

**Student Employment**

Belhaven students have an opportunity for on-campus and off-campus employment. Within the Jackson metropolitan area there are many job opportunities for qualified students. The office of career and academic development maintains an online job board available to students through <http://bcblazenet.belhaven.edu>, the university intranet. Employers post positions throughout the year for both full and part-time work.

The Federal Work Study Program, which was established by the Higher Education Act of 1965, permits assignments to on-campus jobs or off-campus community service jobs based on financial need, satisfactory academic achievement, and special skills required for the position. Students must apply for this employment through the office of student financial planning.

**Other Financial Aid Programs**

**State Student Financial Aid Programs**

**MESG:** The Mississippi Eminent Scholars Grant Program is available to current legal residents of Mississippi applying as a "first-time-in-college" full-time student. The applicant must be: (1) recognized as a semifinalist or finalist by the National Merit Scholarship Program or the National Achievement Scholarship Program and have a minimum GPA of 3.5 on a 4.0 scale; OR (2) have a minimum score of 29 ACT (1280 SAT) and have a minimum GPA of 3.5 on a 4.0 scale; OR (3) have completed a home-education program (9th-12th) and have a minimum score of 29 ACT (1280 SAT). The amount of the award is \$2,500 per regular academic year and renewable for up to eight semesters with a minimum 3.5 GPA.

**MTAG:** For legal residents of Mississippi who are enrolled full time and meet all other requirements. Access information and application at [www.ihl.state.ms.us](http://www.ihl.state.ms.us), or call Mississippi Institutions of Higher Learning at 601-432-6663 or 1-800-327-2980.

Other state programs are available, such as the William Winter Scholarship and the Critical Needs Teacher Program (CNTP) for education majors. For more information, call the Mississippi Office of State Student Financial Aid at 601-432-6663 or 1-800-327-2980.

**Veterans' Benefits**

Certain armed service veterans and dependents who qualify under federal laws administered by the Veterans Administration are eligible to receive educational benefits. 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.

**CAMPUS 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*, 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 the standards of the University.

### **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 any time they feel one of their student rights or privileges have been denied.

### **Academic Grievances**

Currently enrolled students wishing to file grievances on academic issues should submit written appeals to the academic appeals committee, which may be done through the office of the registrar. Any appeal of a grade must be made within one semester following the issuance of the grade.

Academic grievances concerning a faculty member should be directed to the faculty's department chairperson. In cases where the faculty member also holds the chair of the department, grievances should be directed to the division chairperson. In the case of division chairs, grievances should be reported to the vice president for academic operations. All grievances concerning adult studies courses should be directed to the academic state dean.

### **General Grievances**

All general grievances not of an academic nature should be written and directed to the dean of student life. Adult studies students wishing to file grievances concerning study groups should contact the director of student services.

### **Procedure for Reporting Grievances**

1. All student grievances must be submitted in writing to the proper university official.
2. The university official will then review the complaint and decide whether or not the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
4. The student may appeal the decision in writing; appeals must be submitted within 48 hours to the appropriate official.

### **Disability Assistance**

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 development and must provide current documentation 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 development 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.

### **Residence Halls**

The primary goal of the residence life program is to provide students with a framework of expectations and guidance in the context of community for the purpose of enabling students to make wise life choices. Professional Resident Directors and student Resident Assistants are in place not only to enforce policies and hold students accountable, but also to model wise living and to extend compassion, insight, and Christian love to those same students.

Belhaven University embraces the living-learning concept in its residence life experience. For this reason, all full-time members of the freshman and sophomore classes (single and under the age of twenty-one) are required to live on campus, with the exception of those students who live off campus with their parents or legal guardians. Those who meet any of these criteria and choose to live off campus must complete a Housing Exemption Form, available online or in the Office of Student Life, in order to be exempted from applicatory Room & Board fees. To be eligible to live in campus housing, students must be enrolled in a minimum of twelve semester hours and actively pursuing a degree.

Belhaven has five residence halls for undergraduate students. A Resident Director, along with several student leaders who serve as Resident Assistants, oversees each building.

Residence halls are not open during Christmas break, May terms, and summer sessions.

### **Chapel Attendance Policy**

Chapel is held once each week (Tuesday from 11:00 a.m. to 11:50 a.m.) in the Concert Hall of the Center for the Arts. All students who are not exempt from chapel are required to attend a minimum of 12 sessions each semester they are enrolled at Belhaven. Chapel attendance is included in the student's transcript as a satisfactory/ unsatisfactory grade and a pass grade is a

requirement for graduation. A detailed explanation of the chapel attendance policy is published in the student handbook, *The Kilt*.

The purpose of the Belhaven chapel program is to bring together the entire campus in a shared, spiritually enriching hour that collectively enables us to be challenged to explore the depths of God's truth, grace, and love. Respectful of the diversity of traditions and experiences consistent with Belhaven's Statement of Faith, services are designed to allow all of us to be challenged with the central truths of the Gospel. Chapel is not offered as a substitute for involvement in a local church nor designed to provide the type of consistent worship experience unique to an individual church.

### **MOSAIC (WVC 116)**

**MOSAIC is a class** designed to assist freshmen in their transition to Christian higher education. Issues of adjustment, academic rigor, time management, disciplined study, and specific learning strategies are welded together in an effort to consistently promote and evaluate student success.

The two hour credit course meets throughout the fall semester.

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

The Warren A. Hood Library houses more than 125,000 items. In addition to book and periodical collections, the library provides access to a vast array of electronic databases, electronic books, 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 provides a large collection of online full text databases including 25 databases within EBSCOhost, Grove's Dictionary of Art, Grove's Dictionary of Music and Musicians, Christian Periodical Index, CQ Researcher, CREDO Reference eBooks, Classical Music Library, and the Wall Street Journal database. Additionally, library patrons have access to more than 34,000 e-books. These e-books are accessible 24/7 through the Library 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 physical library is open 82 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.

The library staff strongly encourages reference consultations. 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). Patrons are encouraged to carefully describe their research needs at the time the appointment is made, thus allowing library staff the lead time necessary to plan the best use of the library's collections. Interlibrary Loan services are also available to ensure access to resources that are not owned by the library.

### **Belhaven Bookstore**

The Belhaven Bookstore, located in the McCravey-Triplett Student Center, is open from 9:00 a.m. until 8:00 p.m. Monday through Thursday, 9:00 a.m. until 4:00 p.m. on Friday. In addition to textbooks and supplies, the bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, trade books, and Christian books and music.

### **Intercollegiate Athletics**

The intercollegiate athletics department of Belhaven University is committed to the vision and mission of the University through athletic participation and competition. The athletics department exists to lead student-athletes to compete and mature. The department is responsible for the recruitment, orientation, leadership, development and retention of student-athletes in thirteen intercollegiate sports. Athletics provides a unique environment for demonstrating and teaching the virtues of self-control, patience, love, service, respect for authority, ethics, leadership, hard work, and dedication as they relate to the teachings of Jesus Christ and biblical principles. The department will take every opportunity to use athletics as a platform for sharing the Gospel.

The Belhaven athletics department is a member of the National Association of Intercollegiate Athletics (NAIA), participating in baseball, men's and women's basketball, cheerleading, men's and women's cross-country, golf, men's and women's



soccer, women's softball, men's and women's tennis, and women's volleyball as a member of the Southern States Athletic Conference, and football as a member of the Mid-South Conference.

### **Intramural Athletics**

As an extension of the office of student leadership, the intramural program supports the University mission by providing opportunities for students to participate in a variety of sports activities. These activities are designed to promote exercise, leadership development, and fun. Throughout the year, the Coordinator of Student Leadership and Intramurals plans and schedules competitive activities such as indoor soccer, pool, basketball, ping-pong, volleyball, and dodgeball.

### **Social Life and Recreation**

Belhaven University provides opportunities for wholesome recreation. When available, students may use the auxiliary gymnasium, tennis courts, lake, weight room, and university bowl. The office of student leadership plans events such as concerts, dances, service projects, trips, and other various programs. The Belhaven Leadership Council (BLC), the student government arm of the student body, also plays a primary role in representing students and in planning activities to enhance campus life.

The following is a list of student organizations in which students are encouraged to participate:

#### **National Honorary Societies**

Alpha Psi Omega (Theatre)  
Kappa Delta Epsilon (Education)  
Phi Alpha Theta (History)  
Sigma Beta Delta (Business)  
Sigma Tau Delta (English)  
Sigma Zeta (Math and Science)

#### **Religious Organizations**

Fellowship of Christian Athletes (FCA)  
Intervarsity Christian Fellowship (IVCF)  
Praise and Worship Fellowship (PWF)  
Reformed University Fellowship (RUF)  
Student Missions Fellowship (SMF)

#### **Other Student Organizations**

BAT (Belhaven Activities Team)      College Republicans  
Belhaven Accounting Club          Diverse Students Association (DSA)  
Belhaven Biology-Chemistry Club    DOXA (Dance)  
Belhaven History Club              Phi Beta Singa'  
Belhaven Leadership Council (BLC)    Phi Beta Lambda (FBLA)  
Sports Medicine & Exercise Science    The Joshua Squad  
Student Ambassadors

### **Publications**

*Briefly Belhaven* is published five times a year for alumni by the office of alumni relations.

*The Brogue*, a literary magazine devoted to creative and critical writing, is published once a year under sponsorship of the English department.

*The Kilt*, the student handbook, is published by the office of student life and provides a sketch of Belhaven's history, traditions, activities, services, regulations, and student organizations.

*The Tartan*, a publication for alumni and friends, includes news of alumni and campus events and is published twice a year by the office of public information.

*White Columns*, the student yearbook, is published annually. Students work with faculty and staff advisors to produce this printed record of the school year, all from a student perspective.

### **Student Development**

The office of **Student** development provides services to students in two main ways. First, the office provides assistance to students with identification of personal values, career interests, personality make-up, and skills and abilities to help begin the process of identifying God-given talents with the goal of integrating academic preparation and career direction. All incoming freshmen are introduced to the office through the MOSAIC class and are encouraged to begin the process of self-discovery and to realize their unique and marvelous design. Upon identification of their innate talents and abilities, students can then begin to seek significant purpose in their lives and strive effectively to serve in their particular discipline. Second, the office strives to facilitate the development and success of those students needing assistance or guidance in their adjustment to the

academic program of Belhaven University. The staff work with students whose past and current academic performance suggests that assistance, accountability, and motivation might increase their academic success.

Understanding that career goals and academic preparation can work together and become more focused and meaningful for the student, career and academic development takes on a whole new dynamic of discovering God's meaning for the individual. Through the office of **Student** development, Belhaven strives to provide students with guidance for managing their academic, and ultimately, their career goals.

### ALUMNI ASSOCIATION

As stated in the constitution and by-laws, the purpose of the Belhaven University Alumni Association "shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven University into a compact organization so that they may more effectively communicate with each other and with the University on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the University's alumni office."

Alumni return to the campus each fall, at which time the presentation of the Alumnus of the Year Award is made. The recipients of the award have been: Elizabeth Spencer (1962), Virginia Hoogenakker (1963), Charlice Minter Gillespie (1964), Sarah Barry Gillespie Wilson (1965), Mary Virginia Alexander (1966), Bess Caldwell (1970), Adeline Hill Ostwalt (1971), Mary Katharine Knoblock McCravey (1972), Frances Preston Mills (1973), and Mary Taylor Sigman (1974).

In 1975, to commemorate 20 years of coeducation, citations rather than a single Alumnus of the Year Award were presented to the following men: Woodrow Wilson Benton, Jr., (class of 1963), John Harrison Campbell, III (class of 1956), Charles Lowry Echols (class of 1959), and Thomas Ennis Elkin (class of 1962).

In celebration of the nation's bicentennial, a Distinguished Service to Mankind Award was presented to industrialist Warren A. Hood in 1976. Distinguished Alumnus Awards were presented to Lula Williams Anderson (class of 1923) and Thomas C. Maynor (class of 1961).

Recent recipients of the Alumnus of the Year Award have been: Thomasina Blissard and Elizabeth Caldwell Swindell (1977), Bettye Quinn (1978), Janie Eldredge Languirand (1980), Verne R. Kennedy (1982), Clarence Chapman (1983), Margaret Weathersby (1984), James W. Hood (1985), Evelyn Tackett (1986), William K. Wymond (1987), Janet McDonald (1988), Jeannette McAllister Bailey (1989), Janie G. Rugg (1990), Beth Irby Milam (1991), Sue Gaddy Hathorn (1992), Catherine Kruidenier Teixeira (1993), W. Lynn Stringer (1994), Dr. Newton Wilson and Becky Orzen Wilson (1995), Elizabeth "Tay" Wise (1996), Mamy Ruth Giles (1997), Caroline Weir Bennett (1998), Susan Cornell Bauer and Gary H. Bauer (1999), William (Bill) E. Frisbee, Sr. (2000), Max Robert Taylor, Jr. (2001), Palmer Robertson (2002), Dr. Dominic Aquila (2003), Dr. Sherron George (2004), and Jimmy Turner (2005).

Recipients of the Young Alumnus of the Year Award have been: Stewart Edwards (2002), Dr. Michael Holman (2003), Joel Bomgaars, Patrick Norman, and Nathan McNeil, co-founders of Network Streaming, Inc. now currently called Bomgar Corporation (2004), and Dr. Timothy Quinn (2005). The Distinguished Aspire Alumnus Award for the Jackson campus was awarded to Nehemiah Flowers in 2002, Gerry Gaggini in 2003, and Lee Ann Mayo in 2004; the Distinguished Aspire Alumnus Award for the Memphis campus was awarded to Brian White in 2002 and Phil Bryant in 2003. Don Gleason was awarded the Distinguished Aspire Alumnus Award for the Orlando campus in 2004.

Two service awards, the Alumni Church Service Award and the Alumni Community Service Award, were added in 1995 in addition to the Alumnus of the Year Award. Recipients of the Church Service Award have been: Peggy Beckman Miller (1995), Reverend Clay and Darleen Quarterman (1996), Betty Clark Simmons (1997), Buck Mosal (1998), Helen Sloop Martin (1999), Dessie Anderson Caufield (2000), Mary Elizabeth "Bibby" Richardson Swayze (2001), Bebo Elkins (2002), Dr. Richard Whitlock (2003), Reverend Brister Ware (2004), and Don Gahagen (2005). The Alumni Community Service Award has been granted to: Martha Harris Campbell (1995), Sarah Boddie Buffington (1996), Larry Johnson (1997), Ron McKinney (1998), Sarah Jane Givens Alston (1999), Ruth Wible Brewbaker (2000), Mary Evelyn "Ebbie" Smith Spivey (2001), Shirley Hall (2002), Dr. Kim Sessums (2004), and Phil Hardwick (2005).

Recipients of the Jim Park Business Award have been Mark Windham (2002), Edward St. Pé (2003), and Bond Christie (2004). Brenda Wolf received the Bettye Quinn Education Award for 2002 with Dale Darden Anderson being the recipient in 2003, William Dale Nutt in 2004, and Barbara Porter in 2005.

## Academic Programs

### REQUIREMENTS FOR DEGREES

Belhaven University offers courses leading to the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Bachelor of Arts in Art, or Bachelor of Arts in Music. In addition to earning a minimum of 124 semester hours credit (120 of which must be academic) and to maintaining an overall C average (2.00 GPA), as well as a C average in the major (2.00 GPA), a candidate for a bachelor's degree from Belhaven University must complete basic course requirements, meet all departmental requirements for a major, meet the Belhaven University residence requirement, satisfy the chapel attendance policy, and submit application online.

The division of adult studies at Belhaven University offers Associate of Arts, Bachelor of Arts in Social Services, Bachelor of Business Administration, Bachelor of Health Administration, Bachelor of Science in Management, Master of Business Administration, Master of Public Administration, Master of Science in Leadership, and Master of Science in Management degrees. Master of Arts in Teaching and Master of Education degrees are offered through the division of graduate teacher education. (See Graduate and Adult Studies sections of the catalogue.)

Application for degrees must be made online ([https://www.belhaven.edu/forms/graduation\\_application.asp](https://www.belhaven.edu/forms/graduation_application.asp)) by the deadlines listed in the academic calendars at least eight months prior to anticipated degree completion. Failure to do so on schedule will result in a late fee assessment as listed in the special fee section. A delay in graduation date is also possible.

#### Residence Requirement

Belhaven University requires of all candidates for an undergraduate degree a minimum residence of one year. The last 31 semester hours of work must be earned in residence with the exception that students who have completed at least 90 hours at Belhaven University may request permission from the registrar to complete the final 12 hours required of their degree at another accredited senior college or university. Students who have completed at least 60 hours at Belhaven University may complete nine hours off campus; those with at least 31 hours at Belhaven University may complete six hours.

#### Second Degree Requirements

A student who wishes to obtain a second degree from Belhaven University must complete a minimum of 31 semester hours in addition to the 124 hours earned for the primary degree and must meet all the general education requirements for the second degree and the specific requirements for the second degree program. There must be at least 18 hours of unique requirements for each degree. Some departments may require more than 18 unique hours.

#### Majors

Requirements for majors are specifically stated before the course listings for each department in the section of this catalogue entitled Courses of Instruction. By the time students have earned 54 semester hours, they must complete a major selection form. The major selection form may be acquired from the university website. Students may double (multiple) major by meeting all the requirements of both (all) majors, provided they are the same degree. There must be at least 18 hours of unique requirements for each major. Some departments may require more than 18 unique hours. Students who plan to double major must discuss with both major department chairs whether an overlap of required courses will present a problem. Majors are listed below:

Degrees	Majors	
<b>Bachelor of Arts in Art:</b>	Art	
<b>Bachelor of Arts:</b>	Biblical Studies and Ministries	International Studies
	Classical Education Studies	Mathematics
	Communication	Philosophy
	Dance	Political Science
	English	Social Services
	History	Sports Ministry
	Humanities	Theatre
<b>Bachelor of Arts in Music:</b>	Music	

<b>Bachelor of Fine Arts:</b>	Creative Writing Graphic Design	Dance
<b>Bachelor of Science:</b>	Accounting Arts Administration Biology Business Administration Chemistry	Elementary Education Mathematics Psychology Sports Administration Sports Medicine: Exercise Science

**Minors**

Students at Belhaven University may elect to complete a minor from the following:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| Accounting                    | History                           |
| Art                           | Management                        |
| Biblical Studies              | Marketing                         |
| Biology                       | Mathematics                       |
| Business Administration       | Music                             |
| Chemistry                     | Philosophy                        |
| Christian Ministry            | Political Science                 |
| Communication                 | Psychology                        |
| Creative Writing              | Sociology                         |
| Dance                         | Sports Administration             |
| Education (Secondary)         | Sports Medicine: Exercise Science |
| English                       | Sports Ministry                   |
| Family Studies                | Theatre                           |
| Finance                       |                                   |
| Health and Physical Education |                                   |

A signed major selection form stating the minor must be turned in to the registrar’s office to declare a minor. Students majoring in one discipline who are required to take course work in a cognate discipline may not apply this coursework toward a minor unless given special permission by the minor department chairman. Students taking a major and a minor that include overlapping courses may apply up to six credits from those courses toward meeting the course requirements of the minor.

**Special Humanities Major**

For those students who prefer to earn a degree that permits less specialization than is required in the traditional program, Belhaven University offers a bachelor's degree with area concentrations, rather than a single subject major. (See section for Humanities 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**

In keeping with its vision and mission, Belhaven University believes that high academic and scholarly goals are first realized through a foundation in general education that affirms the Lordship of Christ over all aspects of learning – scholarly and personal. The worldview curriculum, required of all entering freshmen, offers an integrated study of the great movements and ideas in history, literature, the fine arts, Bible, philosophy, and theology. Using history and the study of civilizations as a foundation, each piece of literature and art and historical event is implicated into a Christian worldview. Upon completing the two-year worldview curriculum, students learn the necessity of a Christian worldview to the understanding of history, literature, art and culture, personal spiritual growth, and the shaping of moral values, and to building prosperous communities and a healthy society.

The first year combines the topics of history, culture, literature, Christian perspectives, and Master Learner Seminar into a whole that offers students the conceptual and practical foundations for successful college-level study. The second year builds upon the groundwork of the freshman year and culminates in a capstone course bringing a Christian worldview to bear upon today’s popular culture and media.

Freshmen students who completed high school requirements in the fall or spring semester just prior to entering Belhaven University or any transfer students are required to enroll in English composition courses until the core requirements of ENG 101 (Freshman English I) and ENG 102 (Freshman English II) are met. Students have until the end of their sophomore year to meet the core requirement of MAT 101 (College Algebra), MAT 102 (Plane Trigonometry), MAT 110 (Quantitative Reasoning), or MAT 207 (Calculus).

Although Old and New Testament Survey courses (BIB 220 and 221) are required, students majoring in one of the sciences, music, art, dance, or mathematics may postpone enrolling in those two courses until their sophomore year.

Transfer students who transfer 24 or more semester hours of college credit, earned following completion of high school requirements, will enter the alternate general education curriculum, which is intended to give a Christian perspective on the world of ideas and to form a broad base for a detailed study in a major discipline.

**Requirements for the Baccalaureate Degree**

- Goal I: A mastery of one's own language in oral and written form – 6-10 hours
  - <sup>1</sup>ENG 101-102, or ENG 121.....3 or 6 hours
  - SPE 102 or 105.....3 hours
  - Freshman: WVC 116.....2 hours
  
- Goal II: A familiarity with the great literature of the world with a Christian perspective – 6 hours
  - Freshmen: WVC 121 and 123.....4 hours
  - Sophomores: WVC 221 and 223.....4 hours
  - Transfers:.....6 hours
  - <sup>2</sup>ENG 203 or ENG 204; and three hours of either British literature (ENG 201 or ENG 202) or American literature (ENG 205 or ENG 206)
  
- Goal III: A familiarity with a second language – 3-12 hours
  - <sup>3</sup>Majors in English and creative writing – 12 hours of one foreign language.
  - Majors in art, biblical studies, biology, chemistry, church music, classical education studies, communication, dance, history, humanities, mathematics, music, philosophy, political science, psychology, and theatre– six hours of one foreign language, the level to be determined by the student's competency at entrance.
  - A familiarity with the culture of a major civilization – 3-6 hours
  - Majors in accounting, arts administration, business administration, elementary education, social services, and sports applications (SAM, SME, and SMN) must take three hours of a culture course or six hours of one foreign language.
  
- Goal IV: An understanding of science – 7 hours
  - <sup>4</sup>BIO 105-106 and BIO 107 or BIO 108; or
  - CHE 111-112 and CHE 113; or
  - PHY 241-242 and PHY 243 or PHY 244
  - Elementary education majors and secondary education minors may use PHY 116 to satisfy three hours of the physical science requirement.
  - Dance majors must take BIO 105,106, 107,108, and 230. Dance majors with a Natural Science ACT score of 25 or better (SAT composite score of 1300 or better) need only to take BIO 106, 108, and 230. (Total: 8 hours)
  
- Goal V: A knowledge of mathematical skills – 3-12 hours
  - MAT 101, 102, 110, or 207.
  - MAT 110 (Quantitative Reasoning) is recommended for non-science majors.
  - In addition to the core requirement above, BUS and ACC majors must take MAT 201; BIO majors must take MAT 102; CHE majors must take MAT 102, 207, 208; majors in elementary education must take nine hours of mathematics, which may include MAT 131-132. All other majors must take three hours.
  
- Goal VI: An understanding and historical perspective of the contemporary world – 9 hours
  - Freshmen: WVC 120 and 122.....4 hours
  - Sophomores: WVC 220 and 222.....5 hours
  - <sup>5</sup>Transfers: HIS 107-108 and HIS 205.....9 hours

Goal VII: A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life – 9 hours  
 BIB 220 and BIB 221.....6 hours  
 Freshmen: WVC 120 and 122.....2 hours  
 Sophomores: WVC 220 and 222.....1 hour  
<sup>6</sup>Transfers: WVC 301.....3 hours within the first two semesters of transfer.

Goal VIII: An appreciation of humanity's artistic accomplishments – 3-5 hours  
 Freshmen: WVC 121 and 123.....2 hours  
 Sophomores: WVC 221 and 223.....2 hours  
 Transfers: ART 215 or .....3 hours  
           DAN 120 or  
           MUS 120 or MUS 143-144 or  
           THE 120 or  
           PHI 275 (music majors)

Goal IX: An ability to apply the biblical vision of the Kingdom of God – 3 hours  
 WVC 401

Core courses listed above, courses required for the major, and electives must total a minimum of 124 semester hours.

**Notes Concerning Degree Requirements**

<sup>1</sup>By completing the three-hour course, Advanced Freshman English (ENG 121), with a grade of C or higher, students will have met the degree requirements in Freshman English. If students pass ENG 121 with a grade lower than C, they must successfully complete ENG 101. Students failing ENG 121 must successfully complete ENG 101 and 102.

<sup>2</sup>A student who transfers to Belhaven and has already completed six hours of literature will have fulfilled the literature requirement, regardless of what type of literature was taken. A student who transfers to Belhaven and has completed only three hours of American or British literature will be required to take ENG 203 or ENG 204--world literature. A student who transfers to Belhaven and has completed only three hours of world literature will be required to take either ENG 201 or 202--British Literature--OR ENG 205 or 206--American Literature.

<sup>3</sup>While an institutional avowal of proficiency is a waiver of the foreign language requirement, no credit hours, grade or quality points will be awarded for this proficiency. Students seeking academic credit for language proficiency should schedule appropriate testing with the Foreign Language Department.

<sup>4</sup>Students who have transferred to Belhaven University with six hours of science (with or without a lab) will not be required to take a one-hour laboratory course at Belhaven. However, if the student has only completed three hours of science, the student will be required to take four hours of science at Belhaven (including a lab).

<sup>5</sup>Students who have transferred to Belhaven University with at least 30 hours will only be required to complete six (rather than nine) hours in history. However, one of these courses must be HIS 205. A student who transfers to Belhaven and has already completed six hours of history will not be required to take HIS 205, and the requirement for history will have been fulfilled. This is not dependent upon the number of hours that are transferred to Belhaven. However, all transfer education majors must complete a total of nine hours in the social sciences, including at least six hours in history.

<sup>6</sup>Students who have transferred to Belhaven University with at least 30 hours will be required to complete WVC 301 and either BIB 220 or BIB 221.

**Course Enrollment Regulations**

All freshmen are required to enroll in ENG 101-102 or 121, WVC 116 (Master Learner Seminar), and all of the worldview curriculum. These cannot be removed or dropped from registration. Biblical studies may be deferred to the sophomore year if it is necessary for the freshman to begin courses in a major. Freshmen are required to remain in the above courses throughout the year. The worldview curriculum is continued throughout the sophomore year for those who began as freshmen at Belhaven and is required as a course of study that must be finished in its entirety. The courses in the worldview curriculum are to be taken in sequence, and students who fail one of these will continue with the curriculum and retake the course, except for Master Learner Seminar, when it is next offered.

All sophomores are strongly advised to enroll in biblical studies and foreign language (if applicable), but may, in certain instances, be permitted for the sophomore year only to delay enrollment in one or more of these areas. All students must have completed the core mathematics requirement and the ENG 102 core requirement prior to the first semester of the junior year. Students may elect to take a proficiency examination in language. If the results indicate a level of linguistic competence, the student will be placed in a language course commensurate with the results.

Regulations about biblical studies, English, and foreign language apply to degree-seeking students and do not apply to non-degree seeking special students, summer session students, or to students entering the second semester if the appropriate courses are not offered at that time. All students should select elective courses in an area outside their majors. The total number of hours in a major should not exceed nine semester hours more than what is already required for the degree.

## ADMINISTRATION OF THE CURRICULUM

### The Semester System

Belhaven University operates on a semester basis with the regular session divided into two semesters that begin in August and January. The summer session, divided into one two-week term and two five-week terms, constitutes an additional period of study. Students receive course credit toward graduation on the basis of semester hours. A semester hour represents one hour of recitation or two hours of laboratory work per week for one semester. Semester hours of credit for each course are shown in the section "Courses of Instruction."

### 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.

### 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. The dates for completion of the necessary work should be before the end of the first week of the next semester. Should a student fail to complete the required work by the end of the first week of the following semester, the grade I will automatically be changed to a grade of F by the office of the registrar.

### Failure: Repeated Courses

An F cannot be removed from a student's record. However, if a student enrolls again in a course that he or she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated.

Although both courses and the respective grades and quality points are shown on the permanent record, the semester hour's credit is only earned once.

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

An undergraduate student, upon written request, may ask to repeat up to four courses (up to 12 hours). The forgiveness policy can be used one time per course. Repeating a course may influence a student's financial aid or sports eligibility.

The deadline for submitting the written request is the last day to add a course in the semester the repeated course is being taken again.

The following stipulations apply to this policy:

1. The student 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. A grade of an F will not forgive a grade of an F; both F's will be calculated in the GPA.
2. 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.
3. Both grades remain on the transcript; however, the highest grade earned will be the one used to recalculate the GPA.
4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

### **Pass/Fail Option**

Students may elect to enroll for a maximum of four courses on the pass-fail option during the junior and senior years. No more than two courses may be included on this plan during any one semester. Core courses and courses in the major area (required or elective) may not be included. Grades of S (Satisfactory) or U (Unsatisfactory) are assigned. Credit hours, but no quality points, are recorded for grades of S and count toward degree requirements. The pass/fail option is not allowed in courses required for teacher certification. A student wishing to use the pass/fail option must file a special request form in the office of the registrar prior to the last day to add a course or change course enrollment status.

### **Auditing Courses**

Full-time students may audit a maximum of two courses each semester without charge, with the permission of the registrar. A course is listed on the student's permanent record as AU (audit) unless the instructor of the course informs the registrar that class attendance or participation does not justify the listing, in which case it would be listed as NA (no audit).

### **Adding or Dropping a Course**

A course may not be added for credit or audit, or changed from one enrollment status to another (credit, audit, pass/fail), after the second week of a semester (see Calendar for specific dates).

A course other than Freshman English or WVC courses may be officially dropped through the first week of a semester (see Calendar for specific dates) without having the course entered on the student's permanent record. After the first week, a student will be allowed to drop a course, but that course will appear on the permanent record with a grade of either, W, WP (withdrew passing) or WF (withdrew failing).

After approximately eight weeks into the semester have elapsed, no course may be dropped for any reason. (See Calendar for exact dates.)

A student who stops attending class without securing official withdrawal approval automatically receives an F in the course(s). A student who acquires excessive absences before securing withdrawal approval will receive an F (not a WF) in the course.

### **Academic Warning, Probation, Suspension, and Dismissal**

A quality point index is calculated at the end of each semester or summer session. ALL STUDENTS ARE EXPECTED TO MAINTAIN A GRADE POINT AVERAGE OF 2.00 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 hours times two) = quality point index.

At the end of each semester a student whose quality point index shows a deficiency of one to ten quality points will be given an **academic warning**.



A student whose quality point index shows a deficiency of 10.01 to 23 quality points will be placed on **academic probation**. Students on academic probation will not be allowed to register for more than 13 or 14 semester hours.

A student whose quality point index shows a deficiency of 23.01 to 35.99 quality points will be **academically suspended** for one semester. This student will be eligible to reenroll after remaining out of school for either a fall or spring term.

A student whose quality point index shows a deficiency of 36 or more quality points will be **academically dismissed**. This student will not be eligible for readmission to Belhaven University.

### **Classification**

A student's classification is determined by the number of semester hours credited to the student at the beginning of the first semester of each year. For sophomore standing, a student is required to have earned 24 semester hours credit; for junior standing 54 semester hours; for senior standing, 90 semester hours; and for graduation 124 semester hours and 248 quality points.

### **Course Load Per Semester**

The minimum semester course load for a full-time student is 12 semester hours; the normal load is 15 to 18 semester hours; and the maximum load is 19 semester hours. Requests to exceed the maximum of 19 hours must be made to the registrar on the special request form on <http://belhaven.edu/registrar> and will be reviewed primarily on the basis of the student's previous record of achievement and the courses in which the student wishes to enroll. No student may receive credit for more than 21 hours in a semester under any circumstances.

### **Grade Reports**

At the conclusion of a semester or summer session, final grades are available on the Belhaven website. The office of the registrar will not show students their grades nor give grades over the telephone or by email.

Midsemester grades are submitted for unsatisfactory progress for grades C- or below and may be viewed on the Belhaven website.

### **Transcripts**

A student who desires a transcript must complete a request form at least two weeks before the time he or she needs to have the transcript sent. Request forms are available at <http://www.belhaven.edu/Registrar/transcripts.htm> or in the business office. The registrar is not permitted to issue transcripts for a student who is in debt to the University. The person whose record is to be released must sign the request for a transcript. The cost of each transcript is \$10 and must be paid in advance. There is a minimum of 48 hours before a transcript can be released.

### **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 University 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 University to comply with the act.

Belhaven University accords all the rights under law to students who are declared independent. No one outside the University shall have access to nor will the University disclose any information from students' education records without the written consent of students except to personnel within the University, 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 learning office, student life office, financial aid office, business office, office of institutional improvement, faculty, and academic support counselor.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, 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 University will permit access only to that part of the record which pertains to the inquiring student.

### **Class Attendance Policy**

The class attendance policy assumes that students will be present for all classes. University policy requires that students attend at least 80 percent of class meetings during a semester in order to receive credit. This 80 percent is interpreted thusly:

- A maximum of eight absences for a class that meets three times a week;
- A maximum of six absences for a class that meets two times a week;
- A maximum of three absences for a class that meets once a week.
- Three tardies are counted as one absence.

All reasons for absences (for example, illness, representation for school activities, emergencies, and late registration) are included in the maximum number of absences. However, individual faculty members or departments may require that students attend more than 80 percent of class meetings, in which case specific requirements will be provided in writing in the course syllabus and will be submitted to the provost for consideration prior to each term.

Request forms for degree audits in all majors are available on the Belhaven University website ([https://www.belhaven.edu/forms/degree\\_audit.htm](https://www.belhaven.edu/forms/degree_audit.htm)). Students must keep their own records of their academic progress; *ultimately, it is the responsibility of the student to see that he or she is registered for the correct courses for the degree he/she is pursuing.*

### **Convenient Scheduling for Adult Students** (See Graduate and Adult Studies sections of the catalogue.)

In respect for adult students' busy schedules, Belhaven offers courses at times of the day and week that are more convenient.

### **Evening Program:**

For nearly 20 years Belhaven University has offered an evening program of academic courses that provides basic college courses, including a wide range of courses in accounting and business administration, for interested area residents who are not able to attend regular classes during the day. Belhaven University instructors and selected area business people and educators teach classes. During the regular session, evening classes meet one evening per week beginning at 6:00 p.m.

### **Weekend College:**

Classes are offered on Saturday morning from 9:00-11:30 a.m.

### **Miniterms**

Two-week miniterms are offered twice each year at Belhaven University: one in the spring, and one between fall and spring semesters when allowed by the calendar. These are concentrated courses that make three hours of credit available to students attending 10 class meetings (four hours each); two weekends of reflection time are incorporated in each time frame. A student may enroll in one class only. Residence halls are not open during miniterms.

### **Gulf Coast Research Laboratory**

Belhaven University students may receive credit for certain courses offered at the Gulf Coast Research Laboratory, Ocean Springs, Mississippi. Consult the chairman of the department of biology concerning course offerings.

### **Summer Session**

The summer session of Belhaven University provides an opportunity for students to continue their work leading to a degree and for students from other institutions to earn credits that may be transferred to their own schools. A maximum of 15 hours may be earned during the summer session at Belhaven.

### **Honors College**

The Honors College at Belhaven gives academically advanced, highly motivated students a forum in which to deepen and expand their college education, both intellectually and spiritually. Enrollment in the Honors College is limited to students who demonstrate a past record of academic achievement, seriousness about their calling, and enthusiasm for challenging dialogue with students and scholars from a variety of fields. For admission requirements, see "Admission to the Honors College" under "Admission Requirements and Procedures" in this catalogue.

In order to graduate as an Honors Fellow, members of the Honors College must fulfill the following requirements:

- Five hours of Honors Colloquium (HNS), normally to include two hours during the freshmen year.
- 18 – 21 hours of Honors (H) courses with a minimum grade of B in all Honors courses. The 18 – 21 hours must include six hours from the Worldview Curriculum (WVC), at least nine hours from the student's major, and three

elective hours. Honors courses required for specific majors may vary; see the catalogue for departmental requirements.

- Honors courses are available by special arrangement with full-time faculty who have approved the Honors designation for their course. Honors courses with part-time faculty must be approved by the department chair. To merit the Honors designation, students must fulfill higher and/or additional requirements in the course that demonstrate integration of the subject matter with a Christian worldview. Professors will indicate, via the syllabus, changes in grade weights and standards for Honors students.
- Honors Fellows must submit a request for Honors course designation, signed by the appropriate faculty member, to the registrar's office no later than the date specified by the registrar and the Dean of the Honors College.
- Maintenance of an overall GPA of at least 3.4.
- Committed, active participation in required Honors College activities (lectures, events, excursions, etc.), even during semesters the student is not registered for HNS. Absences are permitted only in case of prior permission or emergency.

### **Summer Enrichment Program**

A precollege summer enrichment program is available to advanced students who have completed the junior year of high school. Students admitted to the program may earn up to 15 semester hours in regular summer session courses. Full college credit is granted after a student has been accepted on a full-time basis and has satisfactorily completed one semester (at least 12 semester hours) of course work at Belhaven University. For further information contact the director of admission.

### **Registration at Other Institutions**

A student who is enrolled at Belhaven University may not register for courses at any other institution without approval of the registrar and the chairpersons of the departments involved. This policy refers to summer classes taken elsewhere as well as at any time when a student is pursuing a degree at Belhaven. A student may not be concurrently enrolled at Belhaven and another institution except in the situation of a senior needing a course for imminent graduation and said course is not currently offered at Belhaven University.

### **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 hour.

Students must complete a special request form to submit to the office of the registrar. The professor is not authorized to grant final approval for an independent study course. The request must be submitted to the registrar's office no later than two days prior to the last day to enter a course or change enrollment status. 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.

### **Tutorial Work**

The term *tutorial* is applied to final coursework being completed by a nonresident Belhaven student who has applied for graduation. A student registered for tutorial work is one who cannot be enrolled at Belhaven for the final hours and who has been given permission by the registrar and the major department chairperson to complete those hours elsewhere.

A tutorial registration fee is assessed. (See General Fees.) If the work is not completed during the first semester in which a student is enrolled, that student must register for tutorial work again the following semester, or until the work is completed and the degree can be granted. The student's tutorial work carries no academic credit in itself. However, the student's permanent record will indicate enrollment in tutorial work.

### **Study Travel Program**

The Belhaven University study travel program provides students with an opportunity to earn academic credit in courses specifically structured to include off-campus travel, domestic or foreign.

Members of the Belhaven University faculty plan the courses, arrange for and conduct the travel portion, and offer detailed instruction on campus before departure and during the time of travel itself.

The content of courses offered in the study travel program is variable. In one case, the emphasis may be on one city, region, or country exclusively, while in another it may cut across geographical boundaries to include historical, literary, artistic, or scientific aspects of several regions or countries.

Each course requires the consent of the instructor and carries three hours of academic credit and a pass/fail grade. There is no limit to the number of credits a student may earn in the program, but each course pursued must have a different emphasis. In some instances, credits may be applied toward the departmental major.

### **Student Intern Programs and Practicums**

Student intern programs provide practical experience and training. In order to receive academic credit (one to six hours) for a student intern program or practicum, the program must be a structured one, approved in advance by the department in which credit is to be given. A student may not register for an internship or practicum until the office of the registrar has received the approval. The internship application should be turned in to the office of the registrar three days prior to the last day to add a class in order for there to be ample time for administration to provide internship approval. Registration must take place by the first week of the semester (see academic calendar for specific dates to add a course) or the student will not receive credit. A 2.75 cumulative Belhaven grade point average and junior or senior standing are required of the student to be considered for a student intern program or practicum. See the registrar's office for further information.

### **Council Studies**

Belhaven is a member of the Council for Christian Colleges and Universities, an association of more than 85 private liberal arts Christian colleges and universities. Consequently, a number of off-campus learning opportunities exists. These include an American studies program in Washington, D.C., a China studies program, a Latin American studies program in Costa Rica, the Los Angeles Film Studies Center, a Russian studies program, a Middle East studies program in Cairo, Egypt, a Scholar's Semester in Oxford, and a summer study program in historic Oxford, England. (See Council Studies in "Courses of Instruction" section.)

### **Au Sable Institute of Environmental Studies**

Located in Michigan, this program offers courses that cover various aspects of environmental studies and stewardship. Ecological information is provided along with experience in both field and laboratory techniques. Scholarship assistance is available to students at Council-member colleges.

### **Focus on the Family Institute**

A division of Focus on the Family, the Focus on the Family Institute is a one-semester undergraduate study program designed to address the challenging issues facing today's families. Outstanding students from American and international colleges and universities compete for 40 positions each fall, spring, and summer semester. Sixteen units of credit for the program may be received through the students' individual academic institutions, or arrangements can be made through an accredited institution. (See Family Studies in "Courses of Instruction" section.) Upon arrival, applicants should have completed two years of undergraduate work and be in good academic standing with a minimum of a 3.25 cumulative GPA. The Institute is endorsed by the Council for Christian Colleges and Universities.

### **Alternative Credit Programs**

Belhaven University does recognize Advanced Placement (AP) and College-Level Examination Program (CLEP). Official score reports must be sent directly to Belhaven University from the Educational Testing Service. High school transcripts with scores are not considered official notification of scores. Credit will be awarded once the office of the registrar has received the official qualifying scores and the student has met with the department chair to determine how the credit will be allocated. Students planning to enter professional school should verify that AP credit is accepted by the professional school they plan to attend. (All alternative credit must not exceed 30 credit hours toward the undergraduate degree.)

### **Advanced Placement Tests**

A score of 3, 4, or 5 is required on an Advanced Placement exam. Students with scores of 3, 4, or 5 on the AP Test of the College Entrance Examination Board (CEEB) will have earned, upon admission, up to eight semester hours credit granted in any one field.

Credits granted carry no grade and are not used in computing a quality point index but may be used toward a major or minor. Elective credit may also be given.

### **College Level Examination Program (CLEP)**

Advanced placement and credit may be awarded to students who earn at least the minimum scores recommended by the American Council on Education (ACE) on the subject examinations (not the general examinations). Once the office of the registrar has received the official qualifying scores and the student has met with the department chair, credit will be awarded. Any student wishing to be exempt from certain degree requirements should take the appropriate advanced placement test of the CEEB.

**Foreign Language Proficiency Exams**

Students proving proficiency in a native language other than English will be considered to have met Goal III. 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 her 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 or Online Work**

A student may apply a maximum of six semester hours of correspondence or online 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 or online.

**International Baccalaureate Program**

College credit will be granted to those high school students enrolling in Belhaven University who have completed courses in the International Baccalaureate Program with a score of five or better on each higher level examination. The courses for which credit will be awarded will be those subject courses that are a part of Belhaven's general education core.

**Experiential Learning Credit: (Maximum credit - 15 hours)**

In order for experiential credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic coursework at Belhaven. This type of credit may be approved by faculty in various departments through portfolios with a maximum of 15 hours of elective credit only. (Experiential credit in dance may be awarded for major credit with the approval of the dean of fine arts and the provost.) This type of credit is not transferable into or out of Belhaven University. The process for experiential credit should be completed prior to the beginning of the last course required for degree completion in the adult studies program or before the senior year in the traditional program. Assessment Fee - \$150 paid at time portfolio is turned in for assessment; \$75 per semester hour of credit awarded paid in full before credits are posted to transcript.

**Portfolio I**

Credit for professional, biblical, or technical courses, licenses, certifications, workshops, etc. or for courses taken at non-regionally accredited institutions 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 résumé, an autobiographical sketch, and 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. (Per standards set by CAEL)

**Portfolio II**

Credit for experiential learning can be awarded through an essay-writing process that will document college-level learning. Faculty award credit based upon college-level academic principles evident in the student's writing. The Portfolio II must include a résumé, an autobiographical sketch, and thorough documentation of the work experience being described as well as a 12- to 20-page essay describing the learning that occurred from the work experience and the resulting applications both for that situation and for future situations. Students may be referred to the English writing lab if they need aid in developing writing skills.

**Credit for Work Completed in Armed Service**

Credit for specialized training received in the armed services will be granted on the basis of recommendations published in *A Guide to the Evaluation of Educational Experiences in the Armed Services*. Only those courses or programs that may be regarded as consistent with the curriculum at Belhaven University will be credited toward a degree.

A student who presents evidence of at least six months of military training with an honorable discharge may receive a maximum of four semester hours non-academic credit in physical education.

*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. Credit in Bible, history, culture, or literature courses from these sources to meet general education curriculum requirements will not be accepted. The maximum total of such credit listed above, in any combination, is 30 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.*

### **Advanced Course Placement:**

#### **Placement in Advanced English**

Each year, the department of English selects a limited number of freshmen for placement in Advanced Freshmen English on the basis of scores on the ACT, the English Placement Test of the CEEB, and the Belhaven English Placement Test. Credit by exemption for ENG 101 (CR only, no semester hours, no grade or quality points) will be awarded upon completion of the three-hour course Advanced Freshman English (ENG 121) (with a grade not lower than a C) during the first semester.

#### **Placement in Advanced Language\***

Students who wish to continue at Belhaven University a language begun in high school should take a language proficiency test to determine the college-level course most consistent with their previous training. Students who have credit for two or more units of a foreign language in high school may receive college credit, though not college hours, for the 101-102 courses in the same language after receiving a C (2.0) or better in 201-202 at Belhaven University. A waiver of language courses, especially 101 and 102, may be granted upon the Language Department's avowal of a student's proficiency. No semester hours, grades or quality points will be awarded. Students seeking academic credit for language proficiency should schedule appropriate testing with the Foreign Language Department.

#### **Placement in Advanced Mathematics\***

Students who have had extensive training in mathematics in high school and who wish to continue their study in this area at Belhaven University may enroll in MAT 207 and 208 with the permission of the chairperson of the department of mathematics rather than in a lower level course.

\*Students who enter advanced courses in foreign languages and mathematics are eligible in certain instances to receive credit by exemption for lower level courses in these areas. See below:

Those students who are eligible to enter a foreign language course at the 390 level and complete six hours at this level may then elect to take examinations in the intermediate course (201-202) to receive six hours of credit. Students who are eligible to enter the course in calculus (MAT 207 and 208) and complete six hours at this level may then elect to take examinations in algebra and trigonometry (MAT 101 and 102) to receive six hours of credit. If a passing grade is achieved on the examination, the credit hours are recorded and a grade of ES (Examination Satisfactory) is assigned. In the event of an unsatisfactory grade, no grade is recorded or credit given. The grade of ES carries credit hours, but no quality points, toward degree requirements.

#### **Academic Lists**

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

President's List: full-time students with a 4.00 semester GPA.

Dean's List: full-time students with a semester GPA between 3.40 and 3.99 and no grade lower than a C.

#### **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 grade point average on the Belhaven University record and meet the minimum 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.

**Course Substitution**

In cases when, through no fault of the student, required courses in a major are not offered in a rotation that permits the student to graduate on schedule, the chair of the major department may approve a similar course in the major as a substitute.

**PRE-PROFESSIONAL PROGRAMS - THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER**

The courses offered at Belhaven University enable students to pursue specific preparatory programs for the ministry, law, medicine, dentistry, nursing, physical therapy, occupational therapy, and engineering. Requirements for professional schools vary. Some programs at The University of Mississippi Medical Center are open to residents of Mississippi only. Students should check with the department chairman for this information.

**Pre-Health Professional Programs**

All students who wish to be recommended by Belhaven University for pre-professional programs in the medical sciences or for graduate school, or for fellowships, assistantships, etc. must make an appointment and meet with the pre-professional committee. That committee is chaired by Dr. Chestnut (premedical advisor) and Dr. Kelly. It is recommended that students meet with the committee twice: (1) during their first semester at Belhaven University, and (2) during the semester when they will ask for recommendations. The committee will include: Dr. Al Chestnut, Dr. Phil Kelly, and Dr. Rob Waltzer. The following stated prerequisites are for The University of Mississippi Medical Center:

**Pre-nursing Program: Early Entry Option and Dual Degree Program**

All undergraduate students entering The University of Mississippi Medical Center (UMMC) School of Nursing will be admitted into the Bachelor of Science in nursing (BSN) program. This is a four-year degree consisting of prescribed courses of pre-professional education followed by two years of professional courses culminating in the baccalaureate degree.

Admission into this degree program can occur in the fall of the freshman year through early entry or through regular entry after completion of the pre-nursing curriculum at Belhaven University. The deadline for consideration for early entry is November 15.

The Bachelor of Science in nursing (BSN) early entry program is a joint offering of Belhaven University and The University of Mississippi School of Nursing at the Medical Center. The early entry program offers two options: the pre-nursing and the dual degree option. Under the pre-nursing option, a student earns approximately 65 credit hours at Belhaven University and then transfers to the School of Nursing for approximately two years to complete a degree in nursing.

Under the dual degree option, a student earns approximately 90 credit hours at Belhaven University and then transfers to the School of Nursing for approximately two years to complete a degree in nursing. Under this option, after a student is awarded a nursing degree from The University of Mississippi School of Nursing at the Medical Center, he/she will also receive a B.S. degree in biology or psychology from Belhaven University. The appropriate department chair should be contacted for approval and details of the plan of study.

Both options prepare the student to sit for the licensure examination for nursing practice, after completion of the degree in nursing.

Applicants who wish to be considered for early entry status must meet the following minimum criteria:

- An ACT score of 24
- A cumulative high school GPA of 3.5

Final consideration for early entry candidates will involve a review of additional criteria that may include a personal interview, a written essay, pre-nursing testing, and scholastic and non-scholastic extracurricular and service activities.

To be considered for early entry, a student must submit an application and an original transcript of all high school work completed through the fall semester of the senior year to the office of admission, Belhaven University, 1500 Peachtree Street, Box 153, Jackson, MS 39202. The student's ACT or SAT score must also be submitted along with an academic reference. The application should indicate that the chosen major is nursing. A nonrefundable application fee of \$25 must accompany each application.

The prerequisite courses for upper division of the baccalaureate program, the Registered Nurse (RN) to Bachelor of Nursing Science (BSN) program option, or the RN to BSN to MSN program include:

Required natural sciences and mathematics courses: A minimum of seven courses (26 hours)

Chemistry – eight hours (two courses in sequence each with a laboratory.); microbiology – four hours (Belhaven's course with a laboratory.); human anatomy and physiology – six to eight hours (two courses in sequence); nutrition; and college algebra. Science survey courses or courses for non-science majors are not acceptable for transfer credit.

Required computer science course: three hours

Introduction to Computer Use

Psychosocial science courses: A minimum of six courses (18 hours)

Required courses: general psychology – three hours; introductory sociology – three hours, the family, human growth and development through the life cycle, or comparable courses.

Suggested courses: abnormal psychology, geography, anthropology, political science, social problems, history, economics.

Humanities and fine arts courses: A minimum of six courses (18 hours)

Required courses: English composition – six hours; speech – three hours; fine arts – a minimum of three hours. The additional two courses in this area may be from either the humanities or the fine arts.

Suggested courses: art, literature, theatre, music, foreign language, philosophy, history, survey of religion, journalism.

All required courses must have a college grade; therefore, advanced placement credit cannot be used to meet these requirements. If an applicant has advanced placement credit for any of the requirements, he/she can take higher level classes for a grade in any of these areas and this will fulfill requirements.

### **Premedical Program (The University of Mississippi Medical Center)**

Required courses include one academic year each of biological science, inorganic chemistry, organic chemistry, English, mathematics, physics, and advanced science. All semester hours of advanced science must be taken in a senior college. The total of 90 semester hours will be completed by approved electives.

Required science courses – In each of the required science courses, other than mathematics, laboratory work must be included.

Mathematics – A minimum of three semester hours of college algebra and three semester hours of trigonometry is required. A two-semester course including algebra, trigonometry, analytical geometry, and calculus is also acceptable. Students who qualify by placement tests to enter Calculus I directly upon college entry can satisfy the mathematics requirement with a three- or four-hour Calculus I course; the other two or three required hours may be met by an approved elective course.

English – The usual freshman college courses of six semester hours in English composition or literature are required. The applicant is urged to take an advanced course in English composition.

Advanced science – Examples of advanced science courses are biochemistry, comparative anatomy, embryology, genetics, histology, quantitative analysis, physical chemistry, calculus, differential equations, and advanced physics. It is recognized that laboratories are not offered with all advanced sciences.

Approved elective courses – A partial list of recommended elective courses includes advanced English, sociology, psychology, philosophy, history, geography, foreign language, computer science, fine arts, (up to six semester hours) and selected advanced courses in mathematics, chemistry, physics, and biology. Certain professional courses may be unacceptable.

Unacceptable courses – None of the 90 semester hours of minimum collegiate requirements listed or described or recommended above may be met by the following courses: correspondence courses, courses in physical training, military science, or dogmatic religion; courses in mathematics or science designed for non-science majors; course credit granted without college level testing.



**Pre-Physical Therapy Program (Masters of Science in Physical Therapy: School of Health Related Professions: The University of Mississippi Medical Center)**

For candidates seeking admission into the DPT Class entering in May 2010 (applying in December 2011), successful completion (a grade of C or better) of the prerequisite courses below is required. A minimum of 5 of the 8 courses specified below must be completed (with grades) to be eligible to apply. All prerequisite courses must be successfully completed for a student to be admitted.

Candidates seeking admission into the class entering in May 2011 (applying in December 2010) may elect to complete either ALL of the current prerequisite list (go UMMC website) or the revised prerequisite list below.

Pre-requisite Courses*	Number of Courses	Estimated Credit Hours
Statistics (mathematics, psychology, or education)**	1	3
Biology (lab required)	2	8
Chemistry (lab required)	2	8
Physics (lab required)	2	6-8
Advanced physical or biological science***	1	3-5
	8	28-32

\*Science survey courses for non-science majors are not acceptable for a required course. Normally required science courses must have been taken within the last ten years. All physical or biological sciences listed at a particular college or university do not necessarily satisfy the prerequisite requirements; please consult with the physical therapy pre-admissions counselor for clarification.

\*\* must be taken at a senior college

\*\*\* must be 300 level or above and taken at a senior college. Specified prerequisites for courses taken and associated lab, whether incorporated or offered separately, must also be completed.

To be eligible for admission, candidates must: (1) submit a completed application by December 3; (2) provide evidence of observation in a minimum of two physical therapy clinical departments or practices for a total of 40 hours (additional hours and sites are recommended), hours earned through employment will not be accepted, all observation hours must be in the current year of application; (3) have a baccalaureate degree from an approved institution of higher learning; (4) have a minimum grade point average of 2.75 on a 4.0 scale (all grades, including failing grades and grades on repeated courses are used to calculate pre-admission grade point averages); (5) submit an official GRE report that includes verbal, quantitative, and analytical scores; (6) submit an autobiographical essay; (7) submit a resume; (8) be proficient in the use of computers for word processing, spreadsheet, library database searching, and be able to perform internet searches; (9) have current first aid certification that will remain current through clinical internship in the last academic semester; (10) complete the prerequisite courses (numbers in parenthesis indicate number of courses needed):

Physiology, human and mammalian (1 or a combined anatomy and physiology course for two semesters); comparative anatomy (1); social studies, including general introductory sociology (2); statistics - mathematics, psychology, sociology, or education (1); advanced science, 300 level or above (2); general and abnormal psychology (2); English composition (2); humanities (2); fine arts (1); chemistry (2); physics (2); college algebra or higher level mathematics course (1); zoology or biology (2); speech (1). All required courses must be completed with a grade of C or better.

Science survey courses designed for non-science majors are not acceptable for prerequisite requirements. Physical and biological science courses must include laboratory experiences. Students enrolled in a quarter academic calendar must complete the required sequence of courses which are equivalent to University of Mississippi courses. Normally required science courses must have been taken in the last ten years.

**Pre-Occupational Therapy Program (Master of Occupational Therapy: The University of Mississippi Medical Center)**

To be eligible for admission, candidates must: (1) provide evidence of 16 hours observation in at least two occupational therapy clinical departments; (2) have a minimum grade point average of 2.0 on a 4.0 scale; (3) have a minimum of 64 semester hours of academic credit (exclusive of physical education, military science, dogmatic religion and vocational courses) from an accredited institution of higher learning; and (4) complete the following prerequisite courses (numbers in parentheses indicate number of courses needed):

English composition (2); humanities (2); general psychology (1) abnormal, child, or adolescent psychology (1); sociology (1); college algebra (1); chemistry with laboratory (1); physics with laboratory (1); general biology with laboratory or zoology with laboratory (2); human anatomy, comparative anatomy, or morphology with laboratory (1) or a combined science in anatomy and physiology may be a substitute if it is taken one full academic year; fine arts (1); speech (1), developmental psychology or human growth (1), social sciences (1).

Science survey courses designed for non-science majors are not acceptable for transfer credit.

Electives should be sufficient to bring the total semester hours of transfer credit to 64. Suggested electives include first aid, human anatomy and physiology, and statistics.

### **Pre-Dental Program (The University of Mississippi Medical Center)**

Dental schools require applicants to have completed at least three years of college and 90 hours of acceptable credit. A baccalaureate degree is recommended.

Required courses:

English – Two semesters, one semester of which must be in composition.

General psychology – One semester

Physical sciences and mathematics - inorganic chemistry – two semesters; organic chemistry – two semesters; advanced chemistry or biology – two semesters at a senior college; physics – two semesters; biology or zoology – two semesters; mathematics – two semesters.

Suggested courses include quantitative analysis, physical chemistry, embryology, histology, immunology, biostatistics, microbiology, biochemistry, bacteriology, cell biology, cell physiology, comparative anatomy, and speech. In mathematics, algebra or trigonometry.

All required science courses must include regularly scheduled laboratory periods. In addition to required coursework, courses in the humanities area are highly recommended.

### **Pre-Pharmacy: Belhaven University works most closely with the University of Mississippi School of Pharmacy.**

For the Pharmacy catalogue and pre-pharmacy requirements go to: <http://www.pharmacy.olemiss.edu/student/Handbook.pdf>. The application deadlines after completion of pre-requirements are Regular Entry: November 1; Early Entry: February 1.

### **Other Pre-Professional Programs**

Students in these programs should consult with their advisors for requirements for professional schools.

### **Pre-Ministerial Program**

Theological seminaries require for entrance the B.A. or B.S. degree from an accredited four-year college. The Association of Theological Schools encourages students to receive a broad liberal arts education in preparation for seminary work. Belhaven University has a pre-ministerial program to give students this kind of education. The department of biblical studies and ministries offers a submajor that, along with biblical studies, gives a broad liberal arts basis where critical thinking skills are developed and sharpened.

### **Pre-Law Program**

Most law schools require that applicants hold an undergraduate degree. Generally, they do not prescribe any particular major or sequence of courses, but do recommend precision and effectiveness in speaking and writing and a critical understanding of the political and economic institutions with which the law deals. Belhaven recommends that a student interested in law school consider majoring in political science, and take the law track, which requires completing six hours in constitutional law. The political science major also includes, among other things, Christian political thought to ground the student in biblical concepts of law and politics as considered by great Christian thinkers; judicial process, a study of courts and the legal process; and legislative process, which examines the process by which legislation is developed and considers the biblical basis for a just law code. The student should also consider taking constitutional history, business law, ethics, economics, logic, and perhaps other law courses available at Belhaven, including communications law and sports law. Writing classes would also be helpful. The student who does not choose to major in political science should consider taking several of the classes noted above.

### **Pre-Engineering Program**

The pre-engineering program is designed for the student whose ultimate goal is to earn a degree in engineering. Belhaven's program offers the general education courses and mathematics courses required in an ABET-accredited engineering school (such as Mississippi State University and The University of Mississippi). The student studies for two or three years at Belhaven to gain knowledge, applied competencies in mathematics, and effective communication skills. He then transfers from Belhaven to a college of engineering to complete the engineering coursework for the degree. The student should coordinate his curriculum through the department of mathematics.

## CERTIFICATE PROGRAMS

These are programs in accounting, Bible and ministry, business management, dance, and family studies. The courses can be used as credit toward a degree. All hours for certificate programs must be earned at Belhaven University. Certificate programs are approved for veterans training by the state approving agency and are the equivalent of a college major except where noted.

### **Accounting: 36 hours**

The required classes are: ACC 217, 313, 314, 337, 411, 412, 413, 421, 424, 430, 490, 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.

Prerequisites to the Accounting Certificate consist of 27 hours: MAT 101 or 110 (202 in the adult program), 201(345), ACC 213-214 (BBA 320-321), ECO 205 (BBA 330), BUS 305 (BBA 350), BUS 363, BUS 414, and BUS 418.

Students who have earned a BBA or BS in Business 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 BS 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.

### **Bible and Ministry: 36 hours**

9 hours from BIB 220, 308, 315, 316

9 hours from BIB 221, 310, 311, 317

18 hours from BIB 301, 302, 331, 332, 350, 360, 370, 380, 408, 411, 412, or PSY 340

### **Business Management: 36 hours**

1st year: ACC 213-214, ECO 205-206

2nd year: BUS 320, 326, 329, 362

3rd year: BUS 305, 360, 363, WVC 401

### **Dance: 21 - 24 hours**

The certificate in dance requires 21 - 24 credit hours and takes two consecutive semesters (beginning in the fall) to complete, with some flexibility to facilitate appropriate substitutions. This program is not the equivalent of a major in dance. The fall semester should include DAN 133 or higher, DAN 125 or higher, DAN 170, DAN 151 (Pilates), DAN 370, and DAN 147. The spring semester should include DAN 134 or higher, DAN 126 or higher, DAN 270, DAN 251 (Pilates), DAN 371, and DAN 148.

### **Family Studies: 36 hours**

SOC 202, PSY 340

9 hours from PSY 202, 240, 241, 263, SOC 310

PSY 351 or BIB 441

18 hours from BIB 220, 221, 308, 310, 311, 315, 316, 317

# Courses of Instruction

## COURSES

### Numbering of Courses

A hyphenated course (e.g. 101-102) is one that continues throughout the year, the second semester of which has as a prerequisite the first semester. A non-hyphenated course (e.g. 101, 102) is one that continues throughout the year, the second semester of which does not have as a prerequisite the first semester.

Generally first semester courses are represented by odd numbers; second semester by even numbers.

### Offering of Courses

Belhaven University reserves the right to cancel any course for which there is an enrollment of fewer than five students.

The term *by request* is used for courses that are taught irregularly on the basis of availability of instructional staff, students' needs, and projected enrollments.

Credit hours are indicated in parentheses following course titles.

### Divisions of Instruction

#### Division of the Arts

Art  
Arts Administration  
Communication  
Creative Writing  
Dance  
Music  
Theatre

#### Division of Education

Elementary Education  
Secondary Education  
Education of the Exceptional Child  
Geography  
Physical Education

#### Division of Business Administration

Accounting  
Business Administration  
Economics  
International Studies  
Sports Administration

#### Division of Ministry and Human Services

Biblical Studies and Ministries  
Family Studies  
Psychology  
Social Services  
Sociology  
Sports Ministry

#### Division of Humanities

Classical Education Studies  
English  
Foreign Languages  
History  
Humanities  
International Studies  
Philosophy  
Political Science  
Speech

#### Division of Natural Science

Biology  
Chemistry  
Computer Science  
Mathematics  
Physics  
Sports Medicine: Exercise Science

#### Extrdepartmental

Council Studies  
Honors Seminars  
Leadership Studies

**Departmental Abbreviations**

Accounting	ACC	Health and P.E.	HPE
Art	ART	History	HIS
Arts Administration	AAD	Honors Seminars	HNS
Biblical Studies and Ministries	BIB	Humanities	HUM
Biology	BIO	International Studies	IST
Business Administration	BUS	Leadership Studies	LDS
Chemistry	CHE	Mathematics	MAT
Classical Education Studies	CES	Music	MUS
Council Studies	COS	Philosophy	PHI
Communications	COM	Physics	PHY
Computer Science	CSC	Political Science	PSC
Creative Writing	CRW	Psychology	PSY
Dance	DAN	Reading	REA
Economics	ECO	Sociology	SOC
Education	EDU	Spanish	SPA
Education Exceptional Child	EEX	Speech	SPE
English	ENG	Sports Administration	SAM
English as a Second Language	ESL	Sports Medicine: Exercise Science	SME
Family Studies	FAM	Sports Ministry	SMN
French	FRE	Study Travel	STT
Geography	GEO	Theatre	THE
Graphic Design	GDS	Worldview Curriculum	WVC
Greek	GRE		

**COURSES OF INSTRUCTION****Accounting (ACC)**

Professor Goldsmith, Chair  
Assistant Professor Tillman

The Accounting program has three primary objectives. First, the program seeks to provide students majoring in Business Administration with the necessary accounting background for making effective managerial decisions. Second, the program seeks to provide accounting majors with the skills and knowledge necessary for success in the accounting profession. Third, 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.

**Accounting Major:** 69 hours. The accounting major consists of 23 courses of 3 credit hours each, for a total of 69 hours. The 23 required courses are ACC 213-214, 217, 313-314, 337, 411, 412, 413, 418, 421, 424, 430, and 490; BUS 305, 320, 326, 363, 414, 415; ECO 205-206; and MAT 201.

Accounting majors desiring to take the CPA exam in the state of Mississippi should note that 150 semester hours of college credit are required as a prerequisite for taking the exam. Belhaven University students planning to take the CPA exam must consult with their advisors to develop a strategy to earn the required hours and prepare to pass the exam.

Students who would like to pursue a double major in Accounting and Business should consult with their advisors.

**Accounting Minor for a student in the B.S. in Business Administration program:** ACC 313-314, 301, and any three of the following: ACC 337, 411, 412, and 421.

**Minor for a student not in the B.S. in Business Administration degree program:** ACC 213-214, 217, 301, BUS 414 and ACC 411 or ACC 421 or ACC 424 or ACC 485.

**213-214 Principles of Accounting (3-3).** Prereq: Sophomore status.

A study of the concepts and fundamental principles of accounting practice. The course includes applications to proprietorships, partnerships, corporate accounting, and managerial accounting.

**217 Computerized Accounting (3).** Prereq: ACC 213. Pre-req or Co-requisite: ACC 214.

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.

- 301 Managerial Accounting (3).** Prereq: ACC 213-214.  
An in depth study of accounting applications for managers with special emphasis on computer applications. Required for business majors, not available for credit for accounting majors.
- 313-314 Intermediate Accounting (3-3).** Prereq: ACC 213-214. (C or better within last seven years or proficiency exam).  
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: ACC 213-214 with BUS 305 as a co-requisite.  
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: ACC 213-214.  
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 and 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 213, 214, 313 and 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: ACC 213-214.  
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: ACC 213-214.  
A study of fund accounting concepts and standards as they relate to federal, state, and local governments and to not-for-profit organizations.
- 430 Accounting Theory (3).** Prereq: ACC 313-314.  
The capstone course of the accounting major studies the development of accounting standards by FASB. Accounting controversies are evaluated using FASB's theoretical statements and biblical principles.
- 450 Internship (3).**  
This course is designed to give the student practical experience in the field of accounting. This course is only open to students majoring in accounting. Senior standing and approval by the Dean of the School of Business must be obtained. This course is graded on a pass or fail basis. Refer to "Student Intern Programs and Practicums" for further requirements.
- 485 Financial Management of Christian Ministries (3).**  
An introduction to the biblical principles that should guide the administration of Christian ministries and the accounting and management skills needed by the administrator of a Christian ministry in order to be an effective steward of the Lord's resources. Topics to be covered: biblical principles of money management and stewardship; financial disclosure; internal controls; audits; budgeting; employee payroll; obtaining tax-exempt status; and tax returns for ministers. Does not apply toward the major.
- 490 Forensic Accounting (3).** Prereq: ACC 313-314, 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.

**ART - Visual Arts (ART)**

Associate Professor Pennebaker, Chair  
 Associate Professor Haien  
 Associate Professor Hause, Associate Chair  
 Associate Professor Theisen

In full accord with the Mission and Statement of Faith of Belhaven University, the visual arts department seeks, by education and example, to instill in students the creative vision, intellectual rigor, technical skill, aesthetic insight, spiritual discernment, and work ethic necessary for the practice of visual art informed by a Christian worldview. In addition, the department seeks to provide the campus and local community with opportunities for education in and exposure to the history and practice of visual art.

**Bachelor of Arts in Art:** 63 hours to include:

- 15 hours of foundation courses (ART 120-121, 125, and 130-131)
- 12 hours of art history (ART 360, 461 and either 361 or 460 plus 3 credits from WVC 102, 104, 202, and 204; the remaining 2 credits in WVC will be in the core. Transfer students will take both ART 361 and 460 to complete 12 hours in art history as needed.)
- 3 hours of aesthetics (PHI 275)

**Minor in Art:** 21 hours to include:

ART 120, 130, and 215 or 3 hrs from WVC 102, 104, 202, or 204.

**Honors Program:** The visual arts department offers opportunities to enroll in honors courses from its department. ART 360, 361, 460, 461, and 462 are eligible as honors courses; other courses may be considered for honors status subject to faculty approval. Visual arts majors must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. Eighteen hours of honors courses are required for the honors degree. For other honors program policies, see “Honors Program” found in the “Administration of the Curriculum” section of this catalogue.

**120-121 Drawing I-II (3-3).**

ART 120: Introduction to drawing from observation, emphasizing accurate transcription of subject matter with regard to linear placement and value.

ART 121: Prereq: ART 120 or permission. Continued development of skills introduced in ART 120.

**125 Perspectives on Creativity and Art (3).**

Introduces visual arts students to broader questions of the artistic calling within a Christian worldview, the nature of the artistic process, the fundamentals of design and the visual elements, and the critique process.

**130-131 Design I-II (3-3).**

ART 130: Foundational introduction to theories and terminology of design and their practical application. Unit projects focus on the elements of design and principles of organization in two dimensions and in black and white. ART 131 Prereq: ART 130 or permission. Expands on the foundational approach of ART 130 with a directed emphasis on color theory and three-dimensional design.

**215 Art Appreciation (3).**

Introduction to artistic media, design concepts, and techniques as well as a historical overview of major artists, works, periods, and movements. Intended to enhance students' understanding and enjoyment of art in everyday experience and provide the tools for critical analysis of historical and contemporary works of art in their cultural and philosophical contexts. Non-major credit only.

**220-221 Studio Drawing I-II (3-3).** Prereq: ART 120-121.

An advanced drawing course building on skills learned in ART 120-121. Includes study of the skeletal and muscle systems of the human form, with practice drawing from the live model.

**240-241 Photography I-II (3-3).** (Formerly ART 140-141.)

ART 240: Introduction to camera use as well as developing, enlarging, and printing black and white photographs. Emphasis is placed on the role of design and concept in fine art photography.

ART 241: Prereq: ART 240. Students begin to define their individual conceptual and technical style through the development of a black and white portfolio.

**250-251 Studio Painting I-II (3-3).** Prereq: ART 120-121.

Introduction to the materials and processes of painting, with particular focus on the observation of light and color.

- 280-281 Sculpture I-II (3-3).** Prereq: ART 120-121, 130-131.  
Introduction to mechanical and technical issues associated with the primary materials and methods of working in the third dimension. Students also develop a conceptual and historical perspective on both additive and subtractive sculptural processes.
- 301-302 Independent Study and Research (3-3).** Prereq: Junior standing.  
An opportunity for students to pursue special artistic projects and research under faculty supervision. Subject to approval by faculty and chair.
- 320-321 Studio Drawing III-IV (3-3).** Prereq: ART 220-221.  
Continuation of ART 220-221. Drawing skills are developed and refined through continued work from the live model. Emphasis is also placed on the development of conceptual and interpretive skills.
- 340-341 Photography III-IV (3-3).** Prereq: ART 240-241.  
ART 340: Experimentation with darkroom manipulation processes for negative and print.  
ART 341: Experimentation with alternative photographic processes, mixed media, and diverse formats in order to further define individual conceptual and technical styles.
- 350-351 Studio Painting III-IV (3-3).** Prereq: ART 250-251.  
Continued study of painting from life, with emphasis on observation of color and light. Increased attention is also given to personal interpretation and expression.
- 360 World Art (3).**  
A survey of the art of selected peoples and cultures from Africa, Asia, and the Americas. Endeavors to identify universals of visual expression while also bringing Christian discernment to a reading of distinctive styles and methods as they embody worldviews. (Honors)
- 361 Western Art I (3).**  
A study of the history of western art from the Ancient Near East through the Gothic period. Introduces students to the touchstones of the western artistic tradition, viewed in the context of Christian critical analysis. (Honors)
- 365 History of Photography (3).**  
A historical investigation of photography as an expressive art form. This study traces technological advances in the photographic medium as well as the visual influences of 19<sup>th</sup> and 20<sup>th</sup>-century movements in art; critical readings in the aesthetics of photography contrast this new modern visual language with traditional artistic media in an effort to understand its unique character from a Christian perspective. (Honors)
- 380-381 Sculpture III-IV (3-3)** Prereq: ART 280-281.  
Further refinement of skills learned during the first two semesters as well as introduction to less traditional forms and methods of sculpture. Emphasis is placed on the integration of technique and design within the context of an emerging individual style and approach.
- 399 Internship (3).** Prereq: Junior standing and department chair approval.  
Supervised practical experience in an art-related profession. Maximum internship credit is six hours, nine hours for graphic design. Refer to "Student Intern Programs and Practicums" for further requirements.
- 401-402 Independent Study and Research (3-3).** Prereq: Senior standing.  
An opportunity for students to pursue special artistic projects and research under faculty supervision. Subject to approval by faculty and chair.
- 420-421 Studio Drawing V-VI (3-3).** Prereq: ART 320-321.  
Continued refinement of conceptual, observational, technical, and interpretive skills in the development of a coherent body of work.
- 433 Portfolio Preparation (3).** Prereq: ART 370.  
Prepares students to enter the work force. Individual attention is provided to refine portfolios and make them more competitive, along with creating and producing a resume and self-promotion piece.
- 440-441 Photography V-VI (3-3).** Prereq: ART 340-341.  
ART 440: Lighting techniques as applied to environmental and studio portrait photography.  
ART 441: Emphasis on photography as a collateral medium to language and graphic design in the communication of a marketing message. Explores lighting and product photography in a commercial context.
- 450-451 Studio Painting V-VI (3-3).** Prereq: ART 350-351.  
Emphasis on experimentation and innovation in painting.



- 460 Western Art II (3).**  
A survey of developments in European art from the Renaissance through c. 1850. In addition to formal and technical considerations, emphasis is placed on understanding and evaluating intent and meaning in light of the Christian worldview. (Honors)
- 461 Western Art III (3).**  
A survey of the last 150 years in the art of Europe and America. Introduction to modernity and postmodernity viewed from a Christian perspective, in an effort to understand the artistic context of our times. (Honors)
- 462 Modern and Contemporary Art Theory (3).** Prereq: ART 460 or 461.  
A survey of texts and other statements by artists, art critics, and philosophers from c.1860 to the present. Examination from a Christian perspective of major theories informing visual art practices in the modern and postmodern world prepares visual arts majors to enter knowledgeably and redemptively into contemporary artistic discourse. (Honors)
- 480-481 Sculpture V-VI (3-3)** Prereq: ART 380-381.  
Focus on refinement of skills, successful use of design principles, and research into contemporary modes of sculptural expression. Emphasis is placed on individual exploration and personal voice as well as the creation of a cohesive body of work.
- 498-499 Internship (3-3).** Prereq: Junior standing and department chair approval.  
Supervised practical experience in an art-related profession. Maximum internship credit is six hours, nine hours for graphic design. Refer to “Student Intern Programs and Practicums” for further requirements.

### Arts Administration (AAD)

Assistant Professor Frost

Arts Administration is a challenging and expanding field that is ready for Christian leadership. In keeping with the mission of Belhaven University to prepare men and women to serve Christ Jesus in their careers, relationships, and in the world of ideas, the Arts Administration degree program gives our students the knowledge, skills, and training necessary to administrate the business side of the arts in a variety of settings. Principles of management, human resource development, ethics, financial management, fund-raising, marketing, and law will be applied to theatre, dance, music, and the visual arts

The Arts Administration major requires 67 credit hours as follows: arts administration courses – 19 credits to include AAD 300, 310, 400, 450, 451, 490, and MUS 425 or THE 340; arts courses – 15 credits to include ART 215, THE 120, MUS 120, DAN 120, and PHI 275; ancillary courses – 9 credits to include ACC 213, BUS 414, BUS 418 and 412; fine arts concentration courses – 18 credits to include at least 12 hours in art, dance, music or theater, not to include ART 215, DAN 120, MUS 120 or THE 120 (course in the fine arts concentration to be determined by the department in which the students takes 12 hours); and 6 credits of elective courses.

- 300 Introduction to Arts Management (3).**  
This course covers the basic principles, theories, concepts, processes and practices relating to organizations in the arts industry including structure of the arts industry, organization structures, leadership, staffing, volunteerism, fundraising, intellectual property, grants writing, advocacy, etc
- 310 Marketing the Arts (3).**  
Introduction to effective marketing concepts, strategies, and practices for arts organizations. Students develop an understanding of the consumer and market, choose proper research techniques to solve problems, determine appropriate promotional techniques to develop relationships with patrons, and develop a complete and integrated marketing plan for an organization.
- 400 Fund Raising (3).**  
Course provides an overview of basic fund-raising techniques for non-profit arts organizations. Strategies for raising funds from individuals, corporations, foundations, and government funding sources are reviewed and analyzed. Methodologies for developing a complete fund-raising plan are studied.
- 450 Arts Administration Internship I (2).**  
Prereq: AAD 300, 310, and 400; and approval of the Department Chair.  
Students must complete an arts administration internship/practicum within the Belhaven University arts division, local arts organizations, or performing arts companies. Refer to “Student Intern Programs and Internships” for further requirements.
- 451 Arts Administration Internship II (2).**  
A continuation of the internship in AAD 450 or completion of a different internship.
- 490 Senior Seminar (3).**  
Designed to give experience and/or competence in topics and skills essential to successful management of the arts. Survey of critical literature and trends in arts management. Projects geared toward the particular needs of the student. These may include preparation of position papers, arts events production or consulting work for arts organizations.

**Biblical Studies and Ministries (BIB)**

Professor Martin, Chair  
 Professor Kenyon  
 Assistant Professor Husband

The department of biblical studies and ministries seeks to establish the faith and understanding of all students in the University through study of the Bible as the inspired, infallible Word of God. It also seeks to provide departmental majors with 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.

Since truth received with faith results in obedient service to God, all students in this department are expected to be in some kind of ministry. In addition, students in each submajor will do course work relevant to that area of study.

**Biblical Studies and Ministries Major:** It is necessary to have: (1) nine hours from BIB 220, 308, 315, 316; (2) nine hours from BIB 221, 310, 311, 317; (3) BIB 350, 441\*, and the prescribed courses in one of the submajors listed below.

\* at least 3 hours

Submajors:

Biblical Studies: (1) BIB 302, 331, 332; (2) six additional hours of departmental courses.

Cultural Relations: (1) BIB 360, 408, 411, 412; (2) three additional hours of departmental courses.

Family studies: (1) SOC 202; (2) 12 hours from PSY 202, 240, 241, 263, SOC 310

Leadership: (1) 12 hours from BIB 360, 370, 380, 408, 412, PSY 340; (2) three additional hours of departmental courses.

Pre-seminary: (1) BIB 302, 331, 332; (2) six hours from PHI, including either PHI 210 or 431; (3) three hours from PSC 316; ECO 205, 206; EDU 221; PSY 201, 240, 241; SOC 101, 202, 420.

Youth and Children Studies: (1) BIB 370, 380, PSY 340; (2) six hours from PSY 240, 263, 272, 342.

**Biblical Studies and Ministries Minors:**

Biblical studies: (1) 12 hours from BIB 302-332 and six hours from BIB 350-412.

Christian ministry: (1) six hours from BIB 302-332, and (2) 12 hours from BIB 350-412.

Family studies: (1) SOC 202; (2) PSY 340; (3) nine hours from PSY 202, 240, 241, 263, SOC 310; (4) three hours from either PSY 351 or BIB 441.

**Honors Program:** The Biblical Studies Department offers opportunities to enroll in honors courses from its department. Any departmental course with the exception of BIB 441 may be taken as an honors course. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" found in the "Administration of the Curriculum" section of this catalogue.

Biblical Studies may be chosen as one of the three required areas of concentration for the Bachelor of Arts degree in humanities.

**220 Survey of the Old Testament (3).**

A 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, and 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.

**221 Survey of the New Testament (3).**

This course is a 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.

- 302 Biblical Interpretation (3).**  
The Bible was written long ago, but it is also God's word for today. A study of the principles necessary to understand what the Bible meant when it was written and how it is to be applied now.
- 308 Old Testament Prophetic Books (3).**  
A study of God's message to His people in the specific circumstances of the Old Testament. Special effort is given to understanding the message of the major and minor prophets and to seeing what they mean for present times.
- 310 The Life and Teaching of Jesus (3).**  
A survey of Christ's life and teaching based on all four Gospels. Special attention is given to understanding the historical setting, showing how these books relate to the rest of Scripture and applying their principles today.
- 311 Acts and Paul (3).**  
A study of Paul's life and teachings as seen in Acts and his letters. This is designed to give the student an understanding of the early church and the ability to apply biblical principles to contemporary issues.
- 315 Old Testament Historical Books (3).**  
These books give an account of God's establishing a covenant relationship with His people. The study includes the historical development of this relationship, emphasizing its relevance for Christians today.
- 316 Old Testament Poetic Books (3).**  
A study of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon, giving attention to style and content. Emphasis is given to understanding and living by the wisdom expressed in these books.
- 317 Hebrews to Revelation (3).**  
A study of the final books of the Bible to see the fulfillment of the Old Testament, the wisdom necessary for life, and the hope that these writings give for the future.
- 331, 332 Christian Doctrine (3, 3).**  
A historical and systematic survey of Christian doctrine as set forth in Scripture.  
BIB 331: A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.  
BIB 332: A study of the doctrines of the person and work of Christ, the sacraments, the church, and the second coming.
- 350 The Church and Its Mission (3).**  
Study of basic biblical images and models of the church in order to use these as the pattern for how the church should reach out to the world in Christ's name.
- 360 Foundations of Christian Social Responsibility (3).**  
Specific biblical teachings from both the Old and New Testaments are presented as the foundation for serving God in a world filled with social needs.
- 365 Media Messages in Biblical Perspective (1-3).**  
This course will develop skills of analysis and evaluation of contemporary media philosophy and values, and the ability to respond critically from a Christian worldview perspective. The means used will be primarily movies that reflect contemporary culture. Must be sophomore or above.
- 370 Teaching Ministry (3).**  
Both Bible content and methodology are studied to prepare students for teaching the Bible in a variety of ministry settings, including sports and recreation outreach.
- 380 Youth Ministry (3).**  
The study of the way Jesus related to people and also of contemporary youth culture. This study forms the basis upon which to build and evaluate models of ministry with youth in both church and parachurch settings.
- 408 Introduction to International Missions (3).**  
The broad scope of international missions is presented by studying biblical, historical, cultural, and strategic aspects of the remaining task in today's world.
- 411 Transcultural Ministry (3).**  
A study of how God reveals His truth to people within their culture. By examining cultural differences, students become acquainted with and sensitive to the issues involved in working with people of other ethnic groups or cultures.
- 412 Evangelism and Disciple Building (3).**  
Study of methods of evangelism and discipleship, giving special attention to the importance of relationships and prayer in winning others to Christ.

- 415 Urban Ministry (3).**  
A biblical theology of the city will be outlined as the background for considering urban issues and ministries.
- 432 Theology of the Major Sects (1-3).**  
Study of the beliefs and history of various sects and some cults. Students are asked to critique biblically the beliefs of these groups.
- 441 Internship (1-6).**  
Supervised practical experience of ministry. May be taken for up to six hours of credit. This course is open to students in any major. Approval of the department chairman is required.
- 442 Field Site Visitation (1).**  
A tour of significant models of ministry. Combines personal interviews with leadership personnel and complementary reading assignments. May be taken for a maximum of three credits.
- 444 Guided Study (1-3).**  
Supervised research and writing in an approved area of biblical inquiry. Offered by special arrangement with the chairman of the department. May be taken more than once.
- 445 Mission Trip (1-3).**  
A travel seminar with significant hands-on ministry, usually in a cross-cultural setting. There will be an emphasis on understanding and relating appropriately to those of other backgrounds while carrying out a ministry project. May be taken for a maximum of three credits. Approval of the department chairman is required.

### **Biology (BIO)**

Professor Chestnut, Chair

Professor Waltzer

Associate Professor Reese

The department of biology at Belhaven University seeks to encourage students to develop an appreciation for the created world and to integrate factual biological information with foundational Scriptural truths. Students are expected to develop a broad background in biological science as preparation for teaching, graduate school, and the health-related professions. The requirements for the major include courses in three major areas: (1) molecular biology/genetics/biochemistry; (2) morphology/physiology; (3) botany/ecology.

**Biology Major:** 36 hours of Biology to include

- (1) BIO 105-106-109, 107-108-110
- (2) Five upper level courses to include at least one course from each of the following areas:  
cell/molecular biology: 342, 370, 371, 372, 410  
morphology/physiology: 310, 320, 333, 335, 336  
botany/ecology: 211, 350, 382
- (3) Four hours of "selected topics" as follows: minimum of two hours of 402 and either an additional course of 402 or two courses of 400.

In addition to the core requirements, a biology major must take CHE 111-112, 113-114 and CHE 211-221 and MAT 102; and a statistics course; either BUS 305, PSY 303, or MAT 305. Recommended for students majoring in Biology: PHY 241-242, 243-244; and CHE 212 and 222.

In order to obtain a degree in Biology (or a minor in biology) from Belhaven University, a student must take a minimum of 16 hours in Biology from Belhaven University. In order to declare a major in Biology, a student must have completed eight hours in Biology at Belhaven University. For recommendations for professional, graduate school or jobs, see instructions given under "Pre-Professional Programs." Within the Biology major, anatomy and physiology will count only as elective credit.

Beginning in the spring semester of 2007, all rising juniors (following fall semester for transfer students – to begin fall, 2008) must take the Educational Testing Service Major Field Test in Biology. The test should be taken after completion of a minimum of 12 hours in biology at a time during the spring semester to be selected by the department chairman. The test will be used to aid in the advising and course selection process of the student. This test must be retaken during the senior topics course as part of the course grade.

Beginning with students entering in the fall of 2007, students will be required to have completed one semester of internship or research or mentoring. This may or may not involve course credit and may be fulfilled a number of ways; i.e. Health Careers Development Program; undergraduate research; internships at Voice of Calvary or Museum of Natural Science; Summer research programs; research at UMMC. Students may work with the chairman beginning as early as the end of their freshman year.

**Biology Minor:** 22 hours to include BIO 105-106, 109; 107-108, 110; 402; and any two upper-level courses in biology.

**Accelerated Second Degree Nursing Minor (Alternate Minor):** This minor is designed to provide the prerequisite courses for any student who will complete a degree in any major and who would like to have the option to enter the “Accelerated Second Degree Nursing Program” at the University of Mississippi Medical Center. The required courses (17 hours) are as follows: BIO 230, 231, 265, PSY 240, 241, 303.

**Honors Program:** The Biology Department offers opportunities to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: BIO 105-106, 320, 336, 342, 370, 371, 382 and 411-412. For students majoring in this department, a student must pass a minimum of 12 hours of honors courses within the discipline and a minimum of nine hours from the honors programs of other departments. The student must take BIO 411-412 during the junior or senior year. Each course must be passed with a B or better. No more than 21 hours are required for the honors degree. For other honors program policies, see “Honors Program” under the “Administration of the Curriculum” section of the catalogue. Upon enrolling in the university honors program, the honors student must meet with the Department Chairman to determine a plan to complete the honors requirements for biology. For specific honors courses, the designation must be made during the registration.

**Pre-Professional Programs:**

The Biology Department advises students for a number of programs in the health-related professions: Medicine, Dentistry, Nursing, Physical Therapy, Occupational Therapy, and Pharmacy. These programs and the pre-requisite requirements are listed in the current catalogue at <http://www.belhaven.edu/academics/Programs/preprofessional.htm>.

- 100 Basic Biology (2).** Institutional credit only.  
Open to any student and/or students judged by the biology department to be deficient in basic biological skills. The course is intended to encourage students who have never used laboratory procedures and is a simplified introduction to biological chemistry, the cell, organ systems in humans, and genetics. This course does not fulfill the core requirement nor does it count toward the 124 hours required for graduation.
- 105-106 General Biology (3-3).**  
An analytical approach to the study of basic biological processes and principles as designed by the Creator; stress on the common foundation on which all living events are based. (Lecture 3) (Honors)
- 107-108 General Biology Lab (1-1).** Prereq. or coreq: BIO 105-106.  
Corresponding lab session for general biology lecture. (Lab 2)
- 109 General Biology III (3).**  
Survey of major biological kingdoms: Monera, Protista, Fungi, Plantae, Animalia, and the interactions of each of these kingdoms with their environment; overview of evolutionary processes and focus on design inherent within living organisms. (Lecture 3)
- 110 General Biology Lab III (1).** Prereq or coreq: BIO 109.  
Laboratory session to correspond with BIO 109. (Lab 2)

*Prerequisites for each course listed below: BIO 105-106, 107-108, and 109-110 or the consent of department chairman and instructor, unless stated otherwise.*

- 211 Botany (4).**  
A survey of selected nonvascular and vascular plants. Structure, function and ecological relationships of seed plants. (Lecture 3, Lab 3)
- 230 Human Anatomy and Physiology I (4).** Prereq: BIO 105, 106, 107, and 108.  
Dance majors who have received an ACT Natural Science score of 25 or above or SAT composite score above 1300 are exempt from the BIO 105 and 107 prerequisite, but not BIO 106 and 108. Cells and tissues, integumentary, skeletal, muscular, and nervous systems. Course is open to students in pre-allied health programs, sport medicine, and dance. (Lecture 3, Lab 3)
- 231 Human Anatomy and Physiology II (4).** Prereq: BIO 105, 106, 107, and 108.  
Dance majors who have received an ACT Natural Science score of 25 or above or SAT composite score above 1300 are exempt from the BIO 105 and 107 prerequisite, but not BIO 106 and 108. Cardiovascular, immune, respiratory, digestive, metabolism, urinary, reproductive, endocrine, development, and inheritance. Course is open to students in pre-allied health programs, sports medicine, and dance. (Lecture 3, Lab 3)
- 265 Basic Nutrition (3).**  
Principles of food composition; diets: emphasis on the macronutrients and micronutrients. Personal diet management. Effect of diet on the human body. Not accepted toward the following: a major or minor in biology or the biology requirement for the B.S. degree in science.

- 310 Parasitology (4).**  
A survey of the major parasite groups with emphasis on taxonomy, morphology, life history, and epidemiology. The survey will include both experimental and slide laboratories. (Lecture 3, Lab 3)
- 320 Physiology (4).** Prereq: CHE 111-112, 113-114.  
The functions of the major body systems: nervous, cardiovascular, immune, respiratory, muscular, endocrine, reproductive, excretory, and digestive. (Lecture 3, Lab 3) (Honors)
- 333 Histology (4).**  
Microscopic study of major animal tissues: epithelial, connective, muscular, and nervous. (Lecture 3, Lab 3)
- 335 Vertebrate Embryology (4).**  
A study of the development of tissues and organs of vertebrate animals. (Lecture 3, Lab 3)
- 336 Comparative Anatomy of the Vertebrates (4).**  
A phylogenetic study of vertebrates; representative species dissected and systematic comparisons made; survey of structure in the major body systems. (Lecture 3, Lab 3) (Honors)
- 342 Genetics (4).**  
A study of the fundamental concepts of classical genetics and its historical development; an introduction to the principles and techniques of modern genetics. (Lecture 3, Lab 3) (Honors)
- 350 Introduction to Marine Biology (4).**  
Physical and biological aspects of the marine environment: emphasis on the major habitats and design of organisms for their environment. Survey of the marine phyla. Field trip to Horn Island. (Lecture 3, Lab 3, field trip) Spring miniterm.
- 370 Cell and Molecular Biology (4).** Prereq: CHE 111-112, 113-114; CHE 211-212 recommended.  
Morphology and function of the cell; cellular organelles and processes including enzyme activity, respiration, cell signaling, and reproduction. (Lecture 3, Lab 3) (Honors)
- 371 Microbiology (4).**  
An introductory study of microorganisms: morphology, cytology, physiology, immunology, and control; emphasis on the prokaryotes. (Lecture 3, Lab 3) (Honors)
- 372 Biochemistry (3).** Prereq: CHE 111-112, 113-114, 211-212.  
An introductory course in biochemistry including the chemistry of proteins, lipids, and carbohydrates as well as the topics of enzymology, metabolism, and endocrine control of mechanisms. (Lecture 3)
- 373 Methods in Biochemistry/Biochemistry Lab (1).** Coreq. BIO 372.  
Corresponding lab section for Biochemistry lecture (Lab 3).
- 382 Ecology (4).**  
A survey of physical, chemical, and biological interrelations in natural communities. (Lecture 3, Lab 3) (Honors)
- 400 Selected Topics in Modern Biology (1).**  
Suggested for one semester of the junior year and one semester of the senior year. Attendance and participation in a series of student and outside speaker presentations. Library paper required on topic to be selected.
- 402 Selected Topics in Modern Biology (2).**  
Required of all senior biology majors. Student will present power-point lectures and attend and participate in a series of student and outside speaker presentations. Includes review of recent literature and presentation of current topics in biology. Senior status required: to be taken fall and/or spring of the senior year. Educational Testing Service Major Field Test in Biology will be taken as an exit exam and part of this course. May be taken twice.
- 410 Immunology (3).** Prereq: BIO 320 or BIO 333 or BIO 370.  
The molecular and cellular basis of immunity: antibody diversity, B-cells, T-cells, antigen presentation, tolerance, autoimmunity, and transplantation. (Lecture 3, Lab 1)
- 411-412 Undergraduate Research (1 or 2/1 or 2).**  
Supervised research and instruction in a biological field of study for one full year of study. Open by request only to junior and senior biology majors. Offered by special arrangement with the chair of the department. Required of all honor students. (Honors).

*Belhaven students may receive credit for biology courses given at the Gulf Coast Research Laboratory at Ocean Springs, Mississippi.*

**Business Administration (BUS)**

Ralph Mason, Dean of the School of Business  
 Professor Penn  
 Associate Professor Kimmel  
 Associate Professor Martin  
 Associate Professor Gaylor  
 Assistant Professor Jinkiri  
 Assistant Professor Moyers  
 Assistant Professor Tillman

The division of business administration educates students in a manner that will enhance their opportunities for success in their chosen careers. A well-rounded education is provided with an emphasis in each of the following areas: accounting, business administration, finance, management, and marketing. As a Christian liberal arts university, Belhaven emphasizes the importance of Christian values and ethics.

**Business Administration Major:** The B.S. degree in business administration requires 57 hours to include ACC 213-214, BUS 304, 305, 320, 326, 360, 363, 414, 418, 419, 420, ACC 301, ECO 205-206, MAT 201, and nine semester hours of business electives.

**Business Administration Minor:** A minor in business administration requires 18 hours to include ACC 213, BUS 320 and 326, ECO 206, and six hours of business electives.

**Finance Minor:** A minor in finance requires nine hours of finance electives, six hours of business of business administration electives, and a finance internship.

**Management Minor:** A minor in management requires nine hours of management electives and nine hours of business administration electives.

**Marketing Minor:** A minor in marketing requires nine hours of marketing electives, six of business administration electives, and a marketing internship.

**Concentration:** A concentration in Entrepreneurship requires BUS 327, BUS 307, six hours of business electives, a small business internship and an approved business plan by a faculty panel.

**Honors Program:** The business department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: BUS 360, BUS 418, BUS 419, BUS 420, BUS 491, BUS 492. For students majoring in this department, one must pass a minimum of 12 hours of honors courses within the discipline and a minimum of six hours from the honors courses of other departments. Each course must be passed with a *B* or better. No more than 18 hours are required for the honors degree. For other honors program policies, see “Honors Program” located in the “Administration of the Curriculum” section of the catalogue.

**110 Contemporary Business Enterprise (3).**

A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. Includes an overview of business processes such as marketing, finance, and strategy and their roles in the free market system.

**228 Personal Finance (3).**

A study of the basic principles of planning and managing personal financial matters. Emphasis is on developing the personal financial planning skills needed to meet individual objectives and goals.

**304 Business Communication (3).**

A study of the modern techniques of written and oral communication in a business setting.

**305 Business Statistics (3). Prereq: MAT 101 or 110.**

A study of the primary statistical techniques used in the managerial decision-making process. Included is a study of measures of central tendency, dispersion, theories of probability, statistical inference, analysis of variance, regression analysis, nonparametric statistics, statistical quality control and decision theory, and time series analysis.

**307 Introduction to Electronic Commerce (3).**

An introduction to the use of computers and the Internet in the marketing process. Traditional marketing concepts, along with a Christian worldview, will be integrated with modern computerized marketing techniques.

**320 Introduction to Marketing (3). Prereq: Junior level standing.**

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: Junior level standing.  
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.
- 327 Small Business Management and Entrepreneurship (3).**  
A study of management principles and techniques, focusing on applications to established small businesses and to new ventures. Emphasis is placed on leadership and the role and functions of entrepreneurs.
- 329 Principles of Supervision (3).**  
A study of the basic principles of supervising employees. Emphasis is on communicating, understanding employee behavior, selecting and training employees, appraising employees, conducting effective meetings, working with unions, increasing productivity, and managing stress in the context of the supervisor-employee relationship.
- 335 Fund Raising (3).**  
A study of philanthropy, fund-raising promotions for not-for-profit organizations, the ethics of fund raising, and providing donors with financial planning services.
- 351 Personal Selling (3).** Prereq: BUS 320.  
A study of the basic principles underlying the personal selling process and their application to the problems of sales professionals.
- 360 Operations Management (3).** Prereq: BUS 305 and MAT 101 or 110.  
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. Areas covered include: New Product and Service Development, Facilities Planning, Quality Control Techniques; Forecasting Methods, Work Performance Measurement; Waiting Line and Scheduling Decisions; and Inventory Systems Management. (Honors)
- 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: ACC 214, MAT 110 or MAT 101  
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.
- 402 Money and Banking (3).** Prereq: ECO 205-206  
A study of the role of money in the U.S. economy and the financial system that creates it and through which it flows. Additionally, basic monetary policy instruments are studied with regard to their effects on macroeconomic variables and on the financial institutions operating within the economy.
- 403 Advertising (3).** Prereq: BUS 320.  
An overview of the advertising field with emphasis on media selection and strategic planning.
- 405 Financial Management (3).** Prereq: BUS 363.  
A study of the basic methods and theories of the successful financial management of firms. Emphasis is on cash-flow estimation and risk analysis in capital budgeting, stocks and bonds as sources of funds, the use of long-term debt, the cost of capital, leverage, dividend policy, and working capital management.
- 407 Consumer Behavior (3).** Prereq: BUS 320.  
A study of consumer purchasing behavior with emphasis on psychological and social influences. Specific topics include consumer decision processes and behavior; cultural, social, personal, and family influences; individual differences; and psychological processes.
- 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).**  
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.



- 416 Investments (3).** Prereq: BUS 363 or instructor's permission for non-business majors.  
A study of the techniques of investing in the major types of equity and debt instruments. Emphasis is on the study of money and capital markets, valuation of stocks and bonds, and portfolio analysis.
- 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. (Honors)
- 419 Business Policy (3).** Prereq: 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. (Honors)
- 420 International Business and Development (3).**  
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. (Honors)
- 426 Risk Management and Insurance (3).** Junior standing recommended.  
The focus of this course is on the loss exposures faced by economic entities (threats to people, property, or profits) and the logical uses of risk management and insurance tools to offset the effect of those losses.
- 440 Commercial Banking (3).** Prereq: ACC 213-214 and ECO 205-206.  
A study of the operation and management of commercial banks. Primary emphasis is on the management of the assets, liabilities, and capital funds of banks within the framework of banking regulations.
- 442 Marketing Research (3).** Prereq: BUS 306 and 320.  
A study of modern marketing research techniques and their application. Specific topics include research decisions, problem definition, exploratory research, hypothesis testing, research design, data collection, data analysis, and the reporting of results.
- 450-451 Internship (3-3).**  
This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. The internship may be repeated once. This course is open only to students majoring in accounting or business administration. Junior or senior standing is required, and approval by the division chairman must be obtained. The course is graded on a pass or fail basis. Refer to "Student Intern Programs and Practicums" for further requirements.
- 460 Cases in Management (3).** Prereq: BUS 326.  
A study of a wide variety of management problems in a small group setting. The case study method of analysis is used, and oral and written case evaluations are required. Emphasis is placed on management problems encountered by large, modern firms.
- 465-470 Practical Application of Business Principles (3-15).**  
Up to 15 semester hours of credit may be awarded for practical experience in management. Credit will be awarded only upon approval by the faculty of the division of business administration and the dean of the school of business.
- 490 Public Financial Management (3).** Prereq: ACC 214 and BUS 363.  
An introduction to the modern concepts and practices of financial management in public organizations with emphasis on practices used by state and local governments. The course will include a study of the preparation, approval, execution, and review of budgets.
- 491-492 Undergraduate Research (1-2).** Prereq: Junior or Senior standing.  
Supervised research in a business field of study. Open by request only to junior and senior business majors. Offered by special arrangement with the dean of the school of business. (Honors)
- 499 Special Topics (3).** Prereq: Minimum of six hours in business administration or consent of dean of school of business.  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics. (Offered on demand.)

**Chemistry (CHE)**

Professor Kelly, Chair

Modern chemistry is an interdisciplinary subject with roots in physics and mathematics and with relevance to every branch of science and technology. It is truly a manifestation of the beauty and orderliness of God's creation.

This department emphasizes the fundamental principles of chemistry while developing experimental skills. A major in chemistry prepares the student for graduate studies, for industry, and for entry into the health professions. The mastery of analytical and problem-solving techniques also provides an excellent basis for a wide range of service, management, and leadership roles in society.

**Chemistry Major:** (1) 32 hours (16 of which must be earned at Belhaven University) to include 111-112, 113-114, 211-212, 214, 221-222, 321-322, 323-324, 441-442; BIO 372 may be taken as an elective. (2) MAT 101, 102, 207, 208; (3) PHY 241-242, 243-244; (4) 6 hours of foreign language (German or French recommended).

Chemistry majors will be required to take the Educational Testing Service Major Field Test in Chemistry during the second semester of the senior year at a time to be determined by the departmental chairman.

Those students who desire to attend a graduate school in chemistry should take 40 hours of chemistry, additional courses in physics, and MAT 304.

**Chemistry Minor:** 20 hours to include 111-112, 113-114, and 211-212, 221-222, 214. 12 hours must be earned at Belhaven University.

- 111-112 General Chemistry (3-3).** Prereq: MAT 101 or consent of the instructor.  
A two-semester sequence that includes a study of topics such as stoichiometry, atomic and molecular structure, chemical bonding, the states of matter, phase equilibria, kinetics, thermodynamics, ionic equilibria, and electrochemistry. (Lecture 3)
- 113-114 General Chemistry Laboratory (1-1).** Prereq. or Coreq.: CHE 111-112.  
A two-semester sequence emphasizing fundamental chemical operations and the study of a selection of exercises demonstrating those principles discussed in CHE 111-112. The second semester includes a study of qualitative analysis. (Lab 3)
- 211-212 Organic Chemistry (3-3).** Prereq: CHE 111-112, 113-114. Coreq. or prereq. CHE 221-222.  
A two-semester sequence that is a study of compounds of carbon including the functional groups, their nomenclature, synthesis, chemical reactivity, reaction mechanisms, stereochemistry, spectroscopy, and methods of structure determination. (Lecture 3)
- 214 Quantitative Analysis (4).** Prereq: CHE 111-112, 113-114.  
A study of the quantitative aspects of acid-base, solubility, and oxidation-reduction equilibria. An introduction to chemical instrumentation using colorimetric analysis. (Lecture 2, Lab 6)
- 221-222 Organic Chemistry Laboratory (1-1).** Coreq.: CHE 211-212.  
A two-semester sequence emphasizing fundamental chemical operations in the preparation, purification, and analysis of examples of many of the various different classes of organic compounds. (Lab 3)
- 313-314 Special Topics in Organic Chemistry (3,3).** Prereq: CHE 212.  
A study of current topics of interest taken from the areas of medicinal, synthetic, theoretical, heterocyclic chemistry, and stereochemistry. (Lecture 3)
- 321-322 Physical Chemistry (3-3).** Prereq: CHE 214 (may be taken concurrently), PHY 241-242, PHY 243-244 and MAT 208.  
A two-semester sequence that includes a study of theoretical principles of gases, liquids and solids, atomic and molecular structure, solutions, reaction kinetics, chemical equilibria, phase rule, catalysis, electrochemistry, and radiochemistry. (Lecture 3)
- 323-324 Physical Chemistry Laboratory (1-1).** Prereq. or Coreq.: CHE 321-322.  
A two-semester laboratory study of phase equilibria, solution phenomena, reaction kinetics, chemical equilibria, catalysis, electrochemistry, and radiochemistry. (Lab 3)
- 431-432 Special Problems in Chemistry (1 or 2, 1 or 2).** Prereq: Advanced standing in chemistry and consent of the instructor.  
A course designed for individual advanced students that involves a library search and laboratory investigation of a topic or topics of current interest.
- 441-442 Seminar (1-1).** Prereq: Senior standing.  
The senior chemistry major will research a topic of his particular interest and present it before a group of his or her peers.

**Classical Education Studies (CES)**

Professor Kenyon, Chair

The Classical College prepares students to serve in classical schools as teachers or administrators. The student continues their rich classical school experience by deepening their understanding of the implications of biblical truth in forming and expressing that truth a coherent worldview. Though the *Trivium* is not exactly replicable on a college level, this program does emphasize biblical foundations, the goal for accurate understanding, interpreting and expressing biblical truth in a rhetorically successful way, and a commitment to the personal Lordship of Christ in one's life and in the world of ideas.

In addition to the complete Worldview Curriculum or transfer curriculum in the general education requirements, majors will complete the following courses: ENG 470, 473, plus 6 credits of other 300-400 level English; PHI 201, 225, 227, 275, 337; HUM 301, 401; 12 credits from ART 360, ART 361, ART 460, ART 461, MUS 325, MUS 380, MUS 381, MUS 392. Up to 12 hours of 300-400 level humanities, history, or philosophy courses are allowed to substitute for the above. In addition, GRE 101 and 102 will be offered.

**Communication (COM)**

Professor Anthony, Chair

The department of communication seeks to prepare students for the field of journalism and mass communication. Students majoring in communication will be exposed to professionals in the classroom as well as the workplace. Non-majors will benefit by acquiring basic knowledge that will assist them in becoming more informed citizens. Society needs individuals who are trained in not only journalistic skills, but also moral standards to give the public the best information possible with which to make important decisions.

The **communication major has two areas of concentration, journalism and electronic communication** which require a total of 36 semester hours, including core courses COM 201, 203, 300, and 440; 21 hours of area of concentration courses; and an additional three-credit-hour major elective.

**Area of Concentration I: Journalism**

Required Courses: COM 302, 303, 305, 402, 404, 420, and 450.

**Area of Concentration II: Electronic Communication**

Required Courses: COM 302, 303, 307, 402, 414, 450, and 480.

**Area of Concentration III: Public Relations**

Required Courses: COM 302, 303, 307, 309, 350, 409, and 450. Recommended electives: ART 240, BUS 320, GDS 110, 200, 210.

Please note that COM 450 is internship and is a requirement for the major. Every job in communication requires experience, and the only way to gain that practical application is through the internship. In order to be approved by the University to do an internship, the communication student must have an overall GPA of 2.75. *(If a 2.75 overall GPA is not obtained by final semester, three hours of relevant coursework will be chosen by the department chair for substitution.)*

The **communication minor** requires a total of 18 semester hours to include COM 201, 203, 300, 302, 440, and 480. The journalism concentration requires COM 303 while the electronic communication concentration requires COM 307.

**Honors Program:** The communication department offers opportunities for students to enroll in honors courses from its department. The following are courses that may be taken as honors courses: COM 201, 300, 302, and 440. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" found in the "Administration of the Curriculum" section of this catalogue.

**201 Introduction to Mass Communication (3).**

The historical development of man's dissemination of information and the economic and social impacts of media are discussed.

**203 Introduction to News Writing (3).**

This course is designed to acquaint students with the style of writing required in electronic communication, print journalism, and public relations. Wire systems also will be introduced and discussed.

**300 Ethics in Mass Communication (3).**

A study of the ethical, moral, and Christian values that journalists should possess as members of the working press. An exploration of the standards that the general press should follow when dealing with the lives of public and private individuals.

**302 Introduction to News Reporting (3). Prereq: COM 201, 203.**

Beginning course designed to teach the fundamentals of news writing, news style, news gathering, news evaluation, and ethics for the media.

- 303 Public Affairs Reporting (3).** Prereq: COM 302.  
Determining how to locate sources to obtain information. Using research and other sources to gather and disseminate information to the general public.
- 305 News Editing (3).** Prereq: COM 302.  
Editing of stories, writing headlines, developing acceptable writing skills, using basic computer systems, and becoming familiar with the Associated Press stylebook.
- 307 Broadcast Journalism (3).** Prereq: COM 201, 203, 302, or consent of the department chair.  
A study of the delivery of broadcast news. Analysis of oral communication skills and interviewing techniques. Presence, style, and ethics are also discussed.
- 309 Introduction to Public Relations (3).** Prerequisites COM 201, 203, Fall Semester  
Designed to introduce and develop a broad understanding of public relations as a communication profession. Topics covered include public relations in both public and private enterprises; basics of planning and implementing a public relations communication campaign; techniques for communicating with various public; and the laws and ethics governing the practice of public relations
- 350 Organizational Communications (3).** Prerequisites COM 201, 203, 309 Spring Semester  
An examination of organizations from a communication perspective. The nature of organizational communication competencies is learned and subsequently practiced thus developing effective communication skills. Topics may include communication networks and climates, superior-subordinate relationships, computer-mediated communication, organizational identification, communication audits, group and team communication, interviewing, meetings, and presentations.
- 402 Advanced News Reporting (3).** Prereq: COM 302.  
An extensive course in news writing that emphasizes ethics and the news gathering process.
- 404 Advanced News Editing (3).** Prereq: COM 302.  
Additional edit work in more complex stories.
- 414 Electronic Field Production (3).** Prereq: COM 201, 203, 302, or consent of the department chair.  
This course is designed to examine the realities of operating a broadcast facility. Specific areas include programming, news production, operations, sales traffic, and technical services.
- 418 Public Relations Campaigns (3).** Prerequisites COM 201, 203, 300, 309, and 440.  
Designed to help develop and refine the student's ability to select, create and apply tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life cases studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for students who have mastered most or all of the skills courses and can apply their knowledge base to a real-life public relations problem. Students will utilize the principles and techniques of public relations to analyze case studies, track current public relations issues, and create public relations campaigns.
- 420 Feature Writing (3).** Prereq: COM 201, 203, 302.  
This course requires substantial research. Reporting of issues concerning public affairs, concepts, and critical issues of today.
- 430 Digital Editing Processes (3).**  
This course will give students the opportunity to develop their understanding of digital editing using a variety of software applications and processes.
- 440 Mass Communication Law (3).** Prereq: COM 201, 203, 300.  
A study of the laws governing print and electronic journalism; legal codes dealing with slander, libel, and rights to privacy; current FCC rulings as well as the examination of historical cases that have set a precedence in media law.
- 450 Internship in Mass Communication (3).** Prereq: All core and appropriate concentration courses plus consent of the department chair. Open in each concentration on the basis of written application submitted one semester in advance by senior students. All applications are forwarded to the department chair. Refer to "Student Intern Programs and Practicums" for further requirements.
- 480 Selected Topics in Mass Communication (3-6).** Prereq: Enrollment requires the consent of the department head, who will contact the agency allowing the student to complete a practicum. Students will be requested to complete a major project that will assist the student in adding real world experience to their résumé.

## Council Studies (COS)

Belhaven is a member of the Council for Christian Colleges and Universities, an association of more than 90 private Christian liberal arts colleges and universities. Consequently, a number of off-campus learning opportunities exist. These include an American studies program in Washington, D.C.; a China studies program; a Latin American studies program in Costa Rica; the Los Angeles Film Studies Center; a Russian studies program; a Middle East studies program in Cairo, Egypt; and a summer study program at the University of Oxford, England.

**American Studies Internships/Seminars:** <http://asp.bestsemester.com/overview.asp>

**China Studies Program:** <http://csp.bestsemester.com/overview.asp>

**Contemporary Music Center Program-Core/Artist/Executive Tracks:** <http://cmc.bestsemester.com/overview.asp>

**Latin American Studies Program:** <http://lasp.bestsemester.com/overview.asp>

**Middle East Studies Program:** <http://mesp.bestsemester.com/overview.asp>

**Los Angeles Film Studies Center:** <http://lafsc.bestsemester.com/overview.asp>

**Oxford Summer Programme in England:** <http://osp.bestsemester.com/overview.asp>

**Russian Studies Program:** <http://rsp.bestsemester.com/overview.asp>

**Scholar's Semester in Oxford:** <http://sso.bestsemester.com/overview.asp>

**Washington Journalism Center:** <http://wjc.bestsemester.com/overview.asp>

## Creative Writing (CWR)

Professor R. Smith, Chair

The mission of the creative writing department at Belhaven University is to train student writers to examine the world from a biblical perspective and engage the world for Christ through their gift for writing. In the program, students learn to see the writing life as a high calling and writing as one tool for unraveling the mysteries of creation and human experience. Overall, the department imparts a biblical understanding of creativity in general and creative writing in particular, focusing on God's gift of language to humans as one means of subduing creation and thus fulfilling the cultural mandate found in Genesis 1:28.

Practically speaking, the program seeks—through a variety of activities such as workshops, literature courses, practicum experiences, and internship opportunities—to produce disciplined wordsmiths who write clearly, concisely, correctly, and creatively. Graduates of the program should be qualified to pursue graduate study and careers in writing and publishing. Most importantly, graduates will be writers who are equipped both to look at and speak to the world from a biblical perspective.

The creative writing department offers a Bachelor of Fine Arts (BFA) and a minor in creative writing.

The BFA in creative writing includes the following requirements (52 hours):

CWR 132 and 133

CWR 199 (4 semesters)

CWR 211

CWR 324 or 325

CWR 304, 305, 306, 482, or THE 310 (9 hours)

CWR 481

CWR 494 or 495

CWR Elective (3 hours of 300- or 400-level writing workshops, including THE workshops: 310, 410, 412)

ENG 121 or its equivalent (ENG 101 and 102)

ENG 302 and 303

ENG Elective (9 hours of 400-level literature courses)

GDS 111/220, COM 203, or COM 420

PHI 275

In addition, a foreign language must be completed through the intermediate level (202).

The minor in creative writing includes the following requirements (24 hours):

CWR 199 (4 semesters)

CWR 211

CWR 304, 305, 306, 482, or THE 310 (9 hours)

CWR 481

ENG 121 or its equivalent (ENG 101 and 102)

ENG 302

PHI 275

**Creative Writing Honors Program:** The following courses in the major may be taken as honors courses: CWR 211, 304, 305, 306, 324, 325, 482, THE 310, and any 400-level literature course. The BFA student must complete 12 hours of honors courses from the above list, six hours of honors courses from the worldview curriculum, and three hours of honors courses from the following courses: COM 203, COM 420, ENG 302, ENG 303, GDS 111/220, and PHI 275.

Enrollment in the creative writing major or minor requires an ACT score of 22 or higher in reading and English. Further, all applicants must submit a portfolio of at least twelve to fifteen pages of creative writing to the department chair for evaluation. Thus, all admits to the program are juried. Students who do not initially meet the department's entrance requirements may be admitted provisionally. The performance of provisionally admitted students will be reviewed after two semesters, resulting in one of the following outcomes: cleared for continuation in the program without provisional status, cleared for continuation with provisional status and further review after one year, not cleared for continuation.

All majors and minors in the writing program will submit a portfolio at the end of their sophomore year for evaluation by the creative writing faculty. Based on the quality of this portfolio, students will be cleared for continuation in the writing program or counseled about other major or minor options.

For graduation, each creative writing major and minor must produce a senior thesis (a substantial creative work such as a collection of stories, poems, or nonfiction essays) and successfully defend that work before a faculty panel. A public reading of the thesis is also required. In addition, each senior must write and defend a research paper explaining his or her philosophy of aesthetics and composition and linking that philosophy to important developments in the history of both traditional and biblical aesthetics.

By graduation, creative writing students should demonstrate the following skills and abilities:

1. Well-developed creative and critical thinking skills.
2. A broad understanding of creative writing in relation to historical and cultural contexts, especially the biblical worldview and the development of Western civilization and literature.
3. A mastery of various literary forms and styles in genres as diverse as poetry, fiction, creative nonfiction, and scriptwriting.
4. The ability to give and receive constructive feedback on writing.
5. A mastery of the tools of all good writing: grammar, punctuation, mechanics, spelling, syntax, focus, organization, development, and style.
6. A deep appreciation of the ways in which creative activities such as writing allow humans to uncover the wonders of a world charged with meaning and the brokenness of a world marred by sin and suffering.

**132 Principles of Editing (2).** Prereq: Instructor's permission.  
An introductory course designed to teach the fundamentals of publication editing, design, and production. The laboratory and backdrop for this course is the Belhaven University literary journal, *the Brogue*. Students will meet weekly for lecture, discussion, and staff work. Typically, *The Chicago Manual of Style* (CMS) will be the text for the course, and students will be graded on their adherence to the *Manual* in their editorial work. Students pursuing the BFA in creative writing must complete at least one semester of CWR 132, but may take additional semesters for elective credit.

**133 Procedures in Publishing (2).** Prereq: Instructor's permission.  
Designed to teach the fundamentals of publication design and production. The laboratory and backdrop for this course is the Belhaven University literary journal, *the Brogue*. Students will meet weekly for lecture, discussion, and staff work. Texts for this course will include *The Chicago Manual of Style* and overviews of the publishing industry that address history, procedures, and current developments. Students pursuing the BFA in creative writing must complete at least one semester of CWR 133, but may take additional semesters for elective credit.

**199 Creative Writing Colloquy (0).** Limited to creative writing majors and minors. Prereq: CWR 211.  
Informal weekly meeting for the purpose of discussing works in progress. Participants will bring drafts of current works and discuss them under the direction of a creative writing instructor. Four semesters required for creative writing majors and minors. Grade limited to Credit or No Credit. Limited to 6 students.

**211 Introduction to Creative Writing (3).**  
Designed for students interested in learning and practicing the craft of creative writing, including writing poetry, fiction, and creative nonfiction. Includes discussion of the biblical foundations for creative expression through words and of the Christian writer's responsibility to art, society, self, and God. Workshop format. Limited to 12 students.

**304 Advanced Poetry Writing (3).** Prereq: CWR 211.  
Designed for students interested in practicing advanced techniques of writing poetry in both traditional and open forms. Covers topics including line, form, meter, sound, image, and figurative language. Requires students to submit poems for publication and to participate in a public poetry reading. Workshop format. Limited to 12 students.

**305 Advanced Fiction Writing (3).** Prereq: CWR 211.  
Designed for students interested in practicing advanced techniques of writing fiction. Covers topics including point of view, character, setting, plot, dialogue, and voice. Requires students to submit stories for publication and to participate in a public fiction reading. Workshop format. Limited to 12 students.

- 306 Advanced Nonfiction Writing (3).** Prereq: CWR 211.  
Designed for students interested in practicing advanced techniques of writing nonfiction essays, including such subgenres as memoir and personal narratives, literary journalism, nature writing, travel essays, spiritual narratives, and humorous essays. Requires students to submit essays for publication and to participate in a public reading. Workshop format. Limited to 12 students.
- 324 Forms and Themes in Poetry (3).**  
A blended literature and writing course (with emphasis on literature) specifically designed for creative writing students. Examines various traditional and nontraditional forms and themes in western and non-western literature. Seeks, through example and analysis, to understand what poetry is, how it has functioned, and what forms it has taken in various cultures, both past and present. Examines forms including epic, lyric, haiku, narrative, sonnet, hymn, and ballad.
- 325 Forms and Themes in Prose (3).**  
A blended literature and writing course (with emphasis on literature) specifically designed for creative writing students. Examines various traditional and nontraditional forms and themes in western and non-western literature. Seeks, through example and analysis, to understand what prose is, how it has functioned, and what forms it has taken in various cultures, both past and present. Examines forms including myth, folktale, quest narrative, fairy tale, fable, and hero story.
- 481 Capstone Workshop in Creative Writing (3).** Prereq: Senior standing, CWR 211, and two 300-level creative writing workshops. Designed for students interested in completing significant projects for publication. Students declare individual projects in one area of creative writing (e.g. a collection of poems, short stories, or essays; a long prose work or script) at the beginning of the semester, then complete the project under the direction of the instructor. Each student must defend his or her creative work and philosophy of aesthetics paper before a faculty committee. Workshop format. Limited to 6 students.
- 482 Special Topics Writing Workshop (3).** Prereq: CWR 211.  
Designed for students who want to write in specific genres, including the following: the novel or novella, fantasy fiction, historical fiction, extended works of creative nonfiction, literary journalism, long poems or poem sequences, writing for children and young adults, etc. Each time the workshop is offered, it will focus on a particular genre. At times, the course may be taught by a visiting writer. Requires students to submit essays for publication and to participate in a public reading. Workshop format. Limited to 12 students.
- 494 Teaching Creative Writing (3).** Prereq: CWR 211, and two 300-level creative writing workshops.  
Designed to introduce students to the pedagogy of creative writing instruction. Topics covered will include the design and facilitation of writers' workshops, teaching techniques, formulation of lesson plans, assignment design, feedback and response strategies, and methods for teaching various age groups (children, adults, seniors, etc.). The first half of the semester will focus on lesson design and preparation. During the last half of the semester, each student will complete a supervised internship with a local school, tutoring center, neighborhood center, nursing home, senior citizens' center, home-school association, etc. The Director of the Creative Writing program will assist students in finding a teaching venue.
- 495 Creative Writing Internship (3).** Prereq: Permission of Department Chair.  
Supervised internship in a field where the student has an opportunity to use his or her writing skills. Internships may be completed in areas such as the following: printing houses, presses and publishers (e.g. University Press of MS), magazines or newspapers, nonprofits and government agencies (e.g. MS Arts Commission, MS Craft Guild and Museum), public relations, and missions organizations. Internships may be completed locally or out of state. All internships require prior approval of the creative writing program director. Students will produce at least 25 pages of writing related to their internship and submit any other work products associated with the experience.

### **Dance (DAN)**

Associate Professor Newland, Chair  
Associate Professor Morton  
Assistant Professor Mitchell  
Assistant Professor Tucker Wagnon  
Associate Professor S. Wynne  
Specialty Instructor B. Wynne  
Specialty Instructor E. Rockwell

The mission of the dance department is to prepare students spiritually, technically, academically, and artistically to move into the world of dance and affiliated careers in adherence with the mission of the University.

This degree program provides a Bachelor of Arts in dance, a Bachelor of Fine Arts in dance, and a minor in dance. These tracks enable students to develop their God-given talents in dance as well as its allied fields and to understand dance from a biblical perspective. Students receive a broad liberal arts and dance education to prepare themselves for graduate school, modalities for ministry, and careers in dance performance, dance education, and allied fields in dance.

**Bachelor of Arts in Dance: Meeting a minimum of 124 credit hours to include:**

- (1) DAN 147, 148, 170, 243 or 244, 270, 300, 343 or 344, 370, 375, 475 or 476, two consecutive semesters of 400, 411, 443 or 444, and BIO 230 or DAN 401. (Prerequisites for BIO 230 and DAN 401 are BIO 105, 106, 107, and 108. Dance majors with a Natural Science ACT score of 25 or higher are exempt from the BIO 105 and 107 but not BIO 106 and 108.)
- (2) Minimum of 18 hours of dance-technical studies, including DAN 225-226 or higher, or DAN 233-234 or higher. A technique class is required each semester.
- (3) Minimum of 10 credit hours in performance/choreography studies.
- (4) 9 credit hours of Dance History consisting of DAN 360, 361, and 362.
- (5) 13 credit hours of Dance Education and senior projects.

**Bachelor of Fine Arts in Dance: Meeting a minimum of 128 credit hours to include:**

- (1) DAN 147, 148, 170, 243, 244, 270, 300, 301, 343, 344, 370, 371, 375, 475 or 476, two consecutive semesters of 400, 411, 443, 444, 470, and BIO 230 or DAN 401. (Prerequisites for BIO 230 and DAN 401 are BIO 105, 106, 107, and 108. Dance majors with a Natural Science ACT score of 25 or higher (SAT composite score of 1300 or above) are exempt from BIO 105 and 107 but not BIO 106 and 108.)
- (2) Minimal total of 24 hours in dance technical studies, with at least two courses taken for audit or credit in a second technique per academic year. Primary technique is required every semester for credit or audit.
- (3) Minimum of 19 credit hours in performance/choreography studies.
- (4) 6 credit hours of Dance History consisting of DAN 360, and 361 or 362. DAN 361 is recommended for Ballet, 362 is recommended for Modern.
- (5) 13 credit hours of Dance Education and senior projects.
- (6) 7 hours of electives in studio work.
- (7) To meet B.F.A. in dance requirements, the student must achieve and maintain DAN 433-434 or DAN 425-426 by one semester prior to graduation.

**Minor in dance:** 24 hours in dance courses, including DAN 147 and 148, 170, 225-226 or higher, or DAN 233-234, or higher, and DAN 411. Not open to students majoring in dance. A technique class is required each semester.

**Certificate in Dance: 21 - 24 hours**

The certificate in dance requires 21 - 24 credit hours and takes two consecutive semesters (beginning in the fall) to complete, with some flexibility to facilitate appropriate substitutions. This program is not the equivalent of a major in dance. The fall semester should include DAN 133 or higher, DAN 125 or higher, DAN 170, DAN 151 (Pilates), DAN 370, and DAN 147. The spring semester should include DAN 134 or higher, DAN 126 or higher, DAN 270, DAN 251 (Pilates), DAN 371, and DAN 148.

All students will be assigned an appropriate level in dance technique courses. Only students who demonstrate the skill necessary for the next level of work upon completion of a studio technique course will be permitted to enroll at the next level. If not, they will be expected to continue at their level of technique until they are ready to advance.

Majors and minors are required to attend and participate in the weekly department meetings and must make arrangements to do so.

**Dance Apprenticeship Program**

The Belhaven University dance apprenticeship program is an opportunity for talented high school students pursuing a highly advanced level of study in dance and desiring instruction and performance experience through Belhaven University courses and faculty.

The program offers apprentices the opportunity to earn college credits while continuing to complete their high school curriculum. Tuition is offered at 50 percent of the current rate per credit hour.

Students must be in good scholastic standing and must be available to attend all sessions of the technique and performance courses in which they enroll. Students will participate as apprentice members of the Belhaven University Dance Ensemble.

The following are required at the time of application:

1. Minimum age of 15 by September 1
2. Completed application for admission and \$25 nonrefundable application fee
3. Achieved and maintaining a 2.8 GPA
4. Academic reference and recommendation
5. Student's letter of intent
6. Personal interview with the chair of the dance department and the director of admission.
7. Audition in person for the chair of the dance department and dance faculty for admission to the program.

If eventually degree-seeking, the student would follow the standard requirements for admission while earned credit would be transferable.

The number of semester hours an apprentice can attempt is unlimited, but restricted to dance technique courses only. After attempting six semester hours in lecture or laboratory courses, he or she must either apply as a degree-seeking student or make a request to be continued as an apprentice.

Apprentices are accountable to the chair of the dance department and will be graded on the same scale as Belhaven University dance students. Apprentices will be obligated to continue participation for one full semester at a time unless there is cause for discontinuation on



the part of the faculty or due to physical injury or other plausible hardship. Under all circumstances, an exit interview with the chair of the dance department is required.

- 115 Beginning Ballet Technique (1).** (For non-majors)
- 116 Beginning Ballet Technique (1).** Prereq: DAN 115 or Instructor's Approval. (For non-majors)
- 117 Beginning Modern Dance Technique (1).** (For non-majors)
- 118 Beginning Modern Dance Technique (1).** Prereq: DAN 117 or Instructor's Approval. (For non-majors.)
- 120 Looking at Dance (3).**  
Survey course introducing general college students to diverse forms of dance created and practiced by various societies in the world. In this course we survey the amazing variety of dance in the world from this larger cultural perspective, examining the values that societies express in their dances.  
(Lecture/Studio)
- 125-126 Ballet Technique I (1-1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate ballet technique.
- 133-134 Modern Dance Technique I (1-1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate modern dance technique.
- 147 Orientation to Dance (1).**  
An introduction of dance studies at Belhaven University and a survey of dance as an art form and its related area, including health and wellness, auditioning, rehearsal etiquette, performance and performance preparations, character, worldview and cultural issues.
- 148 Performance Techniques (1).** Prereq: Instructor's Approval.  
A continuation of DAN 147, this course is designed to broaden the student's perspectives on dance, moving toward artistry with attention given to examining detail of movement, looking into the choreographic intention behind dance works, and questioning how all of these apply to a biblical world and life view as well as to our individual choices as dance artists. Includes the study of one to two choreographic works.
- 151 Pilates I (1).** Prereq: Instructor's Approval.  
A physical fitness system that increase strength and flexibility through dynamic range of motion and focuses on developing core muscles through awareness of breath and alignment.
- 152 Pointe Technique I (1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate pointe technique.
- 153 Men's Technique I (1).** Prereq: Placement Class or Instructor's Approval.  
Classical technique course in the study of the specific technical demands for the male dancer.
- 154 Pas de Deux I (1).** Prereq: DAN 152 or DAN 252 and Instructor's Approval.  
Partnering techniques and sustained adagio for the classical ballet.
- 155 Men's and Women's Variations I (1).** Prereq: DAN 153 or DAN 352, and Instructor's Approval.  
Variations from extant classical and neoclassical repertoire.
- 156 Partnering Techniques (1).** Prereq: DAN 270 and Instructor's Approval.  
Partnering techniques for modern dance.
- 159 Related Dance Forms I (1).** Prereq: Instructor's Approval.  
Dance technique course concentrating on the different techniques of various dance forms other than classical ballet and modern dance.
- 170 Improvisation I (1).** Prereq: Instructor's Approval.  
Introduction to principles of improvisation, utilizing basic elements of movement, movement qualities, spatial awareness, vocabulary development, and spontaneous creative decision making.
- 225-226 Ballet Technique II (1/2-1/2).** Pre-req.: DAN 125-126 and Instructor's Approval.  
Intermediate ballet technique. Continuation of DAN 125-126.
- 233-234 Modern Dance Technique II (1/2-1/2).** Prereq: DAN 133-134 and Instructor's Approval.  
Intermediate modern dance technique.

- 243-244 Performance II (1-1).** Prereq: DAN 148 and Instructor's Approval.
- 251 Pilates II (1/2).** Prereq: DAN 151 and Instructor's Approval.  
Continuation of DAN 151.
- 252 Pointe Technique II (1).** Prereq: DAN 152 and Instructor's Approval.  
Intermediate pointe technique. Continuation of DAN 152.
- 253 Men's Technique II (1).** Prereq: DAN 153 and Instructor's Approval.  
Continuation of DAN 153.
- 254 Pas de Deux II (1).** Prereq: DAN 154 and Instructor's Approval.  
Continuation of DAN 154.
- 255 Men's and Women's Variations II (1).** Prereq: DAN 155 and Instructor's Approval.  
Continuation of DAN 155.
- 256 Partnering Techniques II (1).** Prereq: DAN 270 and Instructor's Approval.  
Partnering techniques for modern dance.
- 257 Jazz Technique (1).** Prereq: Instructor's Approval.  
Intermediate Jazz Technique.
- 258 Jazz Technique (1).** Prereq: DAN 257 and Instructor's Approval.  
Intermediate/ Advanced Jazz Technique.
- 259 Related Dance Forms II (1/2).** Prereq: DAN 159 and Instructor's Approval.  
Continuation of DAN 159.
- 261 Dance Theory (2).**  
Intellectual history of 20th-century dance theory; study of theory and aesthetics as they relate to dance.
- 270 Improvisation II (1).** Prereq: DAN 170 and Instructor's Approval.  
Continuation of DAN 170.
- 275 Laban/Bartenieff Studies (2).**  
Introduction to Rudolf Laban's system of movement analysis (LMA). The LMA framework examines the interrelated aspects of body effort and space with an emphasis on qualitative description of movement. This course also explores the fundamentals developed by Irmgard Bartenieff who created a system of body reeducation and movement repatterning. The course offers a means to increase the expression and performance range of the dancer or athlete.
- 281 Tap I (1)** Prereq: Instructor's Approval  
A survey of varied tap styles from both a historical and contemporary perspective with emphasis on musical theater. Beginner/ intermediate.
- 282 Tap II (1)** Prereq: Instructor's Approval  
Continuation of DAN 281. Intermediate/ advanced
- 290 Independent Study (1-3).**
- 300 Dance Production I (2).**  
This course will guide a student through the administrative needs, grant writing requirements and the promotional elements associated with running a dance company or self-producing your artistic product.
- 301 Dance Production II (2).**  
This course provides an overview of the technical elements such as lighting, sound, and management elements such as box office and advertising elements of producing a dance event.
- 325-326 Ballet Technique III (1/2-1/2).** Pre-req.: DAN 225-226 and Instructor's Approval.  
Intermediate/Advanced ballet technique. Continuation of DAN 225-226.
- 333-334 Modern Dance Technique III (1/2-1/2).** Prereq: DAN 233-234 and Instructor's Approval.  
Intermediate/Advanced modern dance technique. Continuation of DAN 233-234.
- 343-344 Performance III (1-1).** Prereq: Dan 148.  
Continuation of DAN 243-244.

- 345 Dance Ministry (2).** Prereq: Instructor's Approval.  
Students will gain instruction and training specifically designing dances, text and other materials necessary for ministry, worship services, workshops, and outreach.
- 351 Related Dance Forms III (2).** Prereq: Instructor's Approval.  
Physical Theatre.
- 352 Pointe Technique III (1).** Prereq: DAN 252 and Instructor's Approval.  
Advanced/Pre-professional pointe technique. Continuation of DAN 252.
- 353 Men's Technique III (1).** Prereq: DAN 253 and Instructor's Approval.  
Continuation of DAN 253.
- 354 Pas de Deux III (1).** Prereq: DAN 254 and Instructor's Approval.  
Continuation of DAN 254.
- 355 Men's and Women's Variations III (1).** Prereq: DAN 255 and Instructor's Approval.  
Continuation of DAN 255.
- 356 Partnering Techniques III (1).** Prereq: DAN 256 and Instructor's Approval.  
Continuation of DAN 256.
- 359 Related Dance Forms III (2)** Prereq: DAN 259 and Instructor's Approval.  
Continuation of DAN 259.
- 360 Dance History I (3).**  
History and philosophy of dance; ritual and social components of dance; dance in early cultures; origins of dance as a theatrical art form through the early Renaissance.
- 361 Dance History II (3).**  
History and philosophy of dance; evolution of dance as a theatrical art form from the Renaissance to the 20th century and dance in cultural context; ballet history.
- 362 Dance History III (3).**  
History and philosophy of dance; evolution of dance in the 20th century; dance in contemporary cultural context; current contemporary trends in dance.
- 370 Elements of Composition I (2).** Prereq: DAN 170, 270 and Instructor's Approval.  
Study of basic rhythmic, spatial, and dynamic materials in the designing of dance movement.
- 371 Elements of Composition II (2).** Prereq: DAN 170, 270, 370 and Instructor's Approval.  
Continuation of DAN 370.
- 375 Dance Pedagogy (2).** Prereq. or Coreq.: Prereq: Instructor's Approval.  
Must be currently enrolled in a Level I (or higher) Technique course. A study of the principles, techniques and materials of teaching creative dance in studios, recreation departments and k-12 public education. Includes supervised teaching experiences.
- 390 Independent Study (1-3).**
- 400 Senior Project (1/2).** Prereq: Instructor's Approval.  
Culminating process in coordination with and upon approval of dance faculty. The project may include research, performance, choreography, production, or a combination of these. This course should be taken in fall and spring of senior year.
- 401 Dance Kinesiology (3) and Kinesiology Lab (1).** Prereq: Instructor's Approval.  
Study of movement as it relates to principles of physics and anatomy.
- 411 Careers in Dance (2).** Prereq: Instructor's Approval.  
This course facilitates an inquiry into the breadth of occupations and professional applications in the field of dance. The course intends to help orient the student to skills and bodies of knowledge to pursue and manage a professional career in dance and/or allied professions, and to address choices and character from a biblical worldview.
- 425-426 Ballet Technique IV (1/2-1/2).** Pre-req.: DAN 325-326 and Instructor's Approval.  
Advanced/Pre-Professional ballet technique. Continuation of DAN 325-326.

- 433-434 Modern Dance Technique IV (1/2-1/2).** Prereq: DAN 333-334 and Instructor's Approval. Advanced/Pre-Professional modern dance technique. Continuation of DAN 333-334.
- 443-444 Performance IV (1-1).** Prereq: DAN 148. Continuation of DAN 343-344.
- 450 Dance Internship (1-3)**  
This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. May combine work in residence with a dance company or ministry entity, site visitations to various facilities in pursuit of a particular preapproved topic, or a combination of documented experiences in the field. This course is open only to junior and senior dance majors. The internship may be repeated once and is graded on a pass or fail basis.
- 453 Men's Technique IV (1).** Prereq: DAN 353 and Instructor's Approval. Continuation of DAN 353.
- 454 Pas de Deux IV (1).** Prereq: DAN 354 and Instructor's Approval. Continuation of DAN 354.
- 455 Men's and Women's Variations IV (1).** Prereq: DAN 355 and Instructor's Approval. Continuation of DAN 355.
- 456 Partnering Techniques IV (1).** Prereq: DAN 256 and Instructor's Approval. Continuation of DAN 256.
- 460 Dance and Technology (2).** Prereq: DAN 370, 371 and Instructor's Approval. Must be currently enrolled in a Level II (or higher) Technique course. Topics in dance relating to multi-media, computer-assisted choreography, video, film, CD-Rom, etc. Includes final project.
- 470 Choreography (2).** Prerequisite: DAN 170, 270, 370, 371, and Instructor's Approval. Study of choreographic forms and structures, musical forms, components of dramatic and stylistic forms. Includes choreographic project.
- 475 Teaching Methods – Ballet (2).** Prereq. or Coreq.: DAN 170, 225/226, and Instructor's Approval. Must be currently enrolled in a Level II (or higher) Technique course. Methods for teaching ballet technique to prepare for teaching in studios, recreation departments, and public schools. Includes field work.
- 476 Teaching Methods – Modern (2).** Prereq. or Coreq.: DAN 170, 233/234, and Instructor's Approval. Must be currently enrolled in a Level II (or higher) Technique course. Methods for teaching modern dance technique to prepare for teaching in studios, recreation departments, and public schools. Includes field work.
- 490 Special Topics in Dance (1-3).** Prereq: Instructor's Approval. This course covers selected areas not studied extensively in other dance related courses and may be repeated for different topics.

### Economics (ECO)

Professor Penn

Assistant Professor Jinkiri

- 205 Principles of Economics I (3).**  
A study of the basic tools of macroeconomic analysis and their application to the use of monetary and fiscal policies to achieve macroeconomic goals. A section on international trade and finance is included.
- 206 Principles of Economics II (3).**  
A study of the basic tools of microeconomic analysis and their application to decision making by the household and the business firm. A section on government regulation and antitrust policy is included.

**Education (EDU)**

Professor Rasberry, Dean of the School of Education  
 Professor Stokes, Undergraduate Department Chair  
 Associate Professor Quinn  
 Associate Professor McCardle  
 Associate Professor Noblitt, Director of Graduate Teacher Education  
 Professor Wasson

The school of education seeks to produce not only well-trained, state-certified teachers but also concerned, compassionate individuals who value each human life and who are dedicated to helping each student fulfill his or her God-given potential. The department’s goal of teachers becoming “servant leaders” is supported by its program that emphasizes academic excellence, professional knowledge, character development, and leadership opportunities.

Students planning to teach in either the elementary or secondary school must not only meet requirements for graduation from Belhaven University but also must complete courses specified for teacher licensure. All course requirements are subject to change reflecting requirements from the Mississippi Department of Education. Prospective elementary teachers should major in elementary education; prospective secondary teachers should major in the subject area in which they plan to teach and minor in education.

Licenses that entitle the holder to teach in the elementary and secondary schools in Mississippi are issued by the Mississippi Department of Education, Office of Educator Licensure, Jackson, Mississippi. Applications for licensure may be secured from the dean of education. **Students who plan to teach in states other than Mississippi are responsible for securing all requirements and forms.**

**Admission to Belhaven University Does Not Automatically Admit One to Teacher Education.**

**Admission to Teacher Education:**

The student must have successfully completed 44 hours have an overall GPA of 2.5, and meet the required score on the PRAXIS, ACT or SAT (or the current state-required test). Basic professional courses may be taken prior to being admitted to teacher education. No courses listed under the specialized area may be taken until a student has been admitted to teacher education. Students should obtain a passing score on the state-required test, Principles of Learning and Teaching and an appropriate Subject Area Assessment Test prior to enrolling in student teaching.

**PACE Program**

Belhaven University School of Education has designed a program for teacher assistants-paraprofessionals- who desire to complete a degree in elementary education. This program is available to those persons who are teacher assistants and who have met all requirements for admission to the Belhaven Teacher Education program. Individuals complete the approved K-6 program described for all traditional students though sequential coursework and field experiences.

**Additional Degree Requirements - Transfer Credits:**

Students transferring to Belhaven are required to take at least nine hours in education at Belhaven, excluding student teaching. Students are required to take Methods in Teaching at Belhaven. All students must have at least a C average in all professional and specialty area courses.

**Elementary Education K-6**

Candidates for a major in elementary education must complete the courses listed in sections 1-4 below:

1. Teacher Education Core	Hours
English.....	12 hours
Composition.....	6 hours
Literature.....	6 hours
Speech 102 .....	3 hours
Science/Mathematics.....	16 hours
Biological Science.....	4 hours
Physical Science.....	3 hours
Mathematics.....	9 hours
Social Studies.....	12 hours
History.....	9 hours
Culture.....	3 hours
Fine Arts.....	3 to 5 hours
Psychology 342 .....	3 hours
Bible.....	8 hours
Worldview Curriculum 401.....	3 hours
Total.....	60 to 62 hours

2. **Areas of Concentration:** A student must select two areas of content study with a minimum of 18 hours in each area. Core courses may be counted toward areas of:

- |                 |                               |                       |
|-----------------|-------------------------------|-----------------------|
| (1) English     | (4) Science                   | (7) Fine Arts         |
| (2) Reading     | (5) Social Studies            | (8) Special Education |
| (3) Mathematics | (6) Safety/Health/Physical Ed |                       |

3. **Basic Professional Education** **Hours**

EDU 200.....	3 hours
EDU 221.....	3 hours
EDU 301.....	3 hours
EDU 331.....	3 hours
EDU 333.....	3 hours
EDU 335.....	3 hours
HPE 341.....	3 hours
Total.....	21 hours

4. **Specialized Education** **Hours**

REA 311.....	3 hours
REA 323.....	3 hours
REA 324.....	3 hours
REA 326.....	3 hours
REA 327.....	3 hours
EDU 303.....	3 hours
EDU 304.....	3 hours
EDU 306.....	2 hours
EDU 307.....	3 hours <i>**Meets core science requirements of 9 hours</i>
EDU 308.....	3 hours
EDU 332.....	3 hours
EDU 395.....	2 hours
EDU 400, 401, 402.....	9 hours
EDU 406.....	1 hours
Total.....	44 hours

Major Total..... 125 to 127 hours plus electives.

**Middle School Endorsement – Grades 6-8:** In order to teach in middle school, a student must complete a minimum of 21 hours in each area of endorsement sought, or pass the Praxis test for that area. The prefix must be in that area of endorsement.

**Secondary Education**

To be certified to teach on the secondary level, a student must complete the courses in sections 1, 2, and 3 and meet the requirements in at least one subject area as outlined in section 4 below:

1. **Teacher Education Core** **Hours**

English.....	12 hours
Composition.....	6 hours
Literature.....	6 hours
Speech 102.....	3 hours
Foreign Language.....	6 hours
Science/Mathematics.....	10 hours
Biological Science.....	4 hours
Physical Science.....	3 hours
Mathematics 101.....	3 hours
History.....	9 hours
Fine Arts.....	3 hours
Psychology 342.....	3 hours
Bible.....	8 hours
Worldview Curriculum 401.....	3 hours
Total.....	57 hours

2. **Basic Professional Education** **Hours**

EDU 200.....	3 hours
EDU 301.....	3 hours

EDU 331.....	3 hours
EDU 333.....	3 hours
PSY 240.....	3 hours
Total.....	15 hours

<b>3. Specialized Professional Education</b>	<b>Hours</b>
REA 325 or 327.....	3 hours
EDU 306.....	2 hours
EDU 351.....	3 hours
EDU 395.....	2 hours
EDU 403-404-405.....	9 hours
EDU 406.....	1 hours
Total.....	20 hours

**4. Subject Matter Specialization**

**English**

Completion of English major.

**Mathematics**

Completion of a mathematics major.

**Music**

Students wishing to teach must meet the state of Mississippi licensure requirements in music in addition to the requirements for the Bachelor of Arts in Music degree at Belhaven University.

**Endorsement Areas**

**Hours**

**Vocal (Public School Music)**

Voice.....	15 hours
MUS 358 Vocal Pedagogy.....	3 hours
MUS 355 Music for Children.....	3 hours
MUS 365-366 Advanced Conducting Lab I-II.....	1+1 hours

Note: Language recommended: French or Spanish

**Instrumental (Public School Music)**

Instrumental/Piano/Organ.....	15 hours
Additional instrumental areas (each family).....	2 hours
MUS 365-366 Advanced Conducting Lab I-II.....	1+1 hours
MUS 426 Orchestration.....	2 hours
MUS 173-174; 180-181 Instrumental ensembles.....	6 hours

Note: Language recommended: Spanish

**Social Studies**

Completion of a history major, to include the following: HIS 315; ECO (3); and SOC (3).

**Endorsements:**

**Early Childhood Education N-1**

18 hours to include EDU 221, 303, 320, 322, 396, and REA 311.

**Reading Endorsement – K-6**

18 hours to include REA 311, 312, 323, 324, 325, and 326.

**Special Education Endorsement (Elementary only)**

12 hours to include PSY 342, EEX 344, 346, 348. (Area of concentration +6 hrs-EEX 349 and REA 326).

**Honors Courses:** The school of education offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: EDU 221, 301, 304, 307, and 308, and REA 311 and 312. For students majoring in education, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see “Honors Program” under the “Administration of the Curriculum” section of the catalogue.

- 200 Introduction to Education and Pre-teaching Field Experience (3).**  
A study of the historical, philosophical, and legal foundations for education, the role of the profession of teaching and of schools in a changing society. Includes field experiences in accredited schools representing a variety of classroom organization, methodology, grades and subject areas.
- 221 Child Development (3).**  
A study of the growth and development of the individual from conception through early adolescence, with emphasis on physical, perceptual, motor, cognitive, language, personality, and social development. Includes the use of the major concepts, principles, theories, and research related to the development of children and young adolescents in order to construct learning experiences to support the individual's development.
- 301 Educational Psychology (3).**  
A study of the teaching-learning process: the student behavior, research data, theory, and illustrations all concerned with actual classroom application of psychological principles.
- 303 The Language Arts and Skills (3).** Prereq: Admission to education .  
Emphasis on traditional grammar, speech, listening, written communications, creative and utilitarian writing, and on whole language integration with content areas.
- 304 Social Sciences for Children (3).** Prereq: Admission to education.  
A survey of the social sciences taught in K-8, with special attention given to geography, history, and civics.
- 306 Effective Learning Environments (2).** Prereq: Admission to education  
Intended to provide theories on various models of discipline, classroom management styles and student motivation. The focus will be on understanding and managing diverse student populations. Emphasis will be placed on the development of a personal system of discipline reflective of the needs, traits and social realities of the school and community.
- 307 Science for Children (3).** Prereq: Admission to education.  
The subject matter, materials, and methods of teaching science, health, and physical education in the elementary school.
- 308 Mathematics for Children (3).** Prereq: Admission to education.  
An introduction to the subject matter, materials, and methods of teaching modern mathematics in the elementary school.
- 320 Principles of Early Childhood (3).**  
An overview of fundamental educational principles related to early childhood issues. Designed to emphasize the history, theory, trends, principles, and curriculum pertinent to the young child. Offered on demand.
- 322 Seminar in Early Childhood (3).** Prereq: EDU 320.  
This course is designed to assist the preschool teacher and directors in the organization and administration of facilities, personnel, developmental materials and equipment, and curriculum concerns relevant to a preschool program. Offered on demand.
- 331 Planning and Assessment (3).**  
This course is intended to provide pre-service teachers with the principles and techniques necessary to develop sound instructional lesson plans and assessments. The primary focus of the course will be on assessment techniques, administering classroom evaluations, analyzing classroom assessment data, and describing the roles planning and assessment have in daily classroom practice. The use and interpretation of standardized tests will also be discussed, as well as ethical issues related to assessment.
- 332 Methods in Elementary Education (3).** Prereq: Senior status; admission to education, EDU 200, 301, 331.  
A study of methods, techniques and procedures used in elementary and middle schools, with special emphasis on curriculum development and the Student Teacher Assessment Instrument.
- 333 Computers in Education (3).**  
An introduction to computing designed specifically to explore pedagogical issues for effective use of computers in the elementary curriculum. Students develop computer literacy through a survey of basic computer hardware and software concepts and terminology.
- 335 Creative Arts in the Elementary School (3).**  
This course will provide elementary education majors the necessary skills to successfully integrate the arts (music, art, movement, and drama) into all aspects of instruction. Emphasis will also be placed on the importance of the arts across the curriculum as a means for communication, inquiry, and insight among elementary students. Performing arts majors may also take the course.



- 351 Methods in Secondary School Teaching (3).** Prereq: Senior status; admission to education, EDU 200, 301, 331.  
A study of methods, techniques, and procedures and a survey of material for teaching secondary school subjects, emphasis on curriculum development and the Student Teacher Assessment Instrument. The course is conducted jointly by the school of education and the individuals from the area in which students are majoring.
- 390 Special Topics in Education (1-3).** Prereq: Admission to education.  
Varied topics; may be repeated for credit.
- 395 Internship (2).** Prereq: Junior status; admission to education; coreq.: EDU 332/351.  
Supervised internship providing field-based experience in a major area of study.
- 396 Practicum in Preschool (3).** Prereq: EDU 322.  
This course is designed to provide a clinical experience for students to work with professionals in designing and implementing state standards of childcare. Emphasis will also be given to securing grants and working with parents. Offered on demand.
- 400-401-402 Directed Observation and Teaching in the Elementary School (9).** Prereq: REA 323, 324, EDU 308, 331, 332, 395; Senior status; admission to education.  
Teaching and observation throughout a semester in an accredited elementary or middle school, supported by seminars and conferences between students and the college supervisor.
- 403-404-405 Directed Observation and Teaching in the Secondary School (9).** Prereq: Senior status and EDU 331, 351, EDU 395; admission to education. Teaching and observation throughout a semester in an accredited secondary school, supported by seminars and conferences between students and the college supervisor.
- 406 Classroom Management (1).** Coreq.: Enrollment in EDU 400-402 or 403-405.  
Focus is on providing practical application of strategies to establish effective classroom organization and for managing and monitoring student behavior.
- 490-495 Special Topics (3).**  
Designed for non-degree seeking students. Enrollment by consent of instructor. May be repeated for credit.
- READING (REA)**
- 099 Reading Excellence (3).** Institutional credit only.  
Three lecture hours per week. Designed to prepare a student to comprehend college-level reading materials; does not count toward a degree. Emphasis is on comprehension and vocabulary improvement skills as well as affective and critical reading skills.
- 101 Tutorial Reading Internship (1-3).**  
This course provides basic instruction in reading strategies and tutorial procedures. Includes a directed tutorial internship.
- 102 College Reading and Study Skills (3).**  
Three lecture hours per week. Designed to help students increase individual study skills required for independent reading and college-level study and research. Emphasis is on both the development of individual reading skills and successful comprehension and analysis of reading material across various disciplines of study. Required of those students whose ACT reading scores are 20 or below (SAT verbal scores are 420 or below) and for transfer students with a transfer GPA of C- or below for all class work. Course must be passed or student must register for REA099 semester immediately following first attempt of REA102 or student is dismissed from Belhaven University. This course does count toward the 124 hours required for graduation.
- 311 Literature Based Reading Skills (3).** Prereq: Admission to education.  
The development of critical reading skills through the study of children's books, the history of children's literature, an overview of the classics, books promoting various genres and multi-cultural themes.
- 323 Early Literacy I (3).** Prereq: Admission to education.  
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.
- 324 Early Literacy II (3).** Prereq: REA 323; admission to education.  
Concepts materials and teaching strategies for oral language development and early systematic reading and writing instruction specific to vocabulary, fluency, and comprehension.
- 325 Content Reading Skills (3).** Prereq: Admission to education.  
A study of reading skills necessary for secondary students to read and comprehend subject matter.

- 326 Diagnostic Reading Skills (3).** Prereq: REA 323, 324; admission to education.  
A study of reading problems, assessment procedures, and individualized instructional programs for problem readers. Includes case study and internship in schools.
- 327 Middle Level Literacy and Content Reading Skills. (3)**  
A study of reading skills, concepts, methods, and materials for literacy teaching and learning for upper elementary and young adolescents. Emphasis will be on writing, comprehension, strategy instruction and assessment. Includes clinical field experiences in various school settings.

**Education of the Exceptional Child (EEX)  
(Mildly/Moderately Disabled)**

Professor Rasberry, Dean of the School of Education

- 330 American Sign Language (3).**  
This course is an introduction to American Sign Language. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and finger spelling. Students will be introduced to the basic patterns of American Sign Language.
- 344 Nature and Needs of the Mildly/Moderately Handicapped Child (3).**  
Emphasis is placed on the social, emotional, physical, and learning characteristics of the mildly/moderately handicapped child. Theories, curriculum, and current issues presented.
- 346 Instructional Methods and Materials for the Exceptional Child (3).**  
Emphasis on curriculum, instructional procedures, and components of the individualized educational plan.
- 348 Organization of Special Education (3).**  
Includes referral to placement process, assessment procedures, federal, state, and local laws, financial bases, community resources, use of records, and record keeping.
- 349 Practicum in Special Education (3).** Prereq: PSY 342 and EEX 344.  
Open to elementary education majors only. The student will complete clinical experience in an approved special education classroom.

**Endorsement: Mildly/Moderately Disabled Education**

12 hours to include PSY 342, EEX 344, 346, 348. (Area of concentration +6hrs-EEX 349 and REA 326).

**English (ENG)**

Associate Professor Hubele, Chair  
Associate Professor McAllister  
Associate Professor Foncree

In teaching writing, the English department functions to ensure competence in verbal expression and writing skills for students across the curriculum and into the post-collegiate career. Courses for English majors include specialized instruction in critical and research writing. Studies in literature work to impart knowledge of major authors, literary history, specific genres, critical approaches, and ideological content. The content of courses is related to and evaluated against biblical truth and values.

**English Major:** 36 hours to include the following:

- (1) The literature components of: WVC 121, 123, 221, 223
- (2) ENG 101-102 or 121; 302; 303; 415  
NOTE: Qualified transfer students do not take the WVC literature courses, but rather select three of the following courses: ENG 201, 202, 203, 204, 205, or 206.
- (3) At least 12 hours, including Shakespeare, must be in 400-level literature courses. (No 400-level course that has been used to substitute for a survey course may be double-counted to meet this requirement.
- (4) ENG 402 English Studies Capstone
- (5) 18 hours must be completed on the Belhaven campus.
- (6) A foreign language must be completed through the intermediate level (202).

**English Minor:** 24 hours to include:

- (1) ENG 101-102 or 121
- (2) The literature components of WVC 121, 123, 221, 223. (Two semester hours of each of these WVC courses apply to the English minor).  
NOTE: Qualified transfer students do not take the WVC courses, but rather select three of the following courses: ENG 201, 202, 203, 204, 205, or 206.

- (3) ENG 303 Bibliography and Research
- (4) ENG 402 English Studies Capstone
- (5) Completion of 12 hours of English courses or their WVC equivalent on the Belhaven Campus.

**English Honors Program:** The English department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: ENG 121, 303, , 415, 420, 436, 440, 445, 450, 457, 465, 473, and 480. For honors students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours of honors courses are required for the honors degree. For other honors program policies, see “Honors Program” found in the “Administration of the Curriculum” section of this catalogue.

- 100 Developmental English (3).** Institutional credit only.  
Required for admission to ENG 101 for students judged by the English department to need added instruction in writing skills before enrolling in ENG 101 and/or whose ACT English scores are 17 or below (SAT verbal scores are 360 or below). This course does not fulfill the core requirement, nor does it count toward the 124 hours required for graduation. Must be passed with a C- or above to enter 101.
- 101 Freshman English I (3).**  
Instruction in the writing process to develop skill in producing expository and persuasive writing, including the research essay. Emphasis on the Christian responsibility to use language effectively and ethically. Must be passed with a C- or above to enter ENG 102.
- 102 Freshman English II (3).** Prereq: ENG 101 with at least a C-.  
An introduction to the literary genres and critical writing. Emphasis on critical reading and evaluation of literary texts from a Christian perspective.
- 121 Advanced Freshman English (3).**  
Open only to freshmen judged by the English department to be exceptionally proficient in English. An introduction to the literary genres and instruction for development of skill in expository and critical writing, including the research essay. Emphasis on critical reading and evaluation of literary texts from a Christian perspective. If students pass ENG 121 with a grade lower than C, they must successfully complete ENG 101. Students failing ENG 121 must successfully complete ENG 101 and 102.
- 130 Practicum: Campus Yearbook (1).** Prereq: Instructor’s permission.  
An introductory course designed to teach the fundamentals of photojournalism: copy layout, graphics, and design. The laboratory and backdrop for this course is the Belhaven campus yearbook. The course requires attendance at lectures, seminars, and yearbook staff meetings. May be repeated for up to three hours of elective credit. This course does not count toward the communications or English major or minor, nor does it count toward the creative writing programs.
- 201, 202 Survey of British Literature (3, 3).** Prereq: ENG 102 or 121.  
A survey spanning from the Anglo-Saxons and culminating in contemporary authors with the division of the courses occurring after the Restoration and 18th century. Emphases are on major authors, literary historical periods, and basic interpretive skills.
- 203, 204 Survey of World Literature (3, 3).** Prereq: ENG 102 or 121.  
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.
- 205, 206 Survey of American Literature (3, 3).** Prereq: ENG 102 or 121.  
ENG 205 is a survey which begins with the colonial authors and concludes with the Transcendentalists. ENG 206 surveys the period from approximately 1900 to the present. Emphases are on major authors, the emergence and shaping of American literature, and basic interpretive skills.
- 302 History and Grammatical Structures in English (3).** Prereq: Six hours toward the survey course requirements or instructor’s permission. A systematic study of traditional English grammar. Includes summaries of language acquisition and the history of the language. Not accepted toward the English requirement for the B.A. degree in humanities. May not be taken as an independent study.
- 303 Effective Writing in Bibliography and Research (3).** Prereq: Six hours toward the survey course requirements or instructor’s permission. Instructive guidance in the effective writing of extensive research papers of literary criticism written according to the MLA guide to documentation. The student is led through a mastery of the progressive steps of the research and writing procedure. Course includes summaries of literary theories. May not be taken as an independent study.

- 330 Photojournalism Editing: Campus Yearbook (3).** Prereq: Instructor's permission.  
Editing within the context of photographic copy layout, graphics, and design. The laboratory and backdrop for this course is the Belhaven University campus newspaper. The course requires attendance at lectures, seminars, and yearbook staff meetings. May be repeated for six hours of elective credit. This course does not count toward the communications or English major or minor, nor does it count toward the creative writing programs.
- 400 Classical Literature in Translation (3).** Prereq.: Six hours toward the survey-course requirement or its equivalent, or instructor's permission.  
The course will cover various genres of Greek Literature, including a close study of specific texts in translation. Topics to be covered will include epic and lyric poetry, tragic and comic drama, history, philosophy and oratory. Authors studied will include Homer, Pindar, Plato, and three major tragedians: Aristophanes, Thucydides, and Demosthenes.
- 402 English Capstone Studies (1).** Prereq.: Senior status or permission of department chair.  
This course covers a wide span of vocational and relational issues germane to an English major. Includes presentations from graduate school representatives and a wide swath of other professionals. Intensive reading in vocational issues. Writing will include resumes, application letters, and surveys of vocational possibilities. Course will also include preparation for professional school entrance examinations.
- 415 Shakespeare (3).** Prereq: Six hours toward the survey course requirement or its equivalent, or instructor's permission.  
Study of the major plays and sonnets.
- 436 Romantic British Literature (3).** Prereq: Six hours toward the survey course requirements, or instructor's permission. Beginning with Blake, students read through the works of major British Romanticists (e.g., Wordsworth, Coleridge, Byron, Shelley, and Keats). Emphasis is upon poetry, but prose is included.
- 440 Victorian British Literature (3).** Prereq: Six hours toward the survey course requirements, or instructor's permission. A study of the intellectual, spiritual, and social movements of the 19th century, with special emphasis upon the relation of these trends to current fads and problems. This examination includes major Victorian poets (e.g., Tennyson, Browning, and Arnold) as well as prose commentators and novelists (e.g., Eliot, Scott, and Hardy).
- 445 Modern British Literature (3).** Prereq: Six hours selected from literature survey courses, or instructor's permission. An in-depth survey of major writers of poetry, drama, and fiction from 1890 to the present, including Irish writers. The literature in the course moves philosophically from modern to postmodern.
- 450 Development of the British Novel (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission. A critical and historical study of the English novel from its beginnings with Defoe to the experimentation within the modern period. The course describes the novel as a particular genre with well-defined antecedents.
- 457 Development of the American Novel (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission. Representative American novelists from Brown and Hawthorne to the modern era. Emphasis on changes in the genre through the historical periods, both in regard to stylistic form and thematic content.
- 465 Contemporary American Literature (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission. A study of American poetry, drama, and fiction from 1910 to the present. The course builds on American realism and naturalism and proceeds into the modern and postmodern eras.
- 480 Special Topics in English Studies (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission. Covers selected topics not studied extensively in other courses. May be repeated for differing topics.
- 490 Tutorial (1-3).** Prereq: Six hours selected from literature survey courses, or instructor's permission.  
An opportunity for students with the requisite background in English studies to do advanced research work on selected topics or to engage in an advanced creative writing project. Offered by arrangement with an English department faculty member.
- 492 Internship (1-3).** Prereq: Six hours selected from literature survey courses, or instructor's permission.  
Supervised practical experience in a position that calls upon skills developed by the English major. May be within the English department or an approved public or private company or agency. Open to junior or senior English majors. Approval of the departmental chair and the division chair must be obtained. The course is graded on a pass/fail option. Refer to "Student Intern Programs and Practicum" for further requirements.

**English as a Second Language (ESL)**

Students enrolled in ESL may apply these courses toward the institution's foreign language requirement. Permission to do so is granted through the Department of Foreign Languages and the English Department.

- 101 English as a Second Language I (3).** Prereq: English department chair approval.  
For students to whom English is a second language. This course is required for students judged by the English department to need added instruction in writing skills before enrolling in ESL 102. For qualified students earning C- or above, this course fulfills three hours of foreign language toward the graduation requirements. Must be passed with a C- or above to enter ESL 102. Course may be repeated, but may only be taken once for credit.
- 102 English as a Second Language II (3).** Prereq: English department chair approval.  
For students to whom English is a second language. Qualified students earning C- or above earn three hours of foreign language credit toward graduation requirements and may proceed to ENG 101 upon the recommendation of the professor. Course may be repeated, but may only be taken once for credit.

**Family Studies (FAM)**

There is a submajor in family studies in the department of biblical studies and ministries. In addition to that, there is a certificate and a minor, as listed below:

Certificate: (1) SOC 202; (2) PSY 241, 242, 251, 340; (3) three hours from either PSY 351 or BIB 441; (4) 18 hours from BIB 220, 221, 308, 310, 311, 315, 316, 317.

Family Studies Minor: (1) SOC 202; (2) PSY 340; (3) nine hours from PSY 202, 240, 241, 263, SOC 310; (4) three hours from either PSY 351 or BIB 441.

Course descriptions are listed in the different departments.

**Focus on the Family Institute (16).**

This program is offered at the Colorado campus of Focus on the Family. 16 units of credit may be received through Belhaven University. To apply, students should have completed two years of undergraduate work and be in good academic standing with a minimum cumulative GPA of 3.25. Credits applied as indicated below.

- 426 Christian Worldview Studies (3).**  
Broadens students' understanding of the core assumptions of the Christian worldview and equips them to evaluate those assumptions in contrast with other contemporary worldviews.
- 427 Family, Church, and Society Studies (3).**  
Investigates evangelical Christian thinking about the relationships that exist between the family, church, and that complex of institutions, policies, and practices known as "society."
- 450/490 Practicum (4).**  
The purpose of the practicum is to provide students with specialized experiences and opportunities, tailored to one's academic discipline, skills, and personal interests. The practicum allows students an opportunity to work at an agency within the Focus on the Family organization or Rocky Mountain region, learning professions related to their discipline and life goals. It is expected that students will ultimately spend 96 hours of logged time at their practicum site, maintaining an on-going journal, and produce a typed, one- to two-page summary of their experience.
- 455 Marriage and Family Life Studies (6).**  
The purpose of this course is to equip students with personal strategies for promoting healthy families by focusing on marriage, parenting, and the sanctity of all human life. Current research, techniques, and biblical guidance will be reviewed to help students develop conviction on an array of family issues, balanced by compassion for those individuals who are dealing with such issues.

**French (FRE)****101-102 Elementary French (3-3).**

This course is designed to provide an introduction to the French language. The course aim is the development of communicative competence at the elementary level in the areas of writing and speaking and oral and reading comprehension. In this course the student is also exposed to an overview of the cultures of the French speaking areas of the world.

**201-202 Intermediate French (3-3).** Prereq: FRE 101-102 or permission of instructor.

This course provides a review of and expansion on the communicative skills introduced in FRE 101-102. Students are also given an introduction to French literature through selected readings. The course is conducted primarily in French.

**Geography (GEO)****301 Introduction of Modern Geography (3).**

A one-semester course introducing the five foundational themes in contemporary geography: location, place, human/environment interaction, movement, and regions.

**Graphic Design (GDS)**

The mission of the Graphic Design Department, in concordance with the mission of the University, is to prepare students spiritually, technically, academically, and artistically to contribute to the world of design while preparing them for the affiliated careers to which God is calling.

This degree program provides a Bachelor of Fine Arts in Graphic Design with an emphasis in Digital & Print Media or an emphasis in Web & Interactive Media. These tracks enable students to develop their God-given talents in Design, as well as related fields, and to understand design from a biblical perspective. Students receive a broad liberal arts education, and studies in not only Graphic Design but with components in Art and Business as well. All of which are keys to preparing them for careers in Design, and/or continued studies at graduate school.

The core course requirement for all Graphic Design majors includes:

- GDS 110, 111, 200, 210, 211, 240, 300, 310, 311, 350, & 440.
- The following courses in Art are required: ART 120, & 130.
- In addition, the following courses in Business are required: BUS 320, & 327.

A Graphic Design major wishing to have an emphasis in Digital & Print Media will be required to take these additional courses:

- GDS 220, 330, & ART 121
- A total of 9 credit hours from the following classes of GDS 410, 411, 412, 450, 480, 488, 490, or 498.

A Graphic Design major wishing to have an emphasis in Web & Interactive Media will be required to take these additional courses:

- GDS 225, 235, 335, 425, & 435.
- A total of 9 credit hours from the following classes of GDS 415, 416, 417, 450, 485, 488, 495, or 499.

A transfer student is required to take:

- At least 12 credit hours of GDS and 3 credit hours of ART courses from Belhaven which must include
  - GDS 440
  - 3 credit hours from one the following: GDS 410, 411, (*Web & Interactive Media emphasis transfer student may also choose from GDS 415 & 416*)
  - ART 120

**110 Computer Graphics I (2).**

A studio introduction to Graphic Design software with an emphasis on learning the tools, functions, and basic processes involved in using this software within your creative process in order to solve design problems. (*Offered every Fall*)

**111 Computer Graphics II (1).**

A continuation of learning the Graphic Design software with an emphasis on learning more intermediate and advanced tools, functions, and processes involved in using this software within your creative process in order to solve design problems. (*Offered every Spring*)

**200 Elements of Graphic Design (3).** Prereq: GDS 110-111.

An introduction to key concepts and aspects of Graphic Design including but not limited to the ideas of Branding/Logo creation, Colour Theory & Schemes, Typography, & Print processes & Methods. (*Offered every Fall*)

- 210 Graphic Design Lab I (2).** Prereq: GDS 110-111.  
A studio or lab setting class, where projects and lectures are interspersed in order to explore and introduce students to the topics and challenges Graphic Designers face. Topics & projects will incorporate a variety of Graphic Design elements such as, but not limited to, typography, print technology, design principles, colour theory, presentation skills, & 'client-creatives' collaboration. Students will begin to use their design, computer, and communication skills in order to successfully complete the projects. Discussions will also include operating in a professional environment while maintaining the Christian worldview. *(Offered every Fall)*
- 211 Graphic Design Lab II (2).** Prereq: GDS 110-111, GDS 200.  
A studio class, that builds upon the knowledge & experiences from GDS 210 It will cover topics not touched upon in GD Studio I or expand upon the design challenges encountered. It is again a setting where projects and lectures are punctuated with projects in order to explore and introduce students to the topics and challenges Graphic Designers run into. Topics & projects will incorporate, but are not limited to, typography, print technology, design principles, colour theory, presentation skills, & 'client-creatives' collaboration. Students will continue to use their design, computer, and communication skills in order to successfully complete the projects. Discussions will also include operating in a professional environment while maintaining the Christian worldview. *(Offered every Spring)*
- 220 Print Design & Layout (1).** Prereq: GDS 110-111.  
An Introduction to the process, techniques, & materials used in designing & producing effective print media, through lectures, projects, and presentations. *(Offered every Fall)*
- 225 HTML & CSS (2):**  
An introduction to the programming languages & principles in using Hyper Text Markup Language (HTML) & Cascading Style Sheets (CSS) and other web related programming protocols. *(Offered every Fall)*
- 235 Web Design & Development (2):** Prereq: GDS 225.  
An Introduction to web development & authoring software with an emphasis on learning the tools, functions, and basic processes involved in using this software within your creative process. *(Offered every Spring)*
- 240 Design to Web Integration (2):** Prereq: GDS 110-111.  
Using projects and instruction to show how to integrate and prepare material created in programs and software already encountered and how those projects can be prepared to crossover into web content. *(Offered every Odd Spring)*
- 300 History of Graphic Design (3).** Prereq: GDS 200 or Junior level standing.  
This course explores and develops an understanding of the historical significance of Graphic Design. It will survey past practices and theories behind Graphic Design, as well as discuss how these practices relate to today, and how they impact a Christian worldview. *(Offered every Even Fall)*
- 310 Graphic Design Studio I (3).** Prereq: GDS 210 or 211.  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Offered every Fall)*
- 311 Graphic Design Studio II (3).** Prereq: GDS 210 or 211.  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Offered every Spring)*
- 312 Junior Internship (3).** These internships with a professional company will be significant to the student's development in Graphic Design. All internships require the approval of the Chair of Graphic Design and will take place directly prior to, during, or directly after their Junior year.
- 330 Digital Imaging (3).** Prereq: GDS 110-111 recommended.  
Exploration of the creation of images through a digital process, by working through an understanding of the digital camera and it's proper usage, moving into the digital workflow of a digital darkroom, & then finishing with the actual print practices of producing prints from the digital file. *(Offered every Even Spring)*
- 335 Animated & Interactive Web Design(3):** Prereq: GDS 235.  
An introduction to web design software & programming language that allow the creation of interactive and animated web content, with the emphasis on learning the tools, functions, and basic processes involved in using this software within your creative process. *(Offered every Fall)*

- 350**     **Typography (2).**  
Exploration of the topic of Typography. It's history, it's importance to design, theories about it's use in design, and it's overall impact in your work as a Graphic Designer in conveying a message. *(Offered every Odd Fall)*
- 410**     **Graphic Design Studio III (3).** Prereq: GDS 310 or 311.  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. All project assignments will be determined by the professor. Students will begin building a portfolio from their projects assignments. This class is meant to challenge the senior level students and allow for more responsibility than is required in the first two GDS practicum courses. *(Offered every Fall)*
- 411**     **Graphic Design Studio IV (3).**  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. All project assignments will be determined by the professor. Students will begin building a portfolio from their projects assignments. This class is meant to challenge the senior level students and allow for more responsibility than is required in the first two GDS practicum courses. *(Offered every Spring)*
- 412**     **Senior Internship (3).** These internships with a professional company will be significant to the student's development in Graphic Design. All internships require the approval of the Chair of Graphic Design and will take place directly prior to, during, or directly after their Senior year.
- 415**     **Web Design Studio I (3):** Prereq: GDS 210 or 211, GDS 310 or 311.  
Designed to stimulate a professional working environment, through web design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Offered every Fall)*
- 416**     **Web Design Studio II (3):** Prereq: GDS 210 or 211, GDS 310 or 311.  
Designed to stimulate a professional working environment, through web design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Offered every Spring)*
- 417**     **Web Internship (3).** These internships with a professional company will be significant to the student's development in Graphic Design. All internships require the approval of the Chair of Graphic Design and will take place directly prior to, during, or directly after their Senior year.
- 425**     **User Interface Theories & Practice (2):** Prereq: GDS 235.  
Exploration & discussion of the theories and practice behind the user interface and the user's experience as related to web design, applications, and gaming.
- 435**     **Interactive Prototyping (3):** Prereq: GDS 335.  
Introduction to the use of interactive media to solve design challenges and present the client with animated or interactive materials such as, storyboards, websites prototypes, and other interactive graphic design media mockups. *(Offered every Even Spring)*
- 440**     **Portfolio and Resume Development (3).** Prereq: Junior level standing.  
This class will demand a portfolio and resume upon it's completion of a quality that allows the student to pursue job opportunities in their field. Successful interviewing and portfolio presentation skills will be assessed, discussed, and honed. Discussion and projects will also focus on identifying your worldview and how it relates too your career/calling. *(Offered every Fall)*
- 450**     **Advance Digital Rendering Techniques (2).** Prereq: GDS 210 or 211.  
Examination of advanced uses of the graphic design software in order to improve & hone their computer rendering skills, also known as creative digital problem solving to design challenges. Projects will require the advanced software usage. *(Offered every Odd Spring)*
- 480**     **Special Topics in Print & Digital Media (1-3).** (Repeatable – Max. Twice)  
This course is designed to cater to the opportunities to bring in distinguished people in the differing areas within Print & Digital media & allowing for a variety of topics to be covered all to the education and overall benefit to the students.



- 485 Special Topics in Web & Interactive Media (1-3)**  
This course is designed to cater to the opportunity to bring in distinguished people in the differing areas within Web & Interactive media & allowing for a variety of topics to be covered all to the education and overall benefit to the students.
- 488 Special Topics in Graphic Design (1-3) (Repeatable – Max. Twice)**  
This course is designed to cater to the opportunity to bring in distinguished people in the differing areas within Graphic design & allowing for a variety of topics to be covered all to the education and overall benefit to the students.
- 490 Directed Study in Print & Digital Media (1-3) Prereq: Junior standing.**  
Opportunity for students or instructors to propose a topic of importance to Print & Digital media not specifically covered already in the curriculum and allow for in depth examination of the topic. This course requires Instructor and Graphic Design Chair approval for admittance into the class.
- 495 Directed Study in Web & Interactive Media (1-3) Prereq: Junior standing.**  
Opportunity for students or instructors to propose a topic of importance to Web & Interactive media not specifically covered already in the curriculum and allow for in depth examination of the topic. This course requires Instructor and Graphic Design Chair approval for admittance into the class..
- 498 Advanced Project in Print & Digital Media (1-3) Prereq: Junior standing.**  
Designed to be a capstone or advanced project opportunity showing unique and creative problem solving to a design problem within the area of Print & Digital Media. The project may be proposed by a student or Instructor and admittance into this class must be approved by the Chair of the Graphic Design Department.
- 499 Advanced Project in Web & Interactive Media (1-3) Prereq: Jr. standing.**  
Designed to be a capstone or advanced project opportunity showing unique and creative problem solving to a design problem within the area of Web & Interactive Media. The project may be proposed by a student, or Instructor, and admittance into this class must be approved by the Chair of the Graphic Design Department.

## Greek (GRE)

- 101-102 Elementary Greek (3-3).**  
A study of the grammar and vocabulary of Hellenistic Greek. Primary focus will be on developing reading competency and facility in the Greek New Testament. Offered in alternate academic years.
- 201-202 Intermediate Greek (3-3). Prereq: GRE 101-102 or permission of instructor.**  
A continuation of the study of the grammar and vocabulary of Hellenistic Greek. Primary focus will be on developing reading competency and facility in the Greek New Testament. Offered only when a sufficient number of students need it.

## Health and Physical Education (HPE)

Total education involves education of the soul, mind, and body. The body is God’s temple for those who are in Christ; therefore, it is everyone’s responsibility to be good stewards of the body God has provided. A physical education minor will prepare students in the basic fundamentals of health and physical education. The minor may also provide another teaching emphasis to those who are seeking employment in education.

**Health and Physical Education Minor:** 18 hours to include the following:

HPE 211, 232, 341, and BIO 265 or SME 435  
SME electives (6 hours)

- 103 Varsity Sports**  
Nonacademic credit for one semester hour per semester will be granted for participation on a varsity squad, for a total of four semester hours.
- A. **Basketball-varsity (1).** Nonacademic
  - B. **Baseball-varsity (1).** Nonacademic
  - C. **Soccer-varsity (1).** Nonacademic
  - D. **Tennis-varsity (1).** Nonacademic
  - E. **Cross-country-varsity (1).** Nonacademic
  - F. **Golf-varsity (1).** Nonacademic
  - G. **Softball-varsity (1).** Nonacademic
  - H. **Volleyball-varsity (1).** Nonacademic

- I. Cheerleading-varsity (1).** Nonacademic  
**J. Football-varsity (1).** Nonacademic

- 211 Introduction to Physical Education (3).**  
 This course provides an overview of the profession. It includes a study of the philosophy, history, professional organization, and unique role of physical educators.
- 232 Comprehensive Health (3).**  
 A course to understand the health care necessary to maintain a status of well being, including fitness, weight control, drug abuse, disease prevention, and safety issues.
- 341 Health and Physical Education for the Elementary Child (3).**  
 A course with emphasis on the young child, as to physical fitness and motor fitness. Attention will be given to teaching techniques in motor skills and to curriculum development.

### History (HIS)

Professor Busbee, Chair  
 Professor Waibel  
 Associate Professor Phillips

The study of history is an effort to understand past human experiences and to interpret their meaning for the present and the future. Rather than merely a recollection of facts, it involves an examination of peoples' decisions and value systems. The knowledge of history may also provide necessary background for other academic areas.

This department provides survey courses in civilization and United States history. It also offers advanced studies that introduce students to significant historical periods in the United States, to major developments in other cultures, and to the study of theories and practices in politics. The faculty members promote excellence in scholarship and conduct their courses in accordance with the Christian mission of the college.

**History Major:** 33 hours to include 107, 108, 205 (or WVC 101, 103, 201, 203); 105, 106; and 401. It is recommended that majors in history select courses from both European and United States fields. For history majors not minoring in political science, a maximum of nine hours in political science (212, 218, 301, 313, 314, and 316 only) may be applied to the major in history.

**History Minor:** 21 hours to include 107, 108, and 205 (or WVC 101, 103, 201, 203); 105, 106; at least six hours of upper-level courses in the department. A maximum of three hours in political science (212, 218, 301, 313, 314, or 316) may be applied to the minor in history.

- 105, 106 United States History (3, 3).** (formerly American Civilization).  
 Survey of the history of the United States. HIS 105 traces major political and cultural developments from colonial times through the Civil War, and 106 studies the American experience from the Reconstruction period to the present.
- 107, 108 Civilization (3, 3).** (formerly World Civilization).  
 Survey of significant developments in the world's major societies with the emphasis on western civilization. HIS 107 summarizes important political and cultural events through the 15th century, and 108 studies key occurrences through the early 20th century.
- 201, 202 History of England (3, 3).**  
 Survey of English constitutional, political, economic, and social developments from the earliest times to the present. HIS 201 summarizes the early period through the 17th century, and 202 examines the modern era.
- 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.
- 207 Civil War and Reconstruction (3).**  
 This course deals with the background, events, and aftermath of the Civil War. It includes not only the military events but also the political and social aspects of this period, which has had lasting consequences in the American experience.
- 223 The Ancient World (3).** Prereq: HIS 107, or WVC 101, or department consent.  
 The development of the social, political, religious, and artistic life of the ancient world to the fall of the Roman Empire in the West. The emphasis is on the indebtedness of later civilization to the ancient world. Offered on Demand
- 247 World War I (3).**  
 This course is a survey of World War I (the Great War, as it was known before WWII). Attention is given to the causes and course of this war, considered by some historians as the most traumatic and significant event in Western Civilization since the

fall of the Roman Empire. The impact of the war on the course of twentieth-century history, as for example in the increased role of government regulation of everyday life, is studied.

- 248 World War II (3).**  
This course is a survey of World War II. Attention is paid to the causes of the war in the failed Peace of Paris of 1919, and as a continuation of the Great War of 1914-1918. The role of the war in defeating Nazi totalitarianism and Japanese militarism, and the war as the origin of the Cold War are studied. World War II as the great crusade of the “greatest generation” will be highlighted.
- 315 Mississippi History (3).**  
Survey of the state's history from the earliest Indian cultures to the present. It examines important political and cultural developments that have produced contemporary Mississippi society.
- 331 Medieval History (3).** Prereq: HIS 107, or WVC 101, 103, or department consent.  
An intensive study of the political and cultural institutions of western Europe during the Middle Ages. It includes an examination of developments in church and government which contributed to western civilization in modern times. Offered on Demand
- 332 Renaissance and Reformation (3).** Prereq: HIS 107-108, or WVC 101, 103, or department consent. Credit given in either history or biblical studies. An intensive study of reforms in learning, the church, and society in western Europe during the 14th, 15th, and 16th centuries. It emphasizes the Protestant Reformation and its lasting consequences.
- 341 The Age of Reason and Revolution (3).** Prereq: HIS 108, or WVC 103, 201, or department consent.  
A study of western civilization from 1700 to 1815. This course emphasizes the cultural and intellectual developments of the 18th century as well as the political and social upheavals resulting from the American and French Revolutions and the Napoleonic era.
- 342 Nineteenth Century Europe (3).** Prereq: HIS 108, or WVC 201, or department consent.  
A survey of the political, economic, intellectual, and social history of Europe from the Vienna Congress to the First World War.
- 351 The South in United States History (3).** Prereq: HIS 105, 106, or department consent.  
Survey of the history of the antebellum South as background for the study of political, economic, and social patterns of the "New South" in the 20th century.
- 361 The History of Russia (3).** Prereq: HIS 107,108, or WVC 101, 103, 201, 203, or department consent.  
Survey of Russian history from earliest Kievan times to the present. It emphasizes the political, economic, and social developments in the former Soviet Union and devotes attention to contemporary issues.
- 362 Cold War (3).**  
This course is a survey of the major events, topics, etc., of the Cold War with emphasis on the relationship between the United States and the Soviet Union. It covers the period from the last days of WW II to the end of the Cold War with the collapse of the Soviet Union in 1991. The Cold War is seen as a reflection of USA-Soviet relations since the Bolshevik Revolution in 1917. How the Cold War shaped international relations in the second half of the twentieth century is studied.
- 401 Historiography (3).** Prereq: Senior standing.  
This seminar includes the critical study of outstanding historians since the ancient era, the examination of current methods in historical analysis and writing, and the preparation of an original research paper.
- 410 Special Topics in History (3-6).** Prereq: At least six hours in history and consent of department chair.  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics.

### Honors Colloquium (HNS)

Associate Professor Hause, Dean of the Honors College

The Honors College of Belhaven University seeks to prepare students to serve Christ in the world of ideas. Since ideas have consequences, students need to be prepared to critically evaluate ideas and how they shape culture. Through interdisciplinary seminars involving reading, discussion, and written and oral presentation, as well as interaction with guest speakers, students examine premodern, modern, and postmodern worldviews in ways that promote Christian discernment and creative responses.

- 101-102, 201-202, 301-302, 401-402 Honors Colloquium (1-1).** Prereq: Admission to the Honors College.  
Interdisciplinary seminar involving reading, discussion, written and oral presentation on a variety of topics in the humanities, sciences, and arts. Emphasizes intensive and critical exploration of themes and issues from a Christian perspective. Open only to members of the Honors College.

**Humanities (HUM)**

Professor Kenyon, Chair

The **humanities major** is designed to prepare students to discern truth as found in the Scriptures and apply it to the world of ideas. This major particularly analyzes western culture historically, especially modern and postmodern worldviews.

In fulfillment of the general education requirements, humanities majors must include the following courses: ENG 203, 204; HIS 107, 108; ART 215; MUS 120. Worldview core completes these requirements.

In addition to the general education requirements, majors must select at least 24 semester hours from the following courses, taking at least three semester hours in each area: BIB 360, 408; HIS 332, 341, PSC 316; ENG 415, 473; PHI 210, 322, 337, and 431.

Other requirements for the major are ENG 303, HUM 301, and HUM 401 for a total of 33 hours in the major.

**Honors Program:** The humanities department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: Hum 301 and 401, BIB 360 and 408, and PHI 210, 322, 337, and 431. Each course must be passed with a B or better. No more than 18 hours of honors courses are required for the honors degree. For other honors program policies, see "Honors Program" found in the "Administration of the Curriculum" section of this catalogue.

**301 Interdisciplinary Studies in the Humanities I (3).**

An interdisciplinary course that studies the role of worldview during the premodern period to the end of the 19th century. Pertinent works from drama, literature, music, science, philosophy, and theology are studied to gain an understanding of the spirit of the age. Professors from the various disciplines will lead discussion on relevant works to see how the leading thinkers of this age answered the perennial questions of God, man, the world, and how these interrelate. The integration of this knowledge with the Christian world and life view is the ultimate aim of this course.

**401 Interdisciplinary Studies in the Humanities II (3).**

An interdisciplinary course that studies the role of worldview during the 20th century. Pertinent works from drama, literature, music, science, philosophy, and theology are studied to gain an understanding of the spirit of the age. Professors from the various disciplines will lead discussion on relevant works to see how the leading thinkers of this age answered the perennial questions of God, man, the world, and how these interrelate. The integration of this knowledge with the Christian world and life view is the ultimate aim of this course.

**International Studies (IST)**

Assistant Professor Kimmel

The **international studies** division educates students in a manner to enhance their opportunities for success in global careers. The international studies major provides the student with an interdisciplinary, internationally focused education in language, history, geography, philosophy, Bible, political science, humanities, business, and experiential study abroad. International Studies majors may participate in a specialized track in their chosen vocation, using available elective courses under the direction of the discipline director and the international studies coordinator. As a Christian liberal arts university, Belhaven emphasizes the importance of Christian values and ethics.

In addition to the general education courses required for graduation (approximately 56 hours), the bachelor of arts in international studies requires 45 hours to include: BIB 360 and 408, BUS 420, GEO 301, PHI 210, PSC 212 and 316, SPA 201-202 OR FRE 201-202, and IST 201, 401, and 402. HIS 205 will be required of transfer students but not of first-time entering freshmen.

**201 Global Culture (3).**

Global culture through study of methodology, history, economic, political, social, religious, and intellectual ideas. Not accepted in place of SPA or FRE 101-102 or SPA or FRE 201-202.

**401 Semester Abroad (12).** Prereq: Junior or senior standing.

Study abroad or international internship during junior or senior year. May include study abroad through council studies (COS) or other accredited academic institution, or semester abroad specific to student's culture of interest. For international students or those with substantial international experience, a 12-hour cross culturally significant internship in a firm, organization, agency, or institution may be accepted.

**402 Special Project (3).** Prereq: Senior standing.

Reflects assimilation of knowledge from semester abroad, Christian worldview, and international studies curricula.

**450-451 Internship (3-3).**

This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. This course is open only to students majoring in international studies. A minimum GPA of 3.0 is required and approval by the supervising dean must be obtained, as well as

letters of recommendation from two faculty members (one should be the internship supervisor). The course may be graded on a letter bases or on a pass or fail, at the request of the faculty supervisor and the student.

## Leadership Studies (LDS)

Director of Student Leadership

### 210 Belhaven Leadership Seminar (1).

The Belhaven Leadership Seminar will introduce biblical principles for effective leadership. From this foundation, students will explore various leadership styles and the role of personal and organizational mission statements. Literature and speakers challenge students to assess organizational leadership and encourage the understanding of organizational communication and processes. The course is designed for students currently holding positions in leadership or planning to pursue leadership positions both on campus (BLC, RAs, organizational officers) and off-campus (business, church, community, etc.).

## Mathematics (MAT)

Associate Professor Miller

Associate Professor Smith

Mathematics is a source of intrinsic beauty of numbers, shapes, structures, and interrelationships; it is also a tool to help solve practical problems in many fields of human endeavor. The history of mathematics was shaped through interaction with Christianity, and course work reflects the enormous usefulness of mathematics to describe the universe created and sustained by God. The program for mathematics majors is the traditional mathematics undergraduate program. Coursework for non-majors is designed to help students acquire and refine computational and analytical skills needed to function well in their chosen vocations.

Mathematics faculty advise mathematics majors and pre-engineering students.

The **Bachelor of Science degree in mathematics** requires 36 hours: MAT 207, 208, 209, 210, 304, 305, 311, 409, 410, and 490 plus six additional hours of MAT at the 300 level or above. The Bachelor of Arts degree in mathematics requires 36 hours: MAT 207, 208, 209, 210, 304, 305, 311, 409, 410, and 490 plus six additional hours of 300 level or above from ART, BIB, HIS, DAN, EDU, ENG, MUS, PHI, PSC, PSY, SOC, THE, or foreign language.

Physics is recommended to fulfill the core science requirement. Students who choose the pre-engineering option can take the following requirements of (ABET) engineering: MAT 207, 208, 209, 210, 304, and CHE 111-112. (Some engineering disciplines also require CHE 113-114. The pre-engineering student should consult with his advisor or check the engineering school catalog for other specific courses.)

The **mathematics minor** requires 18 hours, which include MAT 207 and 208 plus six hours of MAT course work at the 300 level or above.

**Honors Program:** The mathematics department offers opportunities for students to enroll in honors courses from its department. The following are mathematics general education, elective, and major courses that may be taken as honors courses: MAT 101, 207, 208, 209, and 210. For students majoring in Mathematics, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" found in the "Administration of the Curriculum" section of this catalogue.

### 099 Beginning Algebra (3). Institutional credit only.

For students whose mathematics ACT score is below 17 (SAT math score below 400). Elementary mathematical concepts and procedures. This course does not fulfill the core requirement nor does it count toward the 124 hours required for graduation.

### 100 Intermediate Algebra (3). Institutional credit only.

For students whose mathematics ACT score is 17-20 (SAT math score is 400-450). A study of real numbers, algebraic expressions, algebraic fractions, linear equations/inequalities, quadratic equations, and Pythagorean theorem. This course does not fulfill the core requirement nor does it count toward the 124 hours required for graduation.

### 101 College Algebra (3).

For students whose mathematics ACT score is 21 or above (SAT math score is 460 or above). A study of the real number system, equations, inequalities, functions, graphs, zeros of polynomials, conic sections, and the binomial theorem.

### 102 Plane Trigonometry (3). Prereq: MAT 101 or consent of instructor.

Trigonometric functions and graphs, identities, equations, inverse functions, vectors, and applications of these concepts.

### 110 Quantitative Reasoning (3). Prereq: ACT score of 21 or above (SAT math score of 460 or above).

A general core alternative to MAT 101, designed primarily for non-science majors. (Not for students planning to take trigonometry or calculus.) Topics include statistical reasoning, probability, logic, problem-solving, estimation, and other analytical skills useful in real-world situations.

- 131, 132 Concepts of Mathematics (3, 3).** For majors in elementary education.  
The problem-solving process, sets, logic, integers, number theory, rational numbers as fractions, decimals and percents, probability and statistics, plane and coordinate geometry, and measurement.
- 201 Mathematics for Business and Economics (3).** Prereq: MAT 101 or 110.  
An introduction to the basics of mathematics tools used in business and economics. Topics include an algebra review, mathematics of finance, probability computations, and introductory calculus with applications.
- 207 Calculus and Analytic Geometry I (3).** Prereq: MAT 102, or consent of instructor.  
Open to freshmen with mathematics ACT score of 26 or above. Concepts of analytic geometry, functions, limits, derivatives, and applications of derivatives.
- 208 Calculus and Analytic Geometry II (3).** Prereq: MAT 207.  
Integration, applications of the definite integral, logarithmic and exponential functions with their derivatives and applications.
- 209 Calculus and Analytic Geometry III (3).** Prereq: MAT 208.  
Further techniques of integration, infinite series, and topics in analytic geometry.
- 210 Calculus and Analytic Geometry IV (3).** Prereq: MAT 209.  
Vectors and vector calculus, three-dimensional space, partial derivatives, and multiple integrals.
- 299 Selected Topics in Mathematics (1-3).** Prereq: Consent of the instructor.  
Topics chosen from such areas of mathematics as geometry, history of mathematics, and number theory.
- 303 Discrete Mathematics (3).** Prereq: MAT 201 or 207 or consent of instructor.  
Logic, sets, functions, algorithms, counting, graphs, and selected topics.
- 304 Differential Equations (3).** Prereq: MAT 210 or consent of instructor.  
Theory and application of ordinary differential equations.
- 305 Introduction to Mathematical Statistics and Probability (3).** Prereq: MAT 208 or consent of instructor.  
Frequency distributions, statistical constants, curve fitting, correlation and sampling, and basic laws of probability.
- 306 Advanced Statistics and Probability (3).** Prereq: MAT 305.  
Continuation of MAT 305 for the further study of various standard probability distributions, moments, moment generating functions, sampling theory, and statistical inference.
- 308 Introduction to Higher Geometry (3).** Prereq: MAT 208.  
Advanced topics in Euclidean geometry; introduction to non-Euclidean geometries.
- 311 Linear Algebra (3).** Prereq: MAT 208.  
Vectors, vector spaces, matrices and determinants, systems of linear equations, and linear transformations.
- 399 Selected Topics in Mathematics (1-3).** Prereq: MAT 209.  
Topics chosen from such areas of mathematics as number theory, probability, topology, graph theory, mathematical modeling, mathematics internship, and others. Course can be taken more than once.
- 402 Operations Research (3).** Prereq: MAT 209 or consent of instructor.  
Application of quantitative methods such as linear and dynamic programming, decision theory, simulation, queuing theory, and network analysis; used to solve problems in the areas of mathematics, business, and computer science.
- 409 Modern Algebra (3).** Prereq: MAT 210 or consent of the instructor.  
Sets, relations, functions, groups, rings, and fields.
- 410 Advanced Calculus (3).** Prereq: MAT 210 or consent of instructor.  
Advanced treatment of functions, limits, continuity, differentiability, and the definite integral.
- 490 Mathematical Investigation (3).** Prereq: MAT 210, 304, and 305 or consent of the instructor.  
Synthesizing mathematical concepts, investigating open-ended problems, and justifying results of analysis of advanced problems through written, oral, and graphic explanation. Utilization of the computer algebra system Mathematica.
- 499 Selected topics in Mathematics (1-3).** Prereq: MAT 304 or consent of the instructor.  
Topics to be chosen from such areas of mathematics as number theory, topology, complex variables, and advanced differential equations.

**Music (MUS)**

Professor Sachs, Chair  
 Professor Shelt  
 Associate Professor Girtmon  
 Assistant Professor Sauerwein  
 Assistant Professor Xie

The music department seeks to produce transformational leaders in the musical arts who will have profound influence in their homes, workplaces, communities, concert stages, cultures, Christ's Church and the world.

**Bachelor of Arts in Music:****Collaborative Piano and Pedagogy Emphasis** (Audition required for admission.)

Minimum of 58 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 221-222, 223-224, 321, 325, 356, 380-381, and 392). II. Two hours in advanced theory courses (337). III. Three hours in piano pedagogy (357). IV. Fifteen hours in piano, with performance study schedule of one hour in the first semester and two hours per semester thereafter (suggested 1, 2, 2, 2, 2, 2, 2). V. One hour in Junior recital (collaborative recital with a solo component, 25-35 minutes). VI. Two hours in Senior recital (collaborative recital with a solo component, 45-60 minutes). VII. Complete ensemble participation requirements, including four semesters of Accompanying and/or Chamber Ensemble. (See below). VIII. Pass all music comprehensive examinations (See below). Note: Music Majors are strongly encouraged to take PHI 275 Aesthetics as an elective. Students contemplating graduate work in music are advised to take Counterpoint (335), Vocal Pedagogy (358) and/or French and Spanish as electives.

**Composition/Theory Emphasis** (Audition required for admission.)

Minimum of 59 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 221-222, 223-224, 321, 325, 356, 380-381, 392). II. Six hours in advanced theory courses (335, 337, 426). III. Seven hours in music performance study in one instrument (suggested 1, 1, 1, 2, 2 + junior recital). IV. One hour in Junior recital (25-35 minutes). V. Eight hours in studio composition study (suggested 0, 0, 0, 0, 1, 2, 3, 2 + senior recital). VI. Two hours in Senior recital (original compositions, 45-60 minutes). VII. Complete ensemble participation requirements, including four semesters in MUS 340 Composers' Forum (See below). VIII. Pass all music comprehensive examinations (See below). IX. Pass piano proficiency juries (See below). Note: Students in the Composition/Theory track are strongly encouraged to take MUS 438 Topics in Theory and Composition and PHI 275 Aesthetics.

**Music Ministries Emphasis** (Audition required for admission.)

Minimum of 62 hours and requirements to include: I. Twenty-three hours in core music courses (MUS 121-122, 123-124, 223-224, 321, 325, 356, 380-381, 392). II. Eight hours in private performance study, 6 in one instrumental discipline (suggested 1, 1, 1, 1, 2) or voice, two additional which must be in voice. III. Five hours in Vocal Pedagogy (358) and Conducting (351). IV. Sixteen hours of ministry courses (MUS 345, 373, 374, 420, BIB 350 and 408). V. Three hours in Music Administration (MUS425). VI. One hour in Junior recital (25-35 minutes). VII. Complete ensemble participation requirements. (See below). VIII. Pass all music comprehensive examinations (See below). IX. Pass piano proficiency juries (See below). X. Music Ministry/Chapel Choir Practicum (non-credit, 2 semesters, senior year). XI. Music Ministry Internship (non-credit, one semester, senior year). Note: Music majors are strongly encouraged to take PHI 275 Aesthetics as an elective.

**Musical Theatre Emphasis** (Auditions in voice, acting, and dance required for admission.)

Minimum of 61 hours and requirements to include: I. Seventeen hours in core Music courses (MUS 121-122, 123-124, 223-224, 321, 325, 356, 392). II. Three hours in Vocal Pedagogy 358(3). III. Twelve hours in voice suggested 1, 1, 1, 1, 2, 2, 2, 2). IV. Twelve hours of Theatre courses (THE 120, 129, 129L, 135, 135L, 230, 230L). V. Eight hours in Dance courses (DAN 151, 170, 251, 257, 258, 270 and two hours of Dance electives (must be approved by music advisor and dance chair). VI. Three Hours in Musical Theatre History and Literature MUS 393. VII. Three hours in Music Administration 425. VIII. One hour in Junior Recital MUS 385 (solo recital, 25-35 minutes). 2 hours in Senior Performance Project MUS 480 (45-60 minutes). IX. Complete ensemble participation requirements via MUS143-144 and/or participation in a musical chorus every semester. X. Pass all music comprehensive examinations (See below). XI. Pass piano proficiency juries (See handbook). XII. Pass minimum Musicianship Skills requirements.

**Performance Emphasis** (Audition required for admission.)

Minimum of 55-58 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 221-222, 223-224, 321, 325, 356, 380-381, and 392). II. Two hours in advanced theory courses (337). III. Three hours in the appropriate pedagogy course for piano, string and voice majors (other majors will be required to take a pedagogy course if available in their area). IV. Fifteen hours (suggested 1, 2, 2, 2, 2, 2, 2, 2) in one music performance study area (brass, guitar, harp, keyboard, percussion, strings, voice and woodwinds). V. One hour in Junior recital (25-35 minutes). VI. Two hours in Senior recital (solo recital, 45-60 minutes). VII. Complete ensemble participation requirements. (See below). VIII. Pass all music comprehensive examinations (See below). IX. Pass (voice majors) piano proficiency juries (See below). Note: Music Majors are strongly encouraged to take PHI 275 Aesthetics as an elective. It is also strongly recommended that students contemplating graduate work in music take MUS 335 Counterpoint as an elective.

**Vocal Pedagogy and Pre-Professional Choral Conducting Emphasis** (Audition required for admission.)

Minimum of 60 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 221-222, 223-224, 321, 325, 356, 380-381, 392). II. Four hours in advanced music theory courses (MUS 335, 337). III. Nine hours in Pedagogy and Conducting (351, 358, 365-366, 430). IV. Nine hours of performance study with two options: Nine hours in voice (suggested 1, 1, 1, 2, 2,

2 + junior recital) or seven hours of piano (suggested 1, 1, 1, 2, 2 + junior recital in piano) and two hours in voice (one hour per semester for two semesters, vocal fundamentals may also be required on the basis of audition). V. One hour in Junior recital (joint recital, 25-35 minutes). VI. Two hour Senior Pedagogy Project (45-60 minutes) (See below). VII. Complete ensemble participation requirements (See below). VIII. Pass all music comprehensive examinations (See below). IX. Pass piano proficiency juries (See below). Note: Music Majors are strongly encouraged to take PHI 275 Aesthetics as an elective.

### **Minor in Music** (Audition required for admission.)

22 hours to include: I. Eight hours in core music courses (121-122, 123-124). II. Eight hours in music performance study (typically one hour per semester for four years in any one area of private music applied study offered at Belhaven University). III. Three hours of ensemble. IV. Three additional hours in any music courses offered. Not open to students majoring in music.

**Honors Program:** The music department offers opportunities for students to enroll in honors courses from its department. The following academic courses may be taken as honors courses: MUS 221-222 and all 300 and 400 level academic courses. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" located in the "Administration of the Curriculum" section of the catalogue.

### **Elective Group Instruction**

Guitar, piano, and vocal fundamentals are small group instruction sequences that introduce students to these fields of study.

### **Elective Group Music Applied Lessons (Audition required.)**

A non-music major student may enroll in Group Music Applied Lessons in guitar, piano, violin and voice for elective academic credit (one hour per semester) with approval of the music department. Students may take Group Music Applied Lessons each semester of enrollment at Belhaven University based on teacher availability. All group instruction is governed by the Music Department Studio Policy. This document should be read carefully before a student enrolls for Group Music Applied Lessons. **Beginning students are required to take the appropriate fundamentals sequence in guitar, piano, and voice before enrolling in Group Music Applied Lessons; exceptions may be allowed by audition.** Students enrolled in Group Music Applied Lessons at Belhaven University are exempted from participating in MUS 100, Music Studio Class. Students enrolled in Group Music Applied Lessons may utilize credits earned towards fulfillment of the music minor. All students enrolled in Group Music Applied Lessons will be assessed a supplemental instruction fee at the beginning of each semester.

### **Elective Private Music Applied Lessons (Audition required.)**

A non-music major student may enroll in private music lessons in Private Music Applied Lessons in all band, keyboard, orchestra and vocal performance areas as well as guitar and composition for elective academic credit (one hour per semester) with approval of the music department. The comprehensive list includes Brass – trumpet, French horn, trombone, euphonium, tuba; Composition; Guitar; Harp; Keyboard – jazz piano, organ, piano; Percussion; Strings – violin, viola, cello and bass; Voice; and Woodwinds – flute (including piccolo, flute and alto flute), clarinet (including soprano, alto and bass), oboe (including oboe and English horn), bassoon, and saxophone (including soprano, alto, tenor and baritone). Students may take private music lessons each semester of enrollment at Belhaven University based on teacher availability. All private studio instruction is governed by the Music Department Studio Policy. This document should be read carefully before a student enrolls for private instruction. **Beginning students are required to take the appropriate fundamentals sequence in guitar, piano, and voice before enrolling in private lessons; exceptions may be allowed by audition.** All students enrolled in private music lessons at Belhaven University are required to also enroll in MUS 100, Music Studio Class (see description below). All students enrolled in elective private music applied lessons will be assessed a supplemental instruction fee each semester.

### **Number Designations for Private Music Applied Lessons**

After the MUS designation, private music applied lessons are designated for transcript/registration purposes by three digits: the first a letter indicating the specific instrument or family of instruments (B for brass, C for composition, G for guitar, H for harp, O for organ, P for piano, R for percussion, S for stringed instruments, V for voice, and W for woodwinds); the second and third combine to form two digit number denoting an instructor for that specific instrument or family of instruments. For example: "V01" indicates that a student is enrolled in private music applied lessons in voice studying with Dr. Christopher Shelt.

### **Piano Proficiency Exams**

The following music majors need to pass piano proficiency exams: all majors with voice as their principal performance area and other majors with concentrations in composition and music ministries who do not have piano as their principal performance area. These students must enroll in MUS 117-118 Piano Fundamentals I and II followed by elective private piano applied study until all required piano proficiency juries are passed. Piano proficiency exams occur during piano juries at the end of each semester. Students are strongly recommended to be studying piano during the semester that they take piano proficiency exams. These exams are in three levels. Refer to the Music Studio Policy for details on these levels. Any combination of levels may be presented at one time. Students are strongly encouraged to pass the first level by the end of their freshman year. These juries must be completed to meet graduation requirements.

### **Language Requirements**

Music majors with voice as principal performance area are to take French to meet goal number three of general education. Exceptions must be approved by the music department chair.



**Ensemble Requirements**

Music majors are expected to be in an ensemble every semester they are enrolled. Six credit hours count toward graduation.

**Theory and Musicianship Placement Examination**

When enrolling initially in Theory and Musicianship courses, students must take an examination to determine their placement in each sequence. Theory and musicianship placements are independent of one another: for example, a student may be placed in Theory I and Musicianship II.

**Musicianship Requirements**

Courses in the musicianship sequence (Musicianship I-IV, see below) are repeatable for credit, and advancement to successive levels depends on the student passing a juried examination at the end of each semester. Music majors must enroll in and **complete four semesters of musicianship courses earning a minimum of four semesters and advancing** to level IV (that is, pass the Musicianship III examination) in order to meet graduation requirements.

**Comprehensive Examinations**

All music majors must complete comprehensive examinations in the music theory and music history content areas. Music majors completing the music theory sequence (typically spring semester sophomores) will be required to take a comprehensive exam in addition to the final exam for Music Theory IV. Music majors completing the music history sequence (typically spring semester juniors or seniors) will be required to take a comprehensive music history exam in addition to the final exam for Music History II. Graduating music majors will also be required to take a music content area exam of the Educational Testing Service. These three exams will be used to assess the academic portion of the music program and evaluate student learning.

**Concert Attendance**

All students enrolled in performance courses are expected to attend concerts sponsored by the music department as specified in the **Music Studio Policy**.

**100 Music Studio Class (0-0).**

A gathering of all students enrolled in private music lessons at Belhaven University. Students are required to attend Music Studio Class weekly and perform at least once per semester. Students receive a S/U on their transcript for each semester of participation. Students may be exempted from attending the course due to other obligations with the approval of the music department chair. Performance exemptions are rare and may only be obtained with the approval of the music department chair.

**108-109 Guitar Fundamentals (1-1).**

A foundational two-semester sequence in guitar for non-majors wishing to study guitar at a beginning level. The course features instruction in small groups. Course sections are divided according to playing ability. This two-semester sequence is a prerequisite for all non-guitar majors who wish to take group or private guitar applied study. All students who have previous guitar study experience are encourage to audition with the music department for exemption from all or part of this course sequence in order to proceed to group or private guitar study.

**110-111 Vocal Fundamentals: Health and Technique (1-1).**

A foundational two-semester sequence on vocal health, applied vocal technique, and basic musicianship for aspiring public speakers, actors, broadcasters, and singers (non-music majors). This sequence is a prerequisite for all non-voice majors who wish to take group or private voice applied study as a minor or secondary student. Students who have the needed musical skills to teach themselves their own vocal literature may audition with the music department for exemption from this course sequence in order to proceed to group or private voice applied study. (MUS 110 is a required course for all theatre performance majors.)

**117-118 Piano Fundamentals (1-1).**

A foundational two-semester sequence in piano for non-majors wishing to study piano at a beginning level. The course features instruction in small groups in a piano lab setting. This two-semester sequence is a prerequisite for all non-piano majors who wish to take group or private piano applied study. All students who have previous piano study experience are encouraged to audition with the music department for exemption from all or part of this course sequence in order to proceed to group or private piano applied study. (Music majors may be required to take MUS 117-118 to prepare for Piano Proficiency Juries. See Piano Proficiency Juries).

**119 Piano fundamentals III (1).**

A third semester piano course designed solely for music majors preparing to pass required piano competencies in several of the music concentrations. Piano Fundamentals III is to be taken in lieu of private study. The course may be repeated for credit as needed. (See Piano Proficiency Juries).

**120 Music Appreciation (3).**

A non-technical course that emphasizes music fundamentals, history, literature, styles, composers, and performers and is designed to increase the enjoyment and appreciation of music. It is open to all students, and no musical background is necessary. Offered each spring semester.

- 121-122 Theory I-II (3-3).**  
Introduction to the musical grammar and principles of common-practice tonality as a basis for understanding a variety of musical languages and dialects. Includes rhythm, meter, melody, species counterpoint, major/minor keys, diatonic harmony, voice-leading, tonicization and modulation. Placement exam required before enrolling.
- 123-124 Musicianship I-II (1-1, repeatable for credit).**  
Foundational skills in perceiving, understanding, and expressing music. Includes rhythm, basic conducting patterns, sight-singing and prepared singing with solfege, intervals, melodic and harmonic dictation, and elements of interpretation and expression. Coursework involves daily practice and use of the music computer lab. Placement exam required before enrolling. Advancement to Musicianship II, III, and IV by jury examination.
- 143-144 Concert Choir (1-1).** Open to all students by audition.  
May be repeated each semester for credit up to eight hours. Includes concerts on and off campus. Repertoire includes music from the Renaissance through the 20th century.
- 151-152 Belhaven Chorale (1-1).** Open to advanced singers by audition.  
May be repeated each semester for credit up to eight hours. Includes concerts on and off campus and occasional short tours in the region. Repertoire includes music from the Renaissance through the 20th century.
- 153-154 Belhaven University Gospel Choir (1-1).** Open to all singers by audition.  
May be repeated each semester for credit up to eight hours. The principle focus of the Gospel Choir is to explore and perform the genre of gospel music in its myriad of manifestations with a commitment to musical and vocal excellence.
- 160-161 Guitar Ensemble (1-1).** Open by audition to students enrolled in guitar lessons.  
May be repeated each semester for credit up to eight hours.
- 170-171 String Ensemble (1-1).** A string chamber orchestra open by audition to string instrumentalists. May be repeated each semester for credit up to eight hours.
- 173-174 Orchestra (1-1).** A symphony orchestra open by audition to string, wind and percussion instrumentalists. May be repeated each semester for credit up to eight hours.
- 175 Marching Band ((1-0)**  
Open by audition to brass, percussion, and wind instrumentalists as well as qualified students participating in the band front. May be repeated each fall semester for credit.
- 177-178 Jazz Ensemble (1-1)**  
Open by audition to brass, percussion, and wind instrumentalists as well as qualified students involved in sound reinforcement and vocals. May be repeated each semester for credit up to eight hours.
- 180-181 Wind Ensemble ((0-1).** Open by audition to wind and percussion players.  
Instrumentalists will focus primarily on repertoire for Concert Band. **May be repeated each spring semester for credit.**
- 190-191 Chamber Music (1-1).** Open by audition to all instrumentalists and pianists. May be repeated each semester for credit up to eight hours.
- 192-193 Percussion Ensemble (1-1).**  
An ensemble of various mallet percussion, drum and miscellaneous rhythm instruments open by audition to all students who have ever played percussion instruments. First semester participants may form the core of the Marching Band drumline. May be repeated each semester for credit up to eight hours.
- 221-222 Theory III-IV (3-3).** Prereq: MUS 121-122.  
Continued study of common-practice tonality and introduction to related musical dialects and materials, focusing on the central ideas and pluralism of 20th-century musical techniques and traditions. Includes study of post-tonal theory, serial and atonal techniques, neo-tonal practices, simultaneity, elements of jazz and popular influences.
- 223-224 Musicianship III-IV (1-1, repeatable for credit).** Prereq: Advancement by jury. Intermediate and advanced skills in perceiving, understanding, and expressing music. Includes sight-singing using solfege, melodic and harmonic dictation, transcription, and elements of interpretation and expression. Coursework involves daily practice and use of the music computer lab. Advancement to Musicianship IV by jury examination.
- 321 Introduction to Compositional Process (2).** Prereq: MUS 121-122.  
A theologically-grounded exploration of the creative process as it applies to various aspects of composition (including songwriting and improvisation), with emphasis on applying thoughtfully-developed perspective to the practical experience of composing music for the concert hall, the church, and other situations. Offered each spring semester.

- 325 Seminar in Music Aesthetics (1).** Historical issues and perspectives in musical aesthetics will be presented. Students will be confronted with the present-day debates concerning the subject and challenged to utilize the insights afforded by a Christian Worldview. Offered each year.
- 335 Counterpoint (2).** Prereq: MUS 121-122, 221-222.  
This is an applied study of contrapuntal forms, principles, and techniques in historical context, from the 16th century to the present, with emphasis on analyzing and imitating representative examples. Includes focus on the 18th century style typified by the work of J. S. Bach. Every Other Year, next scheduled offering Spring, 2012.
- 337 Form and Analysis (2).** Prereq: MUS 121-122, 221-222.  
A study of the structure of music and its relationship to expressive meaning, focusing on the practical uses of analytical tools and techniques to explore, understand, and evaluate music. Every Other Year, next scheduled offering Fall 2010.
- 340 Composers Forum (1-1).**  
A workshop and production ensemble intended for composition/theory majors. Explores compositional music-making by producing a concert of students' new works each semester, exploring and discussing new music of various kinds, and reflecting on how the Christian call to a daily practice of humility, love, and perseverance shapes music-making. Provides opportunities for students to apply their understanding in practical, personal ways. May be repeated each semester for credit up to eight hours.
- 345 Music and Cross-Cultural Ministry (3).**  
This course studies issues surrounding ethnomusicology and ethnodoxology with the goal of training missional music ministers to wisely assist peoples of the world translate transcendent biblical truths into their own unique cultural musical framework. Every Other Year, next scheduled offering Spring 2011.
- 351 Choral Methods (2).**  
Every expressive element of choral performance must be generated by the vocal technique employed by individual singers. This course specifically applies skills of healthy vocal technique to the musical challenges unique to choral singing. Every Other Year, next scheduled offering Spring 2011.
- 353-354 Accompanying (1-1).**  
Accompanying is a performance lab of weekly master classes where collaborative piano students perform with other instrumentalists and vocalists. Immediate feedback is provided by faculty and students. Participants should be prepared to perform weekly. Focus and reflection will be required regarding the Christian collaborative pianist's call to a practice of humility, love, and perseverance, shaping the performance process where other musicians perform in equal or more dominant roles. May be repeated for credit as available.
- 355 Music for Children (3).**  
This course provides prospective elementary classroom teachers and music majors wanting to become certified to teach elementary music with basic fundamental musical skills to structure programs and to teach music to children grades K-6. Included are the teaching of rote songs, reading songs, listening lessons, and other related activities of a musical nature. Every Other Year, next scheduled offering Spring 2012.
- 356 Conducting Basics (1).** Prereq: MUS 121, 122.  
This course focuses on the basic gestural techniques of conducting. Topics include techniques to promote muscular control, direct and bound movement, conducting planes and patterns (non-expressive and expressive forms), the technique of negation, the gesture of preparation, the gesture of syncopation, the measured preparatory gesture, gestures of completion and body language. Offered each fall semester.
- 357 Piano Pedagogy (3).**  
A survey of methods and materials appropriate for the teaching of piano at the preparatory level. Emphasis is placed on developing a repertoire for teaching children and adult students. Every Other Year, next scheduled offering Fall 2010.
- 358 Vocal Pedagogy (3)**  
This course explores the art and science of training voices to achieve technical freedom and musical artistry informed by the findings of Vocal Science. Topics include anatomical structures, maturational changes, voice classifications, the vocal process, sequencing of technical objectives and repertoire, therapeutic exercises, psychological issues and learning styles, diction skills, resources for the vocal professional, and specific schools of vocal pedagogy. Every Other Year, next scheduled offering Spring 2012.
- 359 Organ Pedagogy (3)**  
A survey of methods and materials appropriate for the teaching of beginning organists. Emphasis is placed on teaching music suitable for the worship service. By Request

- 360 String Pedagogy (3)**  
A survey of methods and materials appropriate for the teaching of violin and other string instruments at a preparatory level. Emphasis would be placed on developing repertoire and technique for teaching children and adults. Every Other Year, next scheduled offering, Spring 2011.
- 365-366 Advanced Conducting Lab I-II (1-1).** Prerequisite: 356.  
This advanced conducting sequence focuses on refining the gestural skills of conducting acquired in the Introduction to Conducting course with discussions concerning the application of specific gestural approaches to specific pieces of music. May be repeated for credit as available. Every other year
- 373 Historical Perspectives in Music Ministry (1).**  
This course is designed to generate thoughtful interaction reflecting on the musical ideologies and practices of the church throughout its history with special emphasis on the controversial issues facing the church today. Every Other Year, next scheduled offering Spring 2011.
- 374 Sacred Music Literature (3).**  
This course explores sacred vocal and instrumental literature addressing the needs of the congregation, various choirs of all ages, small ensembles, and soloists. Principles of organ registration, hymnal orchestrations, handbells, Orff instruments, folk instruments, synthesizers, and orchestral techniques are topics for discussion. Every Other Year, next scheduled offering, Fall 2011.
- 380-381 History of Music I-II (3-3).**  
A survey of Western art music history from ancient Greek life and thought through the Renaissance, Baroque, Classical, and Romantic periods as well as post-Romantic and 20th-century music. Every other year sequence, next scheduled offering, 2011-2012.
- 385 Junior Recital (1).**  
For junior music majors. Prepare and present a solo recital consisting of 25-35 minutes of music (not including breaks) which may include a collaborative segment. All recitals are subject to the approval of the Music Chair and are evaluated by a faculty jury (see studio policy).
- 392 Popular Music from the 1930s to the present: A Cultural Mirror (3).**  
Popular music of the United States from the 1930s to the present will be studied from roots in early blues, jazz, and rock music into the diverse forms of contemporary popular culture, including contemporary Christian music. A music aesthetic focused with a Christian Worldview lens will explore the philosophical assumptions of popular music. Does music function as a cultural mirror? Offered each fall semester.
- 393 Musical Theatre History and Literature (3).**  
This course reflectively surveys musical theatre history and repertoire. Every Other Year, next scheduled offering Fall 2011.
- 395 Music Ministry Internship (non-credit, one semester required).** Prereq: 2.75 overall GPA  
During the junior or senior year (earlier by approval of the chair of the music department), church music majors must fulfill a minimum semester internship in a local church. Employment at a church in a church music role is permitted to fulfill this requirement so long as the internship objectives are met. Belhaven University policy requires an overall GPA of 2.75 to do an internship. Open only to church music majors. Graded on a pass/fail basis. (Refer to "Student Intern Programs and Practicum" for further requirements.)
- 410-411 Chapel Worship Team (1-1)..**  
Open to all students by interview - audition. This music ensemble of vocalists and instrumentalists will participate in Chapel music ministry, including think tank and short range planning, leading in worship during half of each semester's Chapels through Chapel singing, performing solos and in small ensembles, leading the Chapel Worship Team, and rehearsing in and directing rehearsals of the ensemble on Monday afternoons. May be repeated each semester for credit up to eight hours.
- 420 Theological Foundations of Musical Culture and Music Ministries (3).**  
Since redemptive music ministries should touch the entire fabric of musical culture, not just the local church, this course teaches transcendent biblical truths concerning musical culture, worship, and music ministries, that apply to every people group, with the goal that biblical objectives in the musical arts are achieved in the midst of changing times and international contexts. Every Other Year, next scheduled offering Fall, 2010.
- 425 Music Administration (3).**  
Leadership and administrative tasks are essential to any viable organization. The course develops a model for music leadership that gleans valuable lessons form the current and classic literature while maintaining a thoroughly biblical, Kingdom centered, framework. The course addresses skills of managing self and others, budgeting, cataloging, filing, scheduling, communication, and working under authority. The course provides a working knowledge of music architecture and equipment. Careful attention will be given to stewardship of resources. Every Other Year, next scheduled offering Fall, 2011.

- 426     Orchestration (2).** Prereq: MUS 121-122, 221-222.  
 Technical, applied study of writing music for various instruments and ensembles, with emphasis on orchestral repertoire as a basis for understanding issues of balance and timbral possibilities in a variety of musical situations. Every Other Year, next scheduled offering Fall, 2011.
- 430     Choral Literature and Interpretation (2).**  
 This course surveys choral repertoire with emphasis on the musical characteristics of the various style periods and genres. Particular emphasis is given to employing choral methods in the preparation of a particular score for performance.  
 Every Other Year
- 438     Topics in Theory and Composition (2).**  
 Advanced and/or ancillary study of topics relevant for professional work or graduate studies in areas related to composition and music theory. Content varies according to needs and interests of students. Offered as available.
- 460     Senior Vocal Pedagogy Project (2).**  
 A public presentation that can be any one or more of the following (or similar) elements: An extensive research paper, a shorter solo or choral performance with lecture, a longer solo or choral performance without lecture, a documentary presentation of a vocal practice, or vocal curriculum development. The project should provide the student with a significant educational experience that has a high degree of relevance to the pedagogy student's teaching goals. The project is subject to the approval of the Coordinator of Vocal Activities and the Music Chair and is evaluated by a music faculty jury (see studio policy).
- 480     Senior Project in Musical Theatre (2).**  
 The 45-60 minutes of music (not counting intermission, breaks, etc.) musical theatre performance project for the senior musical theatre student may be a solo performance or a collaborative one. The production should utilize the student's unique potentials in musical theatre expression. All projects are subject to the approval of the Music Chair and are evaluated by a music faculty jury (see studio policy).
- 485     Senior Recital (2).**  
 For senior music majors. Prepare and present a solo recital consisting of 45-60 minutes of music (not including breaks) which may include a collaborative segment. All recitals are subject to the approval of the Music Chair and are evaluated by a faculty jury (see studio policy).

**Philosophy (PHI)**

Professor Kenyon, Chair

The philosophy department seeks to prepare men and women to serve Christ in the world of ideas. To accomplish this goal we offer a major that promotes critical thinking while studying the history of ideas. The philosophy major is designed to prepare students for jobs that require critical thinking, graduate work, and seminary. We deal with perennial questions endeavoring to answer them and to see how the answers fit into the Christian worldview. By promoting critical thinking, our classes prepare students to live, adapt, and make decisions in our fast-changing world.

**Philosophy Major:** 30 hours to include (1) PHI 201 or 225, 321, 322, and 441; (2) PHI 210 or 431; (3) nine hours from PHI 227, 275, 337, 338, 443, or either 210 or 431 (whichever is not used to meet the requirement of #2); (4) three hours from the following PSC 218, 313, 314, 316, 319, or 331; and (5) three additional hours from the listed PSC courses or from PHI courses.

**Philosophy Minor:** 18 hours

**Honors Program:** The philosophy department offers opportunities for students to enroll in honors courses from its department. Any departmental course may be taken as an honors course. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" found in the "Administration of the Curriculum" section of this catalogue.

- 201     Introduction to Philosophy (3).**  
 A critical examination and survey of perennial questions such as (1) "Does God exist?" (2) "Is morality objective?" (3) "Do human beings have a soul?" (4) "Are human beings free?" (5) "What are the limits of knowledge?"
- 210     Comparative Religious Philosophies (3).**  
 Credit given in either philosophy or biblical studies. A study of the worldviews and practices of religions such as Judaism, Islam, Hinduism, Buddhism, Confucianism, and Taoism. These are compared to and contrasted with the Christian faith.
- 225     Logic (3).**  
 A study of the principles of correct reasoning, contrasting them with fallacious reasoning. Homework assignments enable the student to recognize arguments and to determine whether they are logical or not.

- 227 Ethics (3).**  
A critical philosophical examination of contemporary moral issues such as abortion, euthanasia, prejudice and equality, war, capital punishment, and issues in business and medical ethics.
- 275 Aesthetics (3).**  
A study of questions such as (1) “What is art?” (2) “What are the criteria for determining good from bad art?” (3) “What is the relationship of art to morality and truth?” (4) “Is beauty objective or in the eye of the beholder?” Consideration is given as to how this fits into a Christian world and life view.
- 321, 322 History of Ancient and Modern Philosophy (3, 3).**  
321: A study of major philosophical thinkers from the pre-Socratics to the end of the Middle Ages. Special attention will be given to Plato’s and Aristotle’s thoughts and their influence on Christian thought. 322: A study of major philosophical thinkers from Bacon to the present. Special attention is given to comparing and contrasting Modernity and Post-modernity with Christian thought.
- 337 Epistemology (3).**  
A study of knowledge. We consider questions such as (1) “What is knowledge?” (2) “How is it attained?” (3) “What are its limits?” (4) “Are we able to have knowledge of God?” Special attention is given to the attempts of contemporary Christian thinkers to show the rationality of the Christian faith.
- 338 Philosophy of Science (3).**  
A study of the method, limits, and history of science. Special attention is given to the recent thought in the philosophy of science and its implication for the Christian faith. What we learn is used to evaluate the contemporary debate on the Christian faith and science.
- 431 Contemporary Theology (3).**  
A study of Christ and modern culture. Students will investigate how many modern thinkers have tried to integrate Christ and modern Western culture.
- 441 Topics (1-3).**  
The three-hour course is required for majors in philosophy. It includes an integrative paper and comprehensive exam that demonstrate the student’s ability to use material from other philosophy courses. Required senior year.
- 443 Individual Philosophers (1-3).** Prereq: Nine hours of philosophy or the consent of the instructor. Content varies to meet class needs. Specific content is entered on transcript. May be repeated for credit. By Request

## Physics (PHY)

Professor Kelly

- 116 Earth and Space Science (3).**  
A non-technical introduction of rocks and minerals, earth processes, earth history as seen in rock strata, folds, faults, mountains and fossils, the solar system, stellar astronomy, stellar systems, stellar motions, galactic structure, and extragalactic structure. (Lecture 3)
- 241-242 General Physics (3-3).** Prereq: MAT 102 or 208, or consent of the instructor. A non-calculus-based study of the basic concepts of mechanics, thermodynamics, waves, sound, light, electricity, magnetism, and modern physics. (Lecture 3)
- 243-244 General College Physics Laboratory (1-1).** Prereq. or Coreq.: PHY 241-242.  
A two-semester sequence emphasizing the study of a selection of exercises demonstrating those principles discussed in PHY 241-242. (Lab 3)
- 341-342 Physics with Calculus (3-3).** Prereq: MAT 208.  
A calculus-based study of the basic concepts of mechanics, thermodynamics, waves, sound, light, electricity, magnetism, and modern physics. (Lecture 3)
- 343-344 Physics with Calculus Laboratory (1-1).** Prereq. or Coreq.: PHY 341-342.  
A study of a selection of exercises demonstrating those principles discussed in PHY 341-342. (Lab 3)

**Political Science (PSC)**

Professor Busbee

Associate Professor Phillips

This major introduces students to the study of political thought, political behavior, and political institutions from a Christian worldview. It is designed to provide a foundation of knowledge in the major subfields of political study. The ultimate goal of political study is that of establishing justice in civil government; therefore, this major seeks to develop the student's ability to understand and become involved in the political process. Political science also provides an excellent foundation for legal or graduate studies.

**Political Science Major:** 36 hours to include PSC 101, 102, 202, 218, 303, 306, 311, 341, six hours of Political Theory or Constitutional Law, and six hours of PSC electives.

**Political Science Minor:** 18 hours

**Political Institutions:****101 American National Government (3).**

Study of the origin and development of United States government. It concentrates on the structure and operations of today's national government, including the role of politics.

**102 State and Local Government (3).**

Examines the basic principles of state government and its present-day operations. Special emphasis is placed in intergovernmental relations and the organization, functions, and problems of local, county, and municipal governments.

**202 American Presidency (3). Prereq: PSC 101 and 102 or department consent.**

A survey of the office of the president of the United States as a political institution; topics include presidential nominations and elections, domestic and foreign policy-making, relationship with Congress and other components of government, and relationship with the public and the media.

**303 Legislative Process and Behavior (3). Prereq: PSC 101 and 102 or department consent.**

An examination of state and national legislative institutions and processes. Areas covered include the nature of legislative responsibility, organizational structure, the role of parties and lobbying groups, legislative decision making, legislative relations with executive and judicial branches, policy output, and the theory and methods employed by scholars currently working in this field.

**306 Judicial Process (3). Prereq: PSC 101 and 102 or department consent.**

An examination of institutional and legal processes in various adjudicatory settings. Primary attention is given to judicial processes focusing on American civil and criminal law, especially with regard to the U.S. Supreme Court.

**321 American Political Parties and Politics (3). Prereq: Junior or senior classification or department consent.**

Examines the origin and development of political parties in the United States. Its emphasis is the study of the organization and activities of the two-party system in American politics.

**Political Theory:****218 Christian Political Thought (3).**

A survey of biblical teaching related to the state, justice, and the moral worth of the individual and a critical examination of Christian writings on politics from Augustine to the present.

**315 History of Western Political Theory (3).**

An examination of the major trends and issues in Western political thought from the ancient Hebrew, Greek and Roman eras to the 19<sup>th</sup> century.

**316 Contemporary Political Theory (3). Prereq: Junior or senior standing or department consent. (Formerly PSC 316 - Today's Isms.)** Credit given in either political science or economics. A survey of the historical background and philosophical bases for the major political "isms" confronting the peoples of the world today. It focuses on communism, fascism, socialism, and capitalism.**319 U. S. Political Theory (3). Prereq: Junior or senior standing or department consent.**

An examination of United States political and constitutional theory from its genesis in the works of major early modern thinkers to the contributions of 20th-century political and legal theories. The original writings will be stressed.

**411 War and Revolution (3). Prereq: Junior or senior standing or department consent.**

A critical examination of Christian political writings related to war and revolution, including the just-war theories of the Middle Ages; the revolutionary writings of Englishmen and Scots of the Reformation period, including John Ponet and John Knox; the French Huguenots, including Philip du Plessis de Mornay and Francis Hotman; writings related to the Puritan and Glorious

Revolutions, including those of Samuel Rutherford and John Locke; and writings of American founders, including Samuel Adams, Patrick Henry, and John Jay.

**Comparative Government and International Relations:**

**212 Foreign Policy of the United States (3).**

Examines the evolution of the United States foreign policy from 1776 to the present. Focuses on the bases for formulating policies, the processes for implementing them, and the consequences of those policies in American life.

**311 Comparative Government (3).** Prereq: Junior or senior standing or department consent.

A comparative study of the principles, structure, and operation of contemporary governmental systems with special attention to cross-national comparisons of institutions, political history, and political culture.

**Legal Studies:**

**301 American Constitutional History (3).**

A survey of constitutional development in the United States. A careful study of the Constitution, with emphasis on the changing concepts of law as revealed in decisions of the Supreme Court.

**331 Church and State Relations (3).**

A study of the theory and historical and legal developments of church and state relations in England and the United States.

**431 American Constitutional Law I (3).** Prereq: Junior or senior standing or department consent.

A study of the constitutional law of the United States with basic cases concerning such subjects as separation of powers, federalism, the taxing and spending powers, and interstate and foreign commerce.

**432 American Constitutional Law II (3).** Prereq: Junior or senior standing or department consent.

A study of the constitutional law of the United States with basic cases related to personal liberty and civil rights.

**Methodology:**

**341 Scope and Methods of Political Science (3).** Prereq: PSC 101 and 102 or department consent.

A course designed to equip beginning political scientists with the basic tools of political analysis used by professional political scientists. The scope of the discipline is explored through primary writings, and the student is introduced to general concepts, theories, approaches, and models as well as basic methodologies and techniques of political research.

**Applied Studies:**

**499 Special Topics (3).** Prereq: At least six hours in political science or department consent.

This course covers selected areas not studied extensively in other courses and may be repeated for different topics. Offered on demand.

**Psychology (PSY)**

Professor Williford, Chair

Professor White

The department of psychology seeks to introduce all students to the study of human behavior and mental processes within a Christian context. The major is designed to provide a foundation of knowledge in the major subfields of psychology and to prepare students for future study in the field of psychology. Emphasis is placed on developing the students' abilities to understand and to apply psychology in their everyday lives. An important goal in all psychology courses is to help students in their ability to appropriately interrelate their study of psychology and the Christian faith. In order to fulfill the department's goals, the department offers two degree programs: the B.S. in psychology and the B.A. in social services.

**Psychology Major:** This major requires students to gain the core knowledge of scientific psychology along with learning about the subfields in psychology that apply this knowledge. The B.S. in psychology degree is designed to prepare students to meet the typical requirements for acceptance into graduate study and/or for working with a bachelor's degree. The B.S. in psychology degree requires 39 hours in psychology to include 201, 202, 303, 305, 312, 331, 332, 341, and 460, as well as 12 hours from either 240 or any 300-400 level PSY course. Additional recommended courses for students who intend to continue in psychology at the graduate level: BIO 105-106, 107-108, 320, and PSY 351.

**Psychology Minor:** 20 hours to include 201, 202, 303, and 341.

**Social Services Major:** The social services major is designed to expose students to a broad spectrum of knowledge and skills necessary to provide direct social services to the variety of human needs and problems often addressed by social service, medical, religious, and charitable organizations. The emphasis is upon practical application of psychological and sociological knowledge to human needs and problems. The course offerings are designed to prepare student to work within human service organizations with a B.A. degree. A Christian motivation to assist and aid the weak, suffering, and underprivileged is emphasized. The B.A. in social services requires 45 hours as follows: BIB360, PSY202, 240, 241, 312, 340, 342, SOC101, 201, 202, 220, 310, 350, 351, and 370.



Students in the social services major who wish to pursue a graduate degree in social work should additionally take Psychology 303, Statistics for the Behavioral Sciences.

Prospective social service majors must complete an application packet and be interviewed by the social service faculty before being admitted to the program.

- 201 General Psychology: Research Psychologies (3).**  
An introduction and overview of the foundational topics, methods and applications of research-based psychology subfields. Topics include research methods in psychology, brain physiology, memory, sensation and perception, human development, and social psychology.
- 202 General Psychology: Applied Psychologies (3).**  
An introduction and overview of the foundations, concepts, principles and applications of psychology. Topics include learning, behavior, emotion, cognition, personality theories, psychological disorders, psychological treatments and health psychology.
- 240 Human Growth and Development I (3)**  
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.
- 241 Human Growth and Development II (3).**  
A study of the growth and development of the individual from early adulthood until death. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are an integral part of this class.
- 263 Sex, Love, and Marriage (3)**  
A study of gender differences, courting and mate selection, marriage and marital sexuality. This course will blend academic/cognitive understanding of these topics with practical/experiential understanding of each topic. Students will explore these topics from historical and cultural perspectives, as well as examining scientific psychological research on the topics. A special focus will guide students to interact in groups related to their personal values and goals of developing healthy marital relationships
- 272 Adventure-Based Counseling (3)**  
This course is an introduction to a wide spectrum of adventure activities and the counseling and spiritual philosophies upon which each is based. Specific technical skills for more rigorous adventure based events such as rope courses will be stressed. Emphasis will be placed on developing the leadership skills required to be an effective adventure based counselor. Oral communication will be an integral part of this course.
- 303 Statistics for the Behavioral Sciences (4).** Prereq: PSY 201, 202 for all psychology majors and MAT 101 or 110.  
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.
- 305 Contemporary Issues in Psychology and Human Services (1).** Prereq: Sophomore or Junior standing.  
Introduces psychology majors to key topics and academic skills necessary for success in upper-level psychology coursework. Guest lecturers and field trips will provide students with broad exposure to the sub-fields within psychology and human service professions. Provides students with a broad overview of graduate school and career options available after graduation. Psychology majors should complete this course no later than the first semester of their junior year.
- 311 Psychological Testing (3).** Prereq: PSY 201, 202, and 303 or consent of instructor.  
A study of the process of assessment as it relates to human functioning. Concepts of test construction, standardization, and validation are covered. Tests in the areas of intelligence, personality, attitude, achievement, and vocational interests are examined.
- 312 Abnormal Psychology (3).** Prereq: PSY 202.  
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 202.  
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).**  
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 Introduction to Counseling Theory and Techniques (3).**  
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.
- 341 Experimental Psychology (4).** Prereq: PSY 201, 202, 303 and 305.  
A study and application of the research methods used in psychology. The emphasis will be on using experiments to find the causes of human behavior, but other types of research including developmental, correlational case study approaches, and quasi-experiments will be examined. Students study all phases of conducting psychology research including designing the experiment, collecting the data, analyzing the data, and writing psychological reports. Majors should take this course no later than the second semester of their junior year. Lab is required.
- 342 Psychology of the Exceptional Child (3).**  
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.
- 351 Practicum (1-6).**  
Field experience related to the student's academic and life goals. The practicum is designed to provide professionally supervised experience in the research and application of principles of behavior modification in selected settings. The student can select between clinical or research practice. Only open to majors. Second semester junior or senior standing, 2.75 GPA or above, departmental approval, a journal, and a paper are required. Refer to "Student Intern Programs and Practicums" for further requirements. Will not count toward the 38 hours in psychology. Elective credit only.
- 352 Social Psychology (3).** Prereq: PSY 201 or 202.  
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.
- 363 Sensation and Perception (3).** Prereq: PSY 201 or BIO 105 or 106.  
An intensive introduction to how individuals receive, modify, and utilize sensory information as manifest in contemporary theory, research, and application. Special attention is placed on the visual and auditory systems, but the other senses are also studied along with perceptual psychology.
- 381 Seminar on Psychology (3).** Prereq: PSY 201, 202 plus 12 additional hours in psychology AND consent of the instructor.  
In-depth examinations of reading and research in selected topics of current interest to faculty and students conducted on a group basis. Primarily for those who are majoring in the field. Course can be repeated.
- 401 History of Systems in Psychology (3).** Prereq: PSY 201, 202, and 12 additional hours of psychology.  
The historical approach to the study of psychology. The development of the current systems of psychological thought is traced from the pre-Greeks through the major periods of history.
- 410-411 Undergraduate Honors Research (1 and 2 hours).**  
Supervised original research and instruction related to a specific area of psychology. This is a full year sequence (1 hr fall and 2 hr spring) in which students will choose a topic, complete background research, design and implement a study, and present their findings. Students will have the opportunity to attend and/or present their research at a psychology conference or symposium. Participation in the class is by invitation of the instructor and is required of all honor students. (Honor)
- 440 Physiological Psychology (3).** Prereq: PSY 201, 202, and at least three of the following courses: PSY 312, 331, 332, 341, 363 or BIO 105, 106. An examination of the physiological events associated with behavior. Emphasis is placed on the neural functions that underlie motivation and emotion, learning, sensation, perception, and mental health.
- 460 Psychology and Christianity (3).** Prereq: PSY 201, 202, 303, 305, 341, BIB 201, 221, and BIB 301 or WVC 110 and 112, and nine other hours in psychology or consent of the instructor. Senior status only. Current thinking on the subject of the integration of psychology and the Christian faith. Emphasis is on key issues and problems that grow out of interface of psychology and theology. This course is required for all psychology majors.

**Sociology (SOC)**

Associate Professor Gaddis

Instructor S. Jones

**Sociology Minor:** 18 hours of sociology courses.

- 101 Introduction to Sociology (3).**  
A survey course designed to introduce the science of human society. Primary emphasis is on basic concepts and the development of a sociological perspective. Major figures in the history of social science and the analysis of culture, socialization, social institutions, and social change are emphasized.
- 201 Social Problems (3).**  
A study of theoretical approaches to social problems with special emphasis and research in such specific problems as medical care, poverty and dependency, crime, alcoholism, sexual deviancy, prejudice, discrimination and race relations, delinquency, environmental concerns, and mental illnesses. Social problems are examined and discussed, analyzing efforts of resolution from a Christian perspective.
- 202 The Family (3).**  
A study of the traditional and contemporary American family and its implication for Christian lifestyles. Issues to be studied include dating, courtship, choosing a mate, marriage, contraception, family planning, pregnancy, child abuse, economics of family life, communication and conflict management, media, divorce, and substance abuse.
- 220 Race, Gender, and Diversity: Social Stratification (3).** Prereq: SOC 101  
An analysis of the social stratification system as organized by class, gender, race, and ethnicity. Emphasis is placed on human diversity and oppression, and on resulting implications for human service organizations, individuals, and society.
- 290 Studies in Sociology (3-6).**  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics.
- 310 Death, Dying and Grief (3).**  
This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on stages of death and the grief process.
- 350 Social Services Practice I (3).** Prereq: SOC 101  
An analysis of the methods and techniques of social service practice with an emphasis on work with individuals. Topics include ethics of practice, assessment, and intervention methods.
- 351 Social Services Practice II (3).** Prereq: SOC 350  
A continuation of SOC 350. Examines the methods and techniques of practice with families, groups and communities. Topics include family and group dynamics, assessment and intervention methods, and dynamics of community organization.
- 370 Social Services Field Experience (3-6).** Prereq: PSY 340, SOC 350 and 351; Junior or Senior standing.  
This course involves gaining field experience in a social service agency which matches the student's future career goals. Students will gain supervised experience in providing social services to clients.

**Spanish (SPA)**

Assistant Professor Dieckman

- 101-102 Elementary Spanish (3-3).**  
An introductory course designed to equip the student with the linguistic skills necessary for verbal and written communication at the elementary level of communicative competence in Spanish. SPA 101-102 also offers an overview of the culture of the Hispanic community throughout the world and an opportunity to consider the possibility of cross-cultural ministry within the context of the Hispanic community. SPA 102 is offered as a continuation to SPA 101. Students who have not completed SPA 101 at Belhaven must secure written permission from the instructor to take SPA 102.
- 201-202 Intermediate Spanish (3-3).** Prereq: SPA 101-102 or two years of Spanish in high school and the written permission of instructor. Intermediate Spanish continues the introduction to Spanish language and the culture of the Hispanic community. The course is designed to equip the student with the linguistic skills necessary for verbal and written communication at the intermediate level of communicative competence. Comprehension skills are enhanced through the reading of selected portions from the world of Hispanic literature. A continued examination of the culture of the Hispanic community and potential areas of ministry in it are an integral part of this course. The course is conducted primarily in Spanish.

- 390 Topics in Spanish (3).** (Formerly Readings in Spanish Literature) Prereq: SPA 201-202 or written permission of the instructor. Content varies to meet class needs. Specific content is entered on student transcripts. This course may be repeated for credit up to 18 hours.

### Speech (SPE)

- 101 Fundamentals of Speech (3).**  
An introductory course in the organization and presentation of original speeches and in the development of the speaking voice; personal evaluation of vocal problems through conferences and recordings.
- 102 Public Speaking and Discussion (3).**  
A study of principles and practice in extemporaneous public speaking; development of informative, persuasive, and problem-solving techniques; accruing of expertise in theory and application in various types and formats of small group discussion. (SPE 101 is not a prerequisite.)
- 105 Debate (3).**  
Study and practice of formal debating skills. Emphasis on building a defensible case and developing successful forensic reasoning.

### Sports Administration (SAM)

The mission of the Sports Administration program is to provide quality preparation for administration positions within the sports industry. This focus necessitates sport education professionals teaching sport administration students by integrating theory and practice, thus allowing the students to serve a diverse population in a global society. Achieving this mission requires an integration of sport administration theory and practice and the interaction of academic sport professionals, practicing sport administrators and goal-oriented students. Instruction centers on how sport administration can have a Christ-centered focus in relation to athletic and sport program operation.

#### Sports Administration Major:

42 hours to include the following:  
ACC 213, ECO 205  
BUS 304, BUS 305, BUS 326, BUS 418  
SAM 302, SAM 306, SAM 310, SAM 380, SAM 400,  
SAM 410, SAM 435 or SAM 450

#### Sports Administration Minor:

18 hours to include the following:  
SAM 302, 306, 310; BUS 110, six hours of SAM electives.

- 201-207 Theory of Coaching Basketball (201), Baseball (202), Soccer (203), Softball (204), Volleyball (205), Tennis/Track/Golf (206), Football (207) (3).**  
These courses will provide specific instruction related to a given sport. Techniques, strategies, skills, and organization of each sport will be presented in order to give an in-depth understanding of all aspects involved in coaching. Each course will give specific examples of Christ-centered coaching application.
- 302 Sports Marketing (3).**  
This course consists of study in the areas of marketing, promotion, and fund-raising, within the context of interscholastic, intercollegiate, amateur, and professional sports. The course includes an overview of the present sports-business and industry-marketing theory and systems. The systems include advertising, sponsorship, pricing, licensing, distribution, endorsements, and promotional techniques of sports-related products.
- 306 Sports Administration (3).**  
This course studies the intricacies involved in the management and leadership of sports programs. Specific management techniques, administration techniques, and theories will be studied to provide the foundation for effective leadership and supervision of sports programs. Methods for designing systems and programs within the context of sports administration are studied to give application relevance.
- 310 Facility Design and Maintenance (3).**  
An overview and familiarization with the maintenance and design of sports-related facilities. Use of space, surface types, construction specifications, and economic constraints will be studied in order to provide a basis for understanding stewardship in the development of sports structures and fields.

- 340 Selected Topics in Sports Administration (3).**  
An overview of current issues, research, measurement techniques, and problems in the area of sports administration and related fields as they relate to a Christian worldview. Problem-solving models and management techniques will be presented as issues are discussed.
- 380 Sports Finance(3).** Prereq: ACC 213.  
A comprehensive analysis of issues related to Sports finance. Topics include budgeting and planning to acquisitions and liquidation. Emphasis on the receipt, disbursement, and utilization of capital to foster sports business growth.
- 400 Governing Bodies in Sports (3).**  
A familiarization with the major components of bodies that govern sports competition. The bodies include recreational associations, the High School Activities Association, the NAIA, and the NCAA. Comparative studies will be conducted to establish the relationship between these bodies and how they affect each other.
- 410 Sports and the Law (3).**  
The study of legal liabilities and responsibilities of coaches, administrators, managers, and institutions related to the sports field.
- 419 Strategic Management in Sports Administration (3)** Prereq: Senior class standing and permission from the instructor.  
A study of the methods used by sports management activities in developing and evaluating strategies and policies to achieve goals and objectives. Application of the Christian world view to the field of Sports Administration also emphasized. A capstone project is required as part of the course.
- 420 Sports Psychology (3).**  
Explores issues related to sports from several perspectives-those of individual athletes, coaches, sports psychologists, trainers, sports managers, and that of the larger society. Issues discussed include goal setting for peak performance, motivation, competitive stressors, visualization, burnout and drug abuse, as well as sociological issues of race and gender as they relate to stereotyping, participation, and opportunity structure.
- 435 Site Observation in Sports Administration (3).**  
The course will consist of a variety of specific settings where students can observe and research various aspects of corporate sports fields or coaching. Students will learn to compare and contrast these settings in regard to their demands and expectations from a Christian worldview perspective. May be taken as an alternative to SAM 450 Internship in Sports Administration.
- 450 Internship in Sports Administration/Coaching (1-6).** Prereq: 2.75 overall GPA. (If a 2.75 overall GPA is not obtained by the final semester, six hours of relevant coursework will be chosen by the advisor for substitution.). This course involves putting into practice those things learned in academic preparation. An internship site will be determined by the student's future goals. The internship may be set up in a variety of different areas such as coaching, sports administration, sports information, facilities management, sports marketing, etc. The internship will have specific learning objectives made accountable by the instructor in charge of the internship. Refer to "Student Intern Programs and Practicum's" for further requirements.
- 470 Pre-professional Clinical Experience in Sports Administration (3).**  
Provides an opportunity for students to experience and observe specific environments and vocations in the area of sports administration and related fields. Areas of study may include various educational settings and/or sports-related business industries. Specific observations, papers, surveys, and reports will be required as a part of the course requirements.
- 490 Guided Study in Sports Administration (1-3).**  
Gives students the opportunities for personalized research and study in the area of sports administration. The student's needs, interests, and vocational calling determine specific content of the study. Research and projects will be included in the course requirements.

### **Sports Medicine and Exercise Science (SME)**

Professor Berryhill, Chair

The major in sports medicine and exercise science equips students for graduate study in Physical Therapy, Occupational Therapy, Exercise Physiology, Kinesiology, Biomechanics, Athletic Training, Medicine, Dietetics/ Sports Nutrition, and allied health professions such as Cardiac Technology and Respiratory Therapy. In addition, students will be well prepared for careers in a wide range of professions including personal training, strength and conditioning, corporate fitness, fitness administration, sports psychology, and ergonomics. All courses will be taught from a Christian worldview. Students wishing to declare a major in this discipline must have had a strong science foundation in high school and/or community college.

**Sports Medicine and Exercise Science Major:** 39 - 42 hours

BIO 230, 231 (Prerequisites for BIO 230 are BIO 105, 106, 107, and 108.)

SME 275, 295, 320, 340, 380 and lab, 410 and lab, 420 and lab, 435, 450, 470 and 495.

(SME 460 and 490 are available, but are not required).

Student majors must successfully complete (70%) a written comprehensive exam at the end of the sophomore year. Question pool will be given at the beginning of the sophomore year. Transfer students will take the exam at a time appropriate to the time of transfer.

Student majors must successfully complete (70%) the senior comprehensive written and oral exams during the senior year prior to graduation. Question pool will be given to students at the beginning of the senior year. Transfer students will take the exam at a time appropriate to the time of transfer.

Though SME 460 and SME 490 are not required, students are encouraged to take one of the two courses during their senior year.

Students must complete each course in the major with a grade of C- or better in order to continue in the major.

**Concentrations:**

**Students selecting more than one concentration must first meet with the department.**

Medical Doctor Concentration: BIO 371 and lab, CHE 111-112, 113-114, 211-212, 221-222, MAT 102, PHY 241-242, 243-244.

Nursing Concentration: BIO 371 and lab, 372-373, CHE111-112, 113-114, 211-212, 221-222, SME 435.

PT/OT Concentration: CHE 111-112, 113-114, MAT 102, PHY 241-242, 243-244, two of the following BIO 333 and lab, 336 and lab, 342 and lab, 371 and lab, 310 and lab, 382 and lab.

Sport Nutrition Concentration: BIO 371 and lab, CHE 111-112, 113-114, SME 435.

Exercise Physiology Concentration: CHE 111-112, 113-114, 211-212, 221-222, MAT 102, 207, PHY 241-242, 243-244.

Biomechanics Concentration: BIO 105-106, 107-108, MAT 102, 207, PHY 241-242, 243-244.

Athletic Trainer Concentration: MAT 102, PHY 241-242, 243-244, PSY 201, 202.

Fitness Director Concentration: SAM 302, SME 302, 304, BUS 320 or 326.

Personal Trainer Concentration: SME 302, 304, 490.

Strength and Conditioning Concentration: SME 302, 304, 490.

Sport Psychology Concentration: PSY 201, 202, SME 320, SMN 304.

Fitness Industry Sales Concentration: BUS 320, 351, SME 450, BUS 304 or SAM 302.

**Sports Medicine and Exercise Science Minor: 18 hours**

BIO 230, 231, SME 275, 340, 380 (optional additional courses are SME 302 and 304).

**Honors Program:** The sports medicine and exercise science department offers opportunities for students to enroll in honors courses from its department. Students wishing to enroll in the honors program in sports medicine and exercise science must take either SME 460 Selected Topics (3-4) or SME 490 Guided Study (1-3) and present a thesis to a selected honors committee. All courses that are listed as 300 level or above may be taken as an honors course. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see “Honors Program” located in the “Administration of the Curriculum” section of the catalogue.

**202 Basic Injury Care and Prevention (3).**

This course will address fundamentals of first aid and basic injury and wound care and prevention. Designed for students preparing to enter the fields of coaching, sports administration, or sports ministry. NOT OPEN TO SME MAJORS.

**275 Injury: Care and Prevention (3). Prereq: BIO 230.**

Fundamentals of prevention, evaluation, treatment and rehabilitation of athletic injuries, including first aid will be examined. This course will include an analysis of the etiology, pathology, and current modalities utilized to treat the most common injuries seen in daily activity as well as in sport. The course will include basic skills, techniques, and exercise programs necessary for the care of activity related injuries and the prevention of certain specific injuries. Required of all students with majors in sports medicine and exercise science as well as those declaring majors in athletic studies.

**295 Sophomore Comprehensives (0). Prereq.: BIO 230, 231, SME 275 and 340.**

Each student majoring in Sports Medicine/Exercise Science will be required to take an Oral Examination covering all the courses they have taken at the end of their sophomore year. They will be required to pass with a grade of 70% to

continue in the program. (This is at the discretion of the faculty). For any course in which a grade of 'A' is attained, the student will be exempt from that course on the oral exam. The grade will be listed on the transcript as an 'S' (satisfactory) or a 'U' (unsatisfactory).

- 302 Adaptations and Responses to Aerobic Conditioning (3).** Prereq: BIO 230 and 231.  
Principles of cardiovascular and pulmonary conditioning and contributions to a healthy lifestyle will be studied. This class will address the physiological adaptations and responses of the many regulatory systems of the human body as they encounter the effects of aerobic conditioning. The benefits of fitness will be stressed as they relate to weight control, stress reduction, nutrition, drugs, and disease prevention. This class will also include an emphasis on the requirements for becoming a certified personal trainer.
- 304 Adaptations and Responses to Anaerobic Conditioning (3).** Prereq: BIO 230 and 231.  
Principles of anaerobic conditioning and its contribution to a healthy lifestyle will be examined. This class will include the physiological adaptations and responses of the many regulatory systems of the human body as they relate to the effects of anaerobic training. The benefits of fitness will be emphasized as they relate to weight control, injury prevention, stress reduction, body shaping, injury, nutrition, drugs, strength, speed, and flexibility. Special emphasis will include the principles and techniques of resistive training as well as designing a complete workout program. This class will also include an emphasis on the requirements for becoming a certified strength and conditioning specialist.
- 320 Physiology and Psychology of Movement Performance (3).** Prereq: BIO 230, 231, and SME 340.  
The study of the interaction between psychological and physiological factors that affect motor behavior. This class will include an in-depth examination of psychomotor behavior as it relates to external and internal stimuli and how multiple body systems control, regulate, and respond to movement. The course will address motivational techniques, stress, the underlying mechanisms of human performance, structuring the learning experience including goals and feedback techniques, principles of practice organization, and diagnosing and designing the learning experience.
- 340 Kinesiology (3).** Prereq: BIO 230.  
A study of the anatomical and physiological aspects of human movement. This course provides foundations in musculoskeletal anatomy, neuromuscular physiology, and tissue mechanics for the study of a variety of human performance activities.
- 380 Exercise Physiology and Exercise Physiology Lab (3).** Prereq: BIO 230, 231, and SME 340.  
Study of body systems affected by exercise; functions of these systems during exercise; effects of age, gender, body type, and nutrition on capacity for exercise; techniques of assessing physical work capacity, and a critical analysis of research. The course will require participation in lab experimentation and physiological measurements. Lab required.
- Lab: (1)**  
Introduction to and participation in selected cardiopulmonary, neuromuscular, and musculoskeletal testing techniques. Introduction to professional research literature.
- 410 Biomechanics of Physical Exercise and Biomechanics Lab (3).** Prereq: BIO 230 and 231, SME 340 and 380.  
A study of mechanics applied to human movement. This course presents kinematics, kinetics, and other principles of physics as they relate to the execution of a variety of human performance activities and therapeutics. The course addresses the neurological and biomechanical aspects of human movement and will require participation in lab experimentation and biomechanical measurements. Lab required.
- Lab: (1)**  
The development of proficiency in selected biomechanical assessment techniques and testing parameters. Collection of data for utilization in evaluating and determining biomechanical effectiveness in movement.
- 420 Fitness Assessment and Exercise Prescription and Lab (3).** Prereq: BIO 230 and 231, SME 340, 380, and 410.  
An advanced exercise physiology with a detailed overview of methods of physical assessment and exercise prescription and a critical examination of their relevancy, reliability, and validity. A research project will be conducted and statistical data analysis performed for proper interpretation. Specific applications of fitness assessment tests will be made and corresponding prescriptions for exercises, training regimens, and activities will be designed for fitness enhancement. Lab required.
- Lab: (1)**  
The development of proficiency in selected fitness assessment techniques and mechanics of testing. Collection of data for analysis and utilization of data in exercise prescription for specific physical needs and fitness outcomes. Examining and understanding professional research literature.
- 435 Sport and Exercise Nutrition (3).** BIO 230, 231, SME 340, and SME 380.  
A complete overview of sport nutrition and the role good nutrition can play in sport and exercise. The course will examine the spectrum of the elite athlete to the recreational athlete and how sound nutritional practices can help them maximize performance, prevent injury, enhance recovery from exercise, achieve and maintain optimal body weight, improve daily training workouts, and plan for overall good health.

- 450 Administration in Health and Fitness (3).** Prereq: SME 340, 380.  
A comprehensive presentation of the Christian worldview in administrative philosophies and techniques as they apply to a variety of health and fitness vocations. Management environments such as fitness, healthcare, and education will be studied, along with principles of leadership in each area.
- 460 Selected Topics in Sports Medicine and Exercise Science (3-4).** Prereq: SME 340, 380.  
An overview of current issues, research, measurement techniques, and problems in the area of sports medicine and exercise science as they relate to a Christian worldview. Problem-solving models and management techniques will be presented as issues are discussed.
- 470 Preprofessional Clinical Experience in Sports Medicine and Exercise Science (1-4).** Prereq.: BIO 230, 231, SME 275, and SME 340  
Provides an opportunity for students to experience and observe specific environments and vocations in the area of sports medicine and exercise science and related fields. Areas of study may include management environments such as therapeutic, fitness, corporate, medicine, and educational. Specific observations, papers, surveys, and reports will be a portion of the course requirements. Course is designed to allow up to 4 credits during the last two years.
- 490 Guided Study in Sports Medicine and Exercise Science (1-3).** Prereq: SME 340, 380.  
Gives students the opportunity for personalized research and study in the area of sports medicine and exercise science. The student's needs, interests, and vocational calling determine specific content of the study. Research and projects will be included in the course requirements.
- 495 Senior Comprehensives (0).** Prereq.: All required courses for major.  
Each student majoring in Sports Medicine/Exercise Science will be required to take an oral and written examination covering all the courses they have taken at the end of their senior year. They will be required to pass with a grade of 70%. For any course in which a grade of 'A' is attained, the student will be exempt from that course on the oral and written exam. The grade will be listed on the transcript as an 'S' (satisfactory) or a 'U' (unsatisfactory).

### Sports Ministry (SMN)

The emphasis of this major is to prepare individuals to use sports as a ministry tool. Upon the completion of this degree, the graduate will be well equipped to find employment in a variety of sports and recreational settings, more specifically as a church recreation director or full-time sports evangelist. This major is very complementary of those seeking to further their education in seminary or youth ministry.

#### Sports Ministry Major: 45 hours

SMN 200, 300, 304, 310, 350, 420  
SME 202  
ACC 485  
BIB 331, 350  
BIB 308, 315, 316 (three hours)  
BIB 310, 311, 317 (three hours)  
BIB 370, 380, PSY 340 (three hours)  
BIB 441 and/or 445 (six hours)

#### Sports Ministry Minor: 18 hours

SMN 200, 300, 304, 310, 350 (nine hours)  
BIB 308, 310, 311, 315, 316, 317, 331, 350, 380, 415 (nine hours)

**Honors Program:** The sports ministry department offers opportunities for students to enroll in honors courses from its department. All courses that are listed as 300 level or above may be taken as an honors course. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honors program policies, see "Honors Program" located in the "Administration of the Curriculum" section of the catalogue.

- 200 Introduction to Sports Ministry (3).**  
This course provides an overview of all sports-related ministries. Several examples will be given as to how sports ministry can be used as a discipleship and evangelical tool. In addition to classroom examples, opportunities will be provided for site-based sports ministry observations. The course will give specific career directions for sports-related ministries.
- 300 Administration and Activities of Sports Ministry (3).**  
The focus of this course deals with the intricacies involved in the management and operation of sports ministry. Specific techniques will be provided for the operation of sports ministry programs. Methods for designing activities will be given to foster efficient and cooperative programs. Different areas of sports administration, including full-time sports ministry and sports ministry within a church, will be presented.



- 304 Sports Psychology and the Spiritual Influence (3).**  
The study of psychological and related theoretical concerns associated with sports, in relationship to prayer and spiritual influence. The course will combine Christian psychology and sports psychology, and will provide suggestions for application in sports.
- 310 Structure of Activities in Sports Ministry (3).**  
A strategic look at sports ministry opportunities and the most effective methods for preparation, execution, and follow-up in conducting clinics, camps, and events. This course will present various potential and real situations in which discipleship and evangelism are used within a sports ministry event or program.
- 350 Selected Topics in Sports Ministry (3).**  
An overview of current issues, research, techniques, and problems in the area of sports ministry as they relate to evangelism and discipleship. Problem-solving models and management techniques will be presented as issues are discussed.
- 420 Coaching and Sports Pedagogy (3).**  
General techniques and concerns dealing with the coaching of an athlete will be covered. A specific focus will be placed on effective pedagogical skills in coaching, including feedback, use of practice time, and fundamental techniques of sports skills.
- 470 Pre-professional Clinical Experience in Sports Ministry (3).**  
Provides an opportunity for students to experience and observe specific environments and vocations in the area of sports ministry and related fields. Areas of study may include any sport within a church, international, national, or local ministry.
- 490 Guided Study in Sports Ministry (1-3).**  
Gives students the opportunity for personalized study and research in the area of sports ministry. Specific content of the study is determined by the student's needs, interests, and vocational calling. Research and projects will be included in the course requirements.

### Theatre (THE)

Associate Professor Frost, Chair  
Professor Campbell, Professor of Theatre  
Assistant Professor Dietrich, Scenic Designer

Theatre is the re-creation of a human experience. From a Christian perspective, the study of theatre provides a format to understand these experiences in the context of man's relationship to God. Theatre at Belhaven provides students with the opportunities necessary to develop their God-given talents to function in the profession, to build on a liberal arts foundation for graduate studies in theatre, or to augment their liberal arts studies with a practical inclusion of the arts and performance in their Christian college experience.

The department offers opportunities for participation in course work and production for majors leading to a Bachelor of Arts degree. Bachelor of Arts programs in theatre are also available with a concentration in performance, production, or theatre ministries.

### Bachelor of Arts in Theatre

The foundations of liberal arts education are best projected in a general degree in theatre. The menu of courses provides the opportunity for individuals to pursue specific areas of interest with a complete overview of the discipline as background. Such a degree would be valuable as a platform for those seeking to continue in graduate work in theatre. In addition, junior college transfer students are more successful transferring their course load into a broader foundation of courses. The minimum number of hours in theatre courses required for a B.A. is 43. The core course requirement for all theatre majors includes: THE 120, 129 and lab, THE 135 and lab, 140 and lab, 250 and lab, 362, and 380. The remaining hours of theatre courses required for a general major includes THE 220 and lab, 230 and lab, 240 and lab, 462, and 499; plus 9 additional hours of Theatre Electives. Implicit in this major is saturation involvement in all aspects of theatre.

**Major in theatre (Bachelor of Arts) with a concentration in performance** requires a minimum of 42 hours. The core course requirement for all theatre majors includes: THE 120, 129 and lab, THE 135 and lab, 140 and lab, 250 and lab, 362, and 380. The concentration in performance will also require 220 and lab, 230 and lab, 320 and lab, 330 and lab, 415, 462 and 499. The consummating course in performance concentration is a senior project, THE 499, involving performing, directing, or some pre-approved project that demonstrates competency in the performance field. Implicit in this major is saturation involvement in all aspects of theatre performance and the satisfactory completion of studio-level audition requirements.

**Major in theatre (Bachelor of Arts) with a concentration in production** requires a minimum of 43 hours. The core course requirement for all theatre majors includes: THE 120, 129 and lab, 135 and lab, 140 and lab, 250 and lab, 362, and 380. The concentration in production will include THE 131, 132, 220 and lab, 240 and lab, 245 and lab, and two of the following; 340 and lab, 346 and lab, 347 and lab, 350, 430, 441 or 499. Implicit in this major is saturation involvement in all aspects of theatre production and the satisfactory completion of a studio-level portfolio of production experiences.

**Major in theatre (Bachelor of Arts) with a concentration in theatre ministries** requires a minimum of 42 hours. The core course requirement for all theatre majors includes: THE 120, 129 and lab, THE 135 and lab, 140 and lab, 250 and lab, 362, and 380. The

concentration in theatre ministries will include 200, 220 and lab, 230 and lab, 300, 310, 335, and the successful completion of 445 which is direct involvement in a theatre mission project. It is strongly advised that the student also completes 441, an internship with an approved church or organization with an environment conducive to recognize and apply their theatre proficiencies. Majors in theatre ministries should consider a strong recommendation to minor in biblical studies.

**Minor in theatre** (not open to students majoring in theatre) requires 24 hours, including THE 120, 129 and lab, 135 and lab, 140 and lab, 220 and lab OR 240 and lab, 250 and lab. Additionally, 6 additional credit hours at a 300 or higher level is required to fulfill the 24 total credit hours.

**Honors Program:** The theatre department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: THE 129 and lab, 196, 240 and lab, 250 and lab, 296, 300, 310, 320 and lab, 330 and lab, 335, 362, 380, 396, 430, 462, 495, and 496. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honor's program policies, see "Honors Program" under the "Administration of the Curriculum" section of the catalogue.

- 120 Understanding Theatre (3).**  
This course introduces the student to an overview of all elements of theatre, including an investigation of the roles and relationships of all the participants of a theatrical event. The student is led to develop an understanding of and explore involvement with theatrical events in light of a Christian world perspective. Open to all students.
- 129 Biomechanics for the Performer and lab (2-1).**  
This course introduces the student to the body and the voice as created and as creative instruments of expression. Each student will participate in presenting materials individually and in ensemble. It is an applied study of the foundations of human expression as it relates to stage performance. Applying movement to meaning through gesture. Applying sounds to make words and amplifying the text. Required for all theatre majors. Studio format. Concurrent enrollment in THE 129 and biomechanics lab is required.
- 131 Basic Drawing (3).**  
Introduction to precision drawing or drafting as employed in theatre. The student will gain a basic knowledge of manual and digital forms of technical drawing. They will learn how to create, read, understand, and interpret drawings created for the theatre.
- 132 Design (3).**  
Introduction to the theory and terminology of theatre design and practical application of design elements and principles through projects. Practice in using the elements of design, including an introduction to light, color, and composition as they relate to the various areas of theatre and design.
- 135 Mime, Pantomime, Commedia, Mask and lab (2-1).**  
Applied ergonomics to personal performance contexts. Introductions to mime, pantomime, mask, stage combat, and personal style. Required for performance majors. Studio format. Concurrent enrollment in THE 135 and mime lab is required.
- 140 Stagecraft Fundamentals and lab (2-1).**  
Study of the basic principles and techniques of the technical elements of theatre. The student will be introduced to stagecraft and set construction techniques, technical drawings, safety with and the proper usage of the power tools, and an overview of theatrical production organization and administration. Much of the lab time will emphasize the practical application of the material taught in class. Required of all theatre majors. Concurrent enrollment in THE 140 and stagecraft lab is required.
- 196 Theatre Honors Seminar I (1).** Prereq: Department chair approval.  
As a result of this course the successful student shall gain an understanding of the process of creating theatre through personal involvement and discussion of various articles and texts on the theory or drama and various approaches to staging theatre. Students taking this course must have recommendation of the chair of theatre.
- 200 Introduction to Theatre Arts Ministry (3).**  
Students investigate the historical, theological, and aesthetic relationships of theatre and religion, studying available Christian dramatic literature. Examples will be cited on the potential and limitations of how theatre arts ministry can be used as a discipleship, education, and evangelism tool. In addition to classroom examples, opportunities will be provided for site-based ministry observations. The course will give specific career directions for theatre arts-related ministries.
- 220 Production Supervision and lab (2-1).**  
Principles of stage management, production management, and directing for the theatre. Concurrent enrollment in THE 220 and production lab is required.
- 230 Acting I and lab (2-1).** Prereq: THE 129, 135  
Further development of personal style as it applies to acting. The student will complete a résumé portfolio prototype and studio acting assignments. Concurrent enrollment in THE 230 and acting lab is required.

- 240 Technical Resources and Design and lab (2-1).** Prereq: THE 140.  
Students will explore and apply principles of technical theatre within the areas of costumes, props, lighting, and sound production. Concurrent enrollment in THE 240 and resources and design lab is required.
- 245 Costume Construction and lab (2-1).**  
Students will encounter an introduction to the principles and techniques of costume construction; including shop organization, management, cutting, sewing techniques, and wardrobe maintenance. Concurrent enrollment in THE 245 and Construction lab is required.
- 250 Makeup for the Stage and lab (2-1).**  
This course is designed for those interested in learning makeup techniques. Through lectures, practical assignments, and evaluations, students will receive a solid foundation in the application of stage makeup. They will also explore how an actor can use makeup as a tool to express their character on stage. Concurrent enrollment in THE 250 and Makeup lab is required.
- 296 Theatre Honors Seminar II (1).** Prereq: Department chair approval.  
As a result of this course the successful student shall gain an understanding of the process of creating theatre through personal involvement and discussion of various articles and texts on the theory or drama and various approaches to staging theatre. Students taking this course must have recommendation of the chair of theatre.
- 300 Administration and Activities of Theatre Arts Ministry (3).** Prereq: THE 200  
The focus of this course deals with the requirements involved in the management and operation of theatre arts as a ministry. Specific techniques will be provided for the operation of theatre arts ministry programs. Methods for designing activities will be given to foster efficient, effective and cooperative programs. Two different areas will be presented, including full-time theatre arts ministry and the arts ministry within a church.
- 310 Script Writing for Production (3).**  
Designed for students interested in writing scripts for production from a Christian perspective, this course will cover the classical structure of playwriting, the unique requirements of writing for broadcast media including radio, television and film, and a general survey of the market for material used in churches. Students will complete exercises in writing character development, writing the scenario, and completing one acceptable script in the format of the student's choice.
- 320 Directing and lab (3-1).** Prereq: THE 220, THE 230.  
Students investigate and apply the stage director's art and craft; play selection, casting, mounting the play, rhythm, characterization, and actor-director relationships. Concurrent enrollment in THE 320 and directing lab is required.
- 330 Acting II (3-1).** Prereq: THE 129, 135, and 230.  
Analysis and application of techniques of period movement and acting, including Elizabethan style, and the cultural implications to performance. Concurrent enrollment in THE 330 and acting II lab is required.
- 335 Mime, Mask and Clown as Applied in Ministries (3).** Prereq: THE 135.  
Performance-oriented studio geared toward developing materials and applying them to a ministry context. Required for theatre ministries majors.
- 340 Theatre Administration and Management and lab (3-1).** Prereq: THE 220  
A study of the business of theatre, budgeting, feasibility studies, funding, publicity/promotion, master scheduling, and event handling. Internship with a theatre or performance organization. Concurrent enrollment in THE 340 and administration/management lab is required.
- 346 Lighting and lab (2-1).** Prereq: THE 240 and THE 131, 132.  
An introduction to the principles and techniques of theatrical lighting in relation to a unified stage production. Correct light placement, effective use of color and cues as well as drawing, labeling, and reading a light plot are required. Concurrent enrollment in THE 346 and lighting lab is required.
- 347 Set and Props and lab (2-1).** Prereq: THE 140 and THE 131, 132.  
An introduction to the principles and techniques of set design and props in relation to a unified stage production. Proper drawing, labeling, and use of scale plans and models as well as the design and accumulation of performance props to accurately convey the playwright's intents and director's vision are required. Concurrent enrollment in THE 347 and sets and props lab is required.
- 350 Costume Design and Illustration (3).** Prereq: THE 245, and THE 132  
This course is an introduction to the principles and techniques of costume design and illustration in relation to a unified stage production. Students will survey the history of costume and the work of professional designers. Through character analysis, moodboards, figure drawing, rendering, and computer-aided illustration, students will learn to come up with original and character-appropriate costume concepts.

- 362 History of Drama Literature (3).**  
A study of the major plays and playwrights throughout theatrical history, from the Greeks to modern day. Students will read plays, study and discuss the backgrounds of the plays, take notes, view film excerpts when appropriate, and write and discuss essays based on material studied.
- 380 Survey of World Theatre (3).**  
A survey of the history of theatre and its role in the identity of the respective cultures. Particular emphasis will be given to its statement in relationship to the deities of each culture and the role of man's condition regarding that relationship. Required for theatre majors and theatre ministries majors.
- 396 Theatre Honors Seminar III (1).** Prereq: Department chair approval.  
As a result of this course the successful student shall gain an understanding of the process of creating theatre through personal involvement and discussion of various articles and texts on the theory or drama and various approaches to staging theatre. Students taking this course must have recommendation of the chair of theatre.
- 410 Playwriting (3).** Prereq: THE 310  
This course is designed as an advanced study in the art of dramatic writing for the stage. Students will develop story ideas from concept through development and scripting to produce a full-length script for stage. Several styles and genres of plays will be explored and will include treatments and scripting exercise, free form writing and dialogue construction; as well as an examination of the process of getting a play produced.
- 412 Screenwriting (3).** Prereq: THE 310  
An advanced study in the art of dramatic writing for the screen. Students develop story ideas from concept through development and scripting to produce a full-length screenplay; examining genre and its effect on structure, and studying techniques in scripting that enable clearer communication of story.
- 415 Shakespeare (3).**  
Study of the major plays with emphasis on performance. Shakespeare is studied not only as an individual author but also as an apex from which English-language literature both preceding and antedating his achievement can be defined.
- 430 Digital Audio Design (3).** Prereq: THE 240  
This course presents creative application of digital sound editing for media. Students will learn to design, create and edit sound using standard audio equipment and computer software. Editing pre-recorded music, creating realistic sound environments and representing visual art with sound will be some of the specific techniques investigated in the course.
- 441 Internship (1-3).**  
Supervised practical experience in theatre. May combine work in residence with a theatre or ministry entity, site visitations to various facilities in pursuit of a particular pre-approved topic, or a combination of documented experiences in the field. Approval of the department chairman is required. Refer to "Student Intern Programs and Practicums" for further requirements.
- 445 Mission Trip (1-3).**  
A travel seminar with significant hands-on ministry, usually in a cross-cultural setting. Should be taken for one (1) hour credit during the semester preceding the mission trip for the purposes of preparation. There will be an emphasis on understanding and relating appropriately to those of other backgrounds while carrying out a ministry project. May be taken for a maximum of three credits. Approval of the department chairman is required.
- 462 Modern Drama (3).**  
Reading and study of drama from Ibsen and Strindberg through Beckett and the postmodern dramatists. Includes British, Irish, American, and continental dramatists.
- 495 Directed Studies (1-3).**  
This course is designed to give students applied experience in special areas of theatre activity.
- 496 Theatre Honors Seminar IV (1).** Prereq: Department chair approval.  
As a result of this course the successful student shall gain an understanding of the process of creating theatre through personal involvement and discussion of various articles and texts on the theory or drama and various approaches to staging theatre. Students taking this course must have recommendation of the chair of theatre.
- 499 Senior Project (1-3).**  
Culminating process in coordination with and upon approval of Theatre department faculty.

**Worldview Curriculum (WVC)**

The worldview curriculum, required of all entering freshmen, offers an integrated study of the great movements and ideas in history, literature, the fine arts, Bible, philosophy, and theology.

- 120 History and Ideas I (3).**  
This course traces the origins of civilizations and the importance of worldview in their development through the early Middle Ages. Attention is given to understanding what worldviews are and how they work in general, paying particular attention to the Christian worldview.
- 121 Literature and Art I (3).**  
This survey of exemplary works of literature and art from the ancient world through the early Middle Ages explores the worldview, function, and meaning of these works from a Christian perspective as well as the interrelationship of subject matter and style. Freshman Fall Semester
- 122 History and Ideas II (3).**  
Continuing the study of civilization, this course traces its development from the High Middle Ages to the Enlightenment. Special attention is given to what is meant by “thinking Christianly” about the world and what this means for how we ought to live.
- 123 Literature and Art II (3).**  
The study of literature and art from a Christian worldview continues with a survey of texts and artifacts from the high Middle Ages to the 18th century.
- 116 MOSAIC (2).**  
MOSAIC explores different topics and experiences as they relate to life in college. Students will develop a proper understanding of the role college plays in their life as well as how a Christian worldview will impact not only their studies, but their perspective on life and careers as well. Topics that will be covered include academic management, career planning, financial planning, campus life, and a discussion of worldviews.
- 220 History and Ideas III (3).**  
Beginning with the Enlightenment, this course takes the study of civilization up to the First World War. Special attention is given to the growth of Science and the Positivistic Worldview.
- 221 Literature and Art III (3).**  
Using representative texts and artifacts from the mid-18th to the turn of the 20th century, this course examines literary and artistic responses to modernity and humanism through the lens of a Christian worldview.
- 222 History and Ideas IV (3).**  
This course takes the study of Christian worldview and the history of civilization up to contemporary history and postmodernism.
- 223 Literature and Art IV (3).**  
Completing the study of literature and art from a Christian worldview, this course focuses on cultural expressions of modernity and post-modernity from the early 20th century to the present.
- 301 Christian Interpretation of Life (3).**  
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).** (Formerly BUS 401).  
A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace. Enrollment in the course is limited to students with senior standing or junior standing with a minimum of 80 earned hours.

**WVC Schedule Sequence:**

	COURSE TITLE	CREDITS
Freshman, Fall Semester	WVC120 History and Ideas I	3
	WVC121 Art and Literature I	3

## Traditional Program

Freshman, Spring Semester	WVC122 History and Ideas II	3
	WVC123 Art and Literature II	3
Sophomore, Fall Semester	WVC 220 History and Ideas III	3
	WVC 221 Literature and Art III	3
Sophomore, Spring Semester	WVC 222 History and Ideas IV	3
	WVC 221 Literature and Art IV	3
Junior or Senior Year	WVC 401 Kingdom Life; Family and Workplace	3

## **ADULT STUDIES PROGRAM**

### **Information for Prospective Students**

#### **ADULT STUDIES MISSION STATEMENT**

Belhaven's commitment is to provide academic training programs which emphasize quality and relevance within a Christian framework. In addition, the educational philosophy and practices of the programs are designed to recognize the differences between the younger college student and the student who has assumed the adult responsibilities of self-determination, financial independence, and career development.

The adult programs support the mission of the University through their curricula, selection of faculty, and program formats. It is the purpose of the programs to integrate the Christian world view into the curriculum, provide academically qualified Christian faculty, and enable students to maintain employment while gaining preparation academically and spiritually to meet the demands of the workplace.

#### **ADULT STUDIES PROGRAM OBJECTIVES**

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

- Develop students' potential, enabling them to face the future with confidence and determination.
- Prepare adult 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.
- Develop written and oral communication skills.

#### **UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

All communications regarding entrance to the University should be addressed to the office of adult studies as listed inside the front cover of the catalogue. 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, 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.

## **APPLYING FOR UNDERGRADUATE ADMISSION**

### **First-time Admission**

A student who has never attended any college/university will submit an application for admission, the nonrefundable application fee of \$25.00, and an official transcript from the high school from which he/she graduated. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale.

### **Admission by Examination (GED)**

A student who has not graduated from high school may be admitted but first must take all five tests of the high school level General Education Development (GED). The student must have an average standard score of 50; subscores of 45 or higher to be considered to conditional admission. The applicant must submit an application for admission, the nonrefundable application fee of \$25.00, and provide evidence that a high school equivalency certificate has been issued by providing an official transcript of the GED from the state department of education of the state which issued the certificate.

### **Admission of Home-schooled Students**

A student who has been educated at home (home-schooled) must submit a transcript outlining courses taken and ACT or SAT scores; OR meet the requirements for students applying with a GED.

### **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 adult studies. 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 acceptable by Belhaven University or with only experiential/military credit must also have sent to the office of adult studies an official high school transcript showing the date of graduation. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale. Applications will be processed and admission status determined when all required items are on file.
- 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 physical education are excluded from grade point average (GPA) calculation.
- Transfer students 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.

### **International Application Process**

- All international students should complete an application for admission and submit the nonrefundable \$25.00 application fee to the office of adult studies at Belhaven University.
- An English translation and evaluation 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)



## *Adult Program*

- All international students whose native language is not English must present an acceptable score of at least 500 paper-based, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL). Exceptions to this requirement will be considered for students presenting strong verbal scores on the SAT or ACT, or if students provide other evidence of English proficiency acceptable to the University. In registering for the TOEFL, note the Belhaven TOEFL code number is 1055.
- All international students must include with the admission application an official guarantee of funds (in the form of an official letter of sponsorship and/or an official bank statement showing funds available for the first academic year of attendance). This form may be referred to as an affidavit of support.
- International students must provide proof of medical insurance. Applicants must submit mumps, measles, and rubella immunizations certificate and have arrangements made to be tested for tuberculosis prior to registration.

Any student applying for financial aid should complete ALL financial aid forms. For more information concerning financial aid, please call our Jackson campus at (601) 968-5933 or toll free number (800) 960-5940.

### **Veterans**

Belhaven University is approved for veterans who qualify for education under the privileges provided by federal laws.

A veteran who wishes to be assessed for military credit or who will use veteran benefits must submit a copy of Form DD214 and/or DD295 to Belhaven University and contact the VA certifying official at their appropriate campus.

### **Admission Requirements**

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of transferable college credit must also submit an official high school transcript showing the date of graduation. A 2.0 grade point average (GPA) is required.
- A student who has earned the General Education Development (GED) certificate may be considered for admission. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate; average standard score of 50, subscores of 45 or higher considered for conditional admission.
- A minimum age of 21\*
- Must have one year of relevant work experience.
- All transfer credit must be college academic level with a minimum cumulative GPA of 2.0 on a 4.0 scale.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

### **\*Age Waiver**

In rare cases, the admission committee may waive the age requirements under the following guidelines:

- a. The student must show significant work experience.
- b. Cumulative transfer GPA must be at least 2.5
- c. The committee may request an interview with the applicant.

### **Provisional Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. These students will be given 30 days from the beginning date of the first course to provide official documentation to the office of 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.

### **Conditional Admission**

Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 may be referred to that program's admission committee for consideration. If admitted, the following may apply:

- Associate - Student must maintain a 2.0 in the first three three-hour courses.
- Baccalaureate - Student must maintain a 2.0 in the first three three-hour courses.
- Graduate – Students must maintain a 3.0 in the first three three-hour courses.

The admission committee, when admitting a student with a substandard GPA, may make further recommendations based upon a student's previous record.

The student may be asked to submit an essay or recommendations for review by the program committee.

**Conditions** - If, by the end of the third three-hour course, the GPA is below requirements, the student will be notified and may not enroll in a fourth course. If the student is already enrolled in the fourth course, he/she may be administratively withdrawn and will not be charged for the course.

Students who have been withdrawn because they did not meet the probationary requirements may petition for reinstatement after six months. Reinstatement is not automatic, and students must show cause and correction for academic deficiencies. If severe extenuating circumstances can be shown, a student may appeal to the adult studies admission committee for immediate reinstatement.

The second academic disqualification will be considered a suspension, and the student may not petition for reinstatement for one year.

### **Deferred Admission**

Applicants may have admission deferred for one or more of the following:

- GPA lower than 2.0.
- Insufficient work experience.
- Does not meet age requirement.

### **Readmission**

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

- Complete the reentry request form and return it at least one week prior to reentry.
- Contact the Director of Student Services, who will obtain re-entry clearance.
- Orlando, Houston and Memphis students contact the Student Financial Planning office to make arrangements for payment and financial aid if applicable.
- Jackson students contact the Adult Studies Accounting Office to make arrangements for payment and the Student Financial Planning office, if applicable regarding financial aid.

A student who has been out of the Adult Studies program for six months or longer will reenter under all current program policies.

### **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 ENG 104, ENG 105, and MAT 133. In the case of transcripts submitted from more than one institution, each transcript is evaluated as a separate unit in chronological order. Orlando students see additional requirements listed under Gordon Rule.

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.

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

- Submit a completed application for admission with fee of \$25.
- Non-degree seeking students, after attempting six semester hours, must either apply for admission as a degree-seeking student or make a request to be continued as a non-degree seeking student (maximum of 12 hours).
- Non-degree seeking students must submit a letter of good standing or an official transcript from the last college attended. A non-degree seeking student will be allowed to apply during registration if an unofficial transcript or letter of good standing is available. The student will be given 30 days after registration for the official document to be received in the office of admission.

NOTE: Only 12 hours taken as a non-degree student may be applied toward a degree.

## **GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

All communications regarding entrance to the M.B.A. or M.S.L. graduate program at Belhaven University should be addressed to the Admission office of adult studies. Inquiries regarding the M.Ed., M.A.T., and M.P.A. graduate programs from Jackson should be directed to the office of graduate teacher education admission as listed in the directory of communications in the catalogue. Students interested in the M.B.A., M.S.L, M.A.T. and M.Ed. programs in Orlando should contact the Orlando admission office. Inquiries regarding the Tennessee M.Ed. and the north Mississippi M.A.T. graduate programs should contact the Memphis admission office. Eligibility for admission will be determined when the application, application fee, transcripts, and applicable test scores have been received by the University.

### **Master of Business Administration Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from all colleges or universities attended.)
- A professional resume which demonstrates a minimum of two years of significant full-time work experience.
- A minimum score of 350 on the Graduate Management Admission Test (GMAT).  
An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average [UGPA] and performance on the GMAT) measure at least 1200 points according to the following formula:  
 $(300 \times \text{UGPA}) + \text{GMAT score}$
- 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 500 paper-based, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL).
- Houston, Memphis, and Orlando students must have a minimum GPA of 2.8 in last 60 hours of undergraduate study.
- Jackson applicants with a Bachelor in Business Administration or a Bachelor of Science in Business Administration from Belhaven University and a 3.0 GPA in the last 60 hours may waive the GMAT requirement.

#### **Conditional Admission**

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.B.A. program, may be admitted on a conditional basis using the following criteria:

- All admission criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000-1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Students whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000-1199 range who have scored under the minimum 350 GMAT score must appeal to the Graduate Council in order to be considered for conditional admission to the M.B.A. program.
- Students admitted on a conditional basis to the M.B.A. program must earn a 3.00 grade point average on the first nine semester hours of graduate work in order to continue in the program.
- The student may be asked to submit an essay or recommendations for review by the program committee.

#### **Provisional Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. 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**

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from **all** institutions attended.)
- A cumulative GPA of 2.5 on all undergraduate work or a cumulative on the last 60 hours of undergraduate work.
- Demonstration of ability to perform graduate level work as exhibited by **one** of the following:
  - Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable MAT score is 35. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
  - Submission of a score on the Graduate Management Admission Test (GMAT) taken within the last five years. The minimum acceptable GMAT score is 350.

- Submission of a score on the Graduate Record Exam (GRE). The minimum quantitative composite score is 750.
- A professional resume which demonstrates work experience.
- Two letters of recommendation, with at least one recommendation from a current or former employer.
- 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.
- CSM or CPM certification is accepted in lieu of testing requirements above for regular admission.

### Conditional Admission

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.P.A. program, may be admitted probationally based on the following criteria:

- Student has submitted all required documents for regular admission for the MPA program.
- The student has submitted an entrance essay which demonstrates why the student will be successful in the program to the Office of Admission.
- The application file has been reviewed and approved by the designated Admission Committee for Conditional (Probationary) Acceptance.

Students admitted probationally to the M.P.A. program must earn a 3.00 grade point average on the first 12 semester hours of graduate work in order to continue the program.

### Master of Science in Leadership Admission Requirements

#### Regular Admission

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from all institutions attended.)
- A professional resume which demonstrates a minimum of two years of significant full-time work experience.
- Demonstration of ability to perform graduate level work as exhibited by one of the following:
  - Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable MAT score is 350. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
  - Submission of a score on the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is 350. An applicant will be accepted if his/her combined credentials (UGPA and performance on the GMAT) measure at least 1200 points when calculated according to the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
  - Submission of a score on the Graduate Record Exam (GRE). The minimum composite score is 750.
  - A student who has a cumulative GPA of 2.8 and a GPA of at least 3.0 in six hours of business courses may waive the testing requirements. Jackson Belhaven University Graduates with a 2.8 in the last 60 hours and a 3.0 in 6 hours of business courses may waive the testing requirement.
- 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).

#### Conditional Admission

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.M. program, may be admitted conditionally based on the following criteria:

- All admission criteria are met with the exception of having less than 1200 points on the combined credentials measure. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000 - 1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
- The following students must appeal to the Graduate Council in order to be considered for conditional admission to the M.S.M. program:
  - Students whose MAT score is under the minimum of 350 and/or whose undergraduate grade point average is below 2.5.
  - Students who have scored under the minimum 350 GMAT score whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000 - 1199 composite range.
- The student may be asked to submit an essay or recommendations for review by the program committee.

Students admitted conditionally to the M.S.M. program must earn a 3.00 grade point average on the first nine semester hours of graduate work in order to continue the program.

### **Graduate Teacher Education Admission Requirements**

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

##### **Master of Arts in Teaching**

- Submit completed application of admission with fee of \$25.
- Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally accredited institution of higher learning required.)
- Cumulative grade point average (GPA) of 2.8 OR on the last 60 credits earned toward a bachelor degree.
- Submit Praxis I Pre-Professional Skills Test (PPST) scores (scores on all subtests must meet Mississippi licensure requirements). \*\*Not required in Orlando.
- Submit Praxis II Specialty Area Test score (score in content area must meet Mississippi licensure requirements). \*\*Not required in Orlando.
- Submit two recommendation forms, if requested.

##### **Master of Education**

- Submit completed application of admission with fee of \$25.
- Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally accredited institution of higher learning required.)
- Provide evidence of holding or being eligible to hold a class A license or state license in Texas or Florida.
- Cumulative grade point average (GPA) of 2.8 OR on the last 60 credits earned toward a bachelor degree.
- A minimum GPA of 3.00 on any graduate coursework previously attended.
- Submit two recommendation forms, if requested.

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

- Submit a completed application for admission with fee of \$25.
- Non-degree seeking students must submit an official transcript from their undergraduate/graduate degree-granting colleges/universities.
- Non-degree seeking students, after attempting six semester hours, must either apply for admission as a degree-seeking student or make a request to be continued as a non-degree seeking student (maximum of 12 hours).

NOTE: Only 12 hours taken as a non-degree student may be applied toward a degree.

A student whose study at Belhaven University has been interrupted for three or more consecutive semesters must apply for readmission. The requirements for degrees in effect at the time of readmission must be completed. Any student suspended for academic reasons may be readmitted only upon the recommendation of the Graduate Teacher Education Council.

## **STUDENT FINANCIAL PLANNING REGULATIONS**

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 Policy**

Students who officially withdraw from the University are entitled to refunds on the session tuition and fee charges according to the following policies.

- All refunds for charges to the student's account will be granted on the basis of the date on which written notification of the student's intentions was received in the adult studies office.
- The application fee, registration fee, and resource fees are nonrefundable. (Registration fees in Houston, Memphis & Orlando are refundable or applied toward tuition charges)
- The education resource fee is fully refundable upon proper withdrawal procedures and return of undamaged books prior to the first class meeting. Students will not receive a refund for texts returned after the first class meeting.
- Upon written notification of withdrawal received in the adult studies office prior to the first class meeting, a 100% refund for tuition will be given.

- Upon written notification of withdrawal received in the adult studies office prior to the second class meeting, a 75% refund for tuition will be given.
- No refunds will be made for withdrawal after the second class meeting.
- Students admitted provisionally will be fully refunded only for courses not taken.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

Students receiving federally funded Title IV financial assistance: If a student withdraws 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 Stafford Loan, Federal PLUS Loan, but not Federal Work Study) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these 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 Stafford Loan
- (2) Federal subsidized Stafford Loan
- (3) Federal Perkins Loan
- (4) Federal Plus Loan
- (5) Federal Pell Grant
- (6) Federal SEOG

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 must be paid before a student will be enrolled for the succeeding session. The Registrar is not permitted to release transcripts until all indebtedness to the University is paid.

A student will be allowed to graduate only after he/she has settled with the student accounts office all his/her indebtedness to the University.

All charges for the entire session are to be paid prior to the first class meeting. 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.

A student who has not made satisfactory arrangements with the student accounts office regarding his account may be administratively withdrawn from Belhaven 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.

**Houston Tuition** - <http://houston.belhaven.edu/tuition.htm>

**Jackson Tuition** - <http://jackson.belhaven.edu/tuition.htm>

**Memphis Tuition** - <http://memphis.belhaven.edu/tuition.htm>

**Orlando Tuition** - <http://orlando.belhaven.edu/tuition.htm>

**Graduate Education Tuition** - <http://graduateed.belhaven.edu/tuition.htm>

**MPA Tuition** - <http://mpa.belhaven.edu/tuition.htm>

### Special Fees (in addition to tuition and resource fees)

Application Fee	\$25
Academic Plan	\$10
Graduation audit fee	\$100
Incomplete charge/change grade fee	\$25
International student fee	\$50
Late graduation audit fee (additional fee)	\$50
Letter of good standing	\$7
Portfolio assessment fee	\$150

Portfolio credit fee	\$75/hour
Proficiency exam fee	\$100
Proficiency credit fee	\$100
Program change fee	\$200
Return check fee	\$35
Transcript fee (per copy)	\$10
Tuition Work fee	\$50

**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.**

### **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, and loans, 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 appropriate adult studies office, 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.ed.gov](http://www.fafsa.ed.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**.

The financial aid programs are administered in accordance with the policies and procedures defining good standing and satisfactory progress toward a degree.

In applying for financial aid while attending Belhaven University in the adult studies program, the student acknowledges the following:

**Changes in the student's class schedule may result in cancellation of the loan application or delay in disbursement of the financial aid. Prior to any change in schedule, the student must contact the student financial planning office to verify the impact of the change.**

In the event of a necessary interruption of scheduled attendance, the student should request a course withdrawal in writing. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing may result in the financial aid being canceled. This may result in beginning the grace/repayment period of a Federal Stafford Loan effective the last date of attendance.

In the event a student drops from a course before the course begins with intentions to re-enter the next course in sequence, the regular financial aid disbursements will be adjusted accordingly, which may extend the academic year.

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

It is the student's responsibility to contact the Office of Student Financial Planning to reactivate his/her financial aid upon reentry into the program.

### **Other Financial Aid Programs:**

**Veterans' Benefits:** Certain armed service veterans and dependents who qualify under federal laws administered by the veterans administration are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office.

**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.

### **Satisfactory Academic Progress**

Students at Belhaven University receiving Title IV federal funds, state grants, and/or institutional grants are required by federal regulation to be making SATISFACTORY ACADEMIC PROGRESS at Belhaven.

1. A student must pass a total of 18 minimum semester hours as an adult student in a designated academic year period. This standard applies to and includes sessions for which the student received NO AID.
2. If a student fails to meet the above stated requirements, he/she will be considered to be making unsatisfactory progress and financial aid will be denied. However, students have the following option:  
Submit a written appeal to the director of student financial planning to explain any extenuating circumstances. The appeal and documentation will be presented to the financial assistance committee. If the appeal is honored, the student must meet any specific requirements as determined by the committee.
3. A student receiving financial aid who is placed on probation by the registrar at the end of a course will receive a letter from the student financial planning office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probationary period.

**SPECIAL NOTE:** A veteran student who has been placed on probation for three consecutive three-hour courses and does not achieve the required GPA of 2.0 will be reported to Department of Veteran Affairs as not meeting the standards of progress.

## **STUDENT LIFE**

Belhaven University believes that well-rounded personal and social 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 adult studies student handbook describes in detail guidelines governing general college regulations. 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 apply consistently these standards with a concern for the total development of the individual.

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

### **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 any time they feel one of their student rights or privileges has been denied.

### **Academic Grievances**

Currently enrolled students wishing to file grievances on academic issues should submit written appeals to the state dean or to the academic appeals committee, which may be done through the registrar's office. Academic appeals of grades must be made before the end of the next semester following the issuance of the grade.

Academic grievances concerning a faculty member should be submitted to the State Dean.

### **General Grievances**

General grievances should be written and submitted to the Director of Student Services. Grievances concerning instructors should be submitted to the State Dean. Academic grievances should be submitted to either State Dean or to Academic Grievance committee but not both.

### **Procedure for Reporting Grievances**

1. All student grievances must be submitted in writing to the proper university official.
2. The university official will then review the complaint and decide whether or not the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.



4. If the student feels that the official's decision is unfair, he/she may appeal the decision in writing; appeals must be done within 48 hours to the appropriate dean.

#### **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 or to the state dean for their campus and must provide current documentation 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 career and academic development 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. The state 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 forty-five 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. The coordinator 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 Assistant Vice President for Adult Studies within thirty calendar days of the date of the written determination issued by the coordinator. The Assistant Vice President for Adult Studies shall issue a decision regarding the appeal within a reasonable time, and the decision shall be final.

#### **Anti-hazing Policy (Florida)**

In compliance with Florida statutory requirements, the following anti-hazing policy is in effect: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purposes of initiation or admission into or affiliation with or as a condition for continued membership in any organization operating under the sanction of or recognized by Belhaven University is expressly prohibited at Belhaven University.

#### **Career Development**

Appropriate employment information that is provided by employers to Belhaven University will be posted on the online job board that is accessible through <http://bcblazenet.belhaven.edu>, the campus intranet. Students and alumni can access the job board using an assigned user name and password.

On the Jackson campus, job placement and career planning services are provided for Belhaven University students and alumni through the office of student services, located in Raymond Hall.

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

The Warren A. Hood Library houses more than 115,000 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 Virtual 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 EBSCOhost, Grove's Dictionary of Art, Grove's Dictionary of Music and Musicians, Christian Periodical Index, Mergent Online, CQ Researcher, and Classical Music Library. Additionally, library patrons have access to more than 35,000 e-books. These e-books are accessible 24/7 through netLibrary from any computer with an internet connection.

The library is open approximately 80 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.

## *Adult Program*

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).

To supplement resources provided by the Warren A. Hood Library, Houston students who are Texas residents may utilize TexShare, an extensive library network of public and academic libraries. Among the services available through TexShare are remote access to online databases and a card that allows some checkout privileges at member libraries, including libraries at publicly funded state universities. The Houston Public Library system is a member of TexShare. Any Texas resident who holds a valid library card to a TexShare-member institution may take advantage of these resources. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

Belhaven students who are Memphis area residents are allowed library use and privileges at the University of Memphis. Students may request a "Special Privilege Card" by showing a photo ID, such as a driver's license, and completing a form which is available in the McWherter Library Circulation Department (University of Memphis, Main Library). Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

To supplement resources provided by the Warren A. Hood Library, Belhaven University has an agreement with the University of Central Florida (UCF) to make UCF library resources and services available to Belhaven University students. The services provided through UCF's library include circulation of materials, interlibrary loan, research and document delivery services. Students desiring to use UCF resources must first request a "Special Borrower" card from Belhaven's Academic Dean at the Orlando Campus. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

In addition, Orlando students have access to services at the Reformed Theological Seminary (RTS) (Orlando Campus). Available services include in-house use of library resources and circulation of up to five titles. RTS will issue a library card to Belhaven students who present a valid ID, phone number, and email address. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

### **Belhaven Bookstore**

The Belhaven Bookstore, located in the McCravey-Triplett Student Center, is open from 9:00 a.m. until 8:00 p.m. Monday through Thursday, 9:00 a.m. until 4:00 p.m. on Friday. In addition to textbooks and supplies, the bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, trade books, and Christian books and music.

All books will be delivered one week prior to the scheduled first class meeting of a course. Any questions or comments concerning books should be directed to the office of student services.

### **Textbooks**

Students will participate in the book borrowing plan. Students will be issued a textbook prior to each course start and must return the textbook once the course is completed. Students may purchase new textbooks at a rate charged for all new textbooks or purchase books that have been used multiple time at a rate charged for used textbooks. A maximum of two classes' textbooks can be signed out to the student. In the event a student requests textbooks for any classes beyond the two class maximum, no further textbooks will be issued until a return is initiated.

### **Accounting Office**

The Aspire accounting office handles student accounts for Jackson. If at any time you have questions concerning your account, please call 601-968-8758/8948 or visit the accounting office during office hours. The accounting office is located on first floor of Raymond Hall and is open from 8:00 a.m. until 6:00 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday.

Students on distant campuses can contact the Office of Student Financial Planning concerning their tuition accounts toll-free at 1-800-960-5940 and ask for Student Financial Planning.

### **Writing Center (Jackson Campus)**

The writing center is available to help students with composition, reading comprehension, note-taking and research/study skills. The writing center is located on the third floor of Preston Hall (Room 305A) and is in operation during the fall and spring semesters. Hours of operation vary with each semester but are posted throughout the campus. The center is not open

during the summer months. Students may come by during regular business hours, or they may call (601) 968-5916 to schedule an appointment. Individual tutors are available at branch campuses.

### **Mathematics Lab (Jackson Campus)**

The mathematics lab is available to help students with math skills. The lab is located on the first floor of Fitzhugh Hall (Room 113) and is in operation during the fall and spring semesters. Hours of operation vary with each semester, but are posted throughout the campus. The center is not open during the summer months. Students may come by during regular business hours, or they may call 968-8710 to schedule an appointment. Individual tutors are available at branch campuses.

### **Alpha Sigma Lambda Honor Society**

Alpha Sigma Lambda is a national honor society which was founded "to recognize adult students in continuing higher education who achieve academic excellence while managing the responsibilities to family, work, and the community."

Eligibility for the honor society is open to matriculated undergraduate Adult Studies students who

1. have earned 24 or more credits at Belhaven University, and a total of 90 credits.
2. are in the top ten percent of the student pool remaining after completion of steps one and two, and
3. have a GPA of 3.5 or above.

Letters inviting eligible students to join the honor society are issued once a year, in March.

## **ALUMNI ASSOCIATION**

As stated in the constitution and by-laws, the purpose of the Belhaven University Alumni Association "shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven University into a compact organization so that they may more effectively communicate with each other and with the University on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the University's alumni office."

Alumni return to the campus each fall, at which time the presentation of the Alumnus of the Year Award is made. The recipients of the award have been: Elizabeth Spencer (1962), Virginia Hoogenakker (1963), Charlice Minter Gillespie (1964), Sarah Barry Gillespie Wilson (1965), Mary Virginia Alexander (1966), Bess Caldwell (1970), Adeline Hill Ostwalt (1971), Mary Katharine Knoblock McCravey (1972), Frances Preston Mills (1973), and Mary Taylor Sigman (1974).

In 1975, to commemorate 20 years of coeducation, citations rather than a single Alumnus of the Year Award were presented to the following men: Woodrow Wilson Benton, Jr., (class of 1963), John Harrison Campbell, III (class of 1956), Charles Lowry Echols (class of 1959), and Thomas Ennis Elkin (class of 1962).

In celebration of the nation's bicentennial, a Distinguished Service to Mankind Award was presented to industrialist Warren A. Hood in 1976. Distinguished Alumnus Awards were presented to Lula Williams Anderson (class of 1923) and Thomas C. Maynor (class of 1961).

Recent recipients of the Alumnus of the Year Award have been: Thomasina Blissard and Elizabeth Caldwell Swindell (1977), Bettye Quinn (1978), Janie Eldredge Languirand (1980), Verne R. Kennedy (1982), Clarence Chapman (1983), Margaret Weathersby (1984), James W. Hood (1985), Evelyn Tackett (1986), William K. Wymond (1987), Janet McDonald (1988), Jeannette McAllister Bailey (1989), Janie G. Rugg (1990), Beth Irby Milam (1991), Sue Gaddy Hathorn (1992), Catherine Kruidenier Teixeira (1993), W. Lynn Stringer (1994), Dr. Newton Wilson and Becky Orzen Wilson (1995), Elizabeth "Tay" Wise (1996), Mamy Ruth Giles (1997), Caroline Weir Bennett (1998), Susan Cornell Bauer and Gary H. Bauer (1999), William (Bill) E. Frisbee, Sr. (2000), Max Robert Taylor, Jr. (2001), Palmer Robertson (2002), Dr. Dominic Aquila (2003), and Dr. Sherron George (2004).

Recipients of the Young Alumnus of the Year Award have been: Stewart Edwards (2002), Dr. Michael Holman (2003), Joel Bomgaars, Patrick Norman, and Nathan McNeil, co-founders of Network Streaming, Inc. now currently called Bomgar Corporation (2004), and Dr. Timothy Quinn (2005). The Distinguished Aspire Alumnus Award for the Jackson campus was awarded to Nehemiah Flowers in 2002, Gerry Gaggini in 2003, and Lee Ann Mayo in 2004; the Distinguished Aspire Alumnus Award for the Memphis campus was awarded to Brian White in 2002 and Phil Bryant in 2003. Don Gleason was awarded the Distinguished Aspire Alumnus Award for the Orlando campus in 2004.

Two service awards, the Alumni Church Service Award and the Alumni Community Service Award, were added in 1995 in addition to the Alumnus of the Year Award. Recipients of the Church Service Award have been: Peggy Beckman Miller (1995), Reverend Clay and Darleen Quarterman (1996), Betty Clark Simmons (1997), Buck Mosal (1998), Helen Sloop

## *Adult Program*

Martin (1999), Dessie Anderson Caufield (2000), Mary Elizabeth “Bibby” Richardson Swayze (2001), Bebo Elkins (2002), Dr. Richard Whitlock (2003), and Reverend Brister Ware (2004). The Alumni Community Service Award has been granted to: Martha Harris Campbell (1995), Sarah Boddie Buffington (1996), Larry Johnson (1997), Ron McKinney (1998), Sarah Jane Givens Alston (1999), Ruth Wible Brewbaker (2000), Mary Evelyn “Ebbie” Smith Spivey (2001), Shirley Hall (2002), and Dr. Kim Sessums (2004).

Recipients of the Jim Park Business Award have been Mark Windham (2002), Edward St. Pé (2003), and Bond Christie (2004). Brenda Wolf received the Bettye Quinn Education Award for 2002 with Dale Darden Anderson being the recipient in 2003 and William Dale Nutt in 2004.

## **Academic Programs**

### **REQUIREMENTS FOR DEGREES**

The adult studies division of Belhaven University offers courses leading to associates, bachelors, and masters degrees. In addition to earning a prescribed minimum number of semester hours credit and maintaining an overall C average (2.00 GPA), a candidate for an undergraduate degree from Belhaven University must complete basic course requirements, meet all departmental requirements for a major, complete the online application for degree, and fulfill all financial obligations to the University. A candidate for a graduate degree must fulfill the same requirements and obligations and maintain an overall B average (3.00 GPA).

Application for degrees 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**

**Associate of Arts**

**Bachelor of Arts**

**Bachelor of Arts in Social Services**

**Bachelor of Business Administration**

**Bachelor of Health Administration**

**Bachelor of Science in Management**

**Master of Arts in Teaching**

**Master of Business Administration**

**Master of Education**

**Master of Public Administration**

**Master of Science in Leadership**

**Master of Science in Management**

#### **Academic Advising**

Student Services will acquaint students with options in developing a plan for degree completion at the time of orientation. To complete all graduation requirements, a student may find that he/she will need to meet these requirements outside of the set programs.

These courses may be taken concurrently with other set courses if the student wishes to complete a degree in less time. After a student enrolls in the adult studies 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.

The Director of Graduate Teacher Education will acquaint Jackson education students with options in developing a plan for degree completion. Memphis and Orlando students should make an appointment to meet with Student Services. Questions regarding a degree plan should be directed to Student Services.

#### **Residence Requirement**

Belhaven University requires of all candidates for an undergraduate degree a minimum residence as follows. The last 31 semester hours of work must be earned in residence with the exception that a student who has completed at least 90 hours at Belhaven University may request permission from the Registrar to complete the final 12 hours required of his/her degree at another accredited senior college or university. Students who have completed at least 60 hours may complete nine hours off campus; those with at least 31 hours may complete six hours.

For a graduate degree, Belhaven University requires of all candidates a minimum residence of one year. The last 12 semester hours of work must be earned in residence.

#### **Second Degree Requirements**

A student who wishes to obtain a second degree from Belhaven University must complete a minimum of 31 semester hours in addition to the 124 hours earned for the primary degree and must meet all the general education requirements for the second degree and the specific requirements for the second degree program. There must be at least 18 hours of unique requirements for each degree. Some departments may require more than 18 unique hours.

**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 the Baccalaureate Degree**

Goal I: A mastery of one's own language in oral and written form -	9 hours
Goal II: A familiarity with the great literature of the world with a Christian perspective -	6 hours
Goal III: A familiarity with a second language or culture of a major civilization -	3-6 hours
Goal IV: An understanding of science -	7 hours
Goal V: A knowledge of mathematical skills -	3-6 hours
Goal VI: An understanding and historical perspective of the contemporary world -	6 hours
Goal VII: A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life -	9 hours
Goal VIII: An appreciation of humanity's artistic accomplishments -	3 hours
Goal IX: An ability to apply the biblical vision of the Kingdom of God -	3 hours

General education courses listed above, core courses required for the degree and electives must total a minimum of 124 semester hours.

**Course Enrollment Regulations**

- The Gordon Rule (FL) requires Orlando students to complete two courses (six semester hours) of mathematics at the level of college algebra or higher. Students have until the end of their sophomore year to complete the college algebra requirement, MAT 101 (College Algebra), 133 (Mathematical Concepts for Business with Lab), or 202 (Quantitative Reasoning), or CSC 309 (Computational Methods using Excel).
- Students who have transferred to Belhaven University will be required to complete nine hours of Bible courses, BIB 220 (Survey of Old Testament), 221 (Survey of New Testament), and WVC 301 (Christian Interpretation of Life), at Belhaven University.
- Students must enroll in WVC 401 (Kingdom Life: Family and Workplace) only after earning a minimum of 80 semester hours.

**ADMINISTRATION OF THE CURRICULUM**

**The Semester System**

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. All students are required to have 124 semester hours to receive a baccalaureate degree.

**Courses**

- Belhaven University reserves the right to cancel any course for which there is an enrollment of fewer than 12 students.
- Credit hours are indicated in parentheses following course titles.
- Graduate courses are designated by 500 and 600 numbers.

**Departmental Abbreviations**

Art	ART
Biblical Studies and Ministries	BIB
Biology	BIO
Bachelor of Business Administration	BBA
Bachelor of Health Administration	BHA
Bachelor of Science in Management	BSM
Business	BUS
Computer Science	CSC
Education	EDU
English	ENG
History	HIS
Humanities	HUM
International Studies	IST

Mathematics	MAT
Psychology	PSY
Master of Business Administration	MBA
Master of Science in Leadership	MSL
Master of Science in Management	MSM
Master of Public Administration	MPA
Sociology	SOC
Speech	SPE
Worldview Curriculum	WVC

**The Gordon Rule Requirement (Florida)**

The Gordon Rule (State Rule 6A-10.30) applies to students who first enrolled in any college or university after October 1982. The rule requires students to complete 24,000 words of composition in four courses (12 semester hours) and to complete two courses (six semester hours) of mathematics at the level of college algebra or higher. Each course must be completed with a C or better. CLEP may not be used to satisfy the composition portion of the Gordon Rule requirement.

Certain courses which are required by the General Education Program may also be used to satisfy the Gordon Rule. Gordon Rule requirements may be satisfied by the General Education Program as follows:

Gordon Rule Requirement	GEP Courses which Satisfy
1. 6 hours of math at the level of college algebra or higher	1. college algebra or quantitative reasoning 2. statistics or computer science
Any 200 level or above course in math, statistics or computer science may also be used toward fulfillment of the math portion of the Gordon Rule Requirement.	
2. 12 hours of coursework in which the student must complete 24,000 words of composition	1. 6 hours of English Composition/Writing 2. 6-hour sequence of Humanities, History, or World Civilizations

All literature and composition courses taught by the Department of English, and each of the courses listed fulfill 6,000 words of composition portion of the Gordon Rule Requirement. Additional specific upper level courses may also be used to meet the Gordon Rule composition requirement.

**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.

**Incomplete**

The grade I is given at the discretion of the instructor with prior approval of the Director of Student Services 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 Director of Student Services before the end of the course.

The student (or one representing the student) must obtain the incomplete request form from the Registrar's office or the Director of Student Services. 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 of the course 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.

### **Failure: Repeated Courses**

An F cannot be removed from a student's record. However, if a student enrolls again in a course which he/she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated.

Although both courses and the respective grades and quality points are shown on the permanent record, the semester hour's credit is only earned once and the second course is shown as repeated.

### **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.

### **Academic Probation and Suspension**

A quality point index is calculated at the end of each semester or summer session. ALL STUDENTS ARE EXPECTED TO MAINTAIN A GRADE POINT AVERAGE OF 2.00 (3.0 for graduate students) 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 hours times two) = quality point index.

A student who falls below the required cumulative 2.0 (3.0 in a graduate program) in any program will be placed on **probation** for the next three consecutive courses. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0 (3.0 in a graduate program).

If a student does not achieve a 2.0 (3.0) within the probationary period of three consecutive courses, he/she will be administratively withdrawn for a period of six months, after which he/she will be eligible to apply for readmission. In such cases, a formal application must be submitted and a registration fee must be paid in accordance with admission procedures. Reinstatement is not automatic. Students must show cause and correction of academic deficiencies. Students who are readmitted must achieve a minimum GPA of 2.0 (3.0) in the first three three-hour courses upon re-entry.

The second academic disqualification will be considered a **suspension**, and the student may not petition for reinstatement for one year.

### **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 adult studies program, a normal course load in a four-month period should not exceed 12 semester hours. Any exceptions to this policy will be approved by the Academic Dean. Approval will be on the basis of the student's previous record of achievement and the course in which he/she wishes to enroll. No student may receive credit for more than 18 hours in a four-month period.

In the graduate teacher education program, the maximum course load is six semester hours per session. Requests to exceed the maximum of six hours must be made to the Director of Graduate Teacher Education and will be reviewed primarily on the basis of the student's previous record of achievement and the courses in which he/she wishes to enroll. No students may receive credit for more than nine hours in a session under any circumstances.

### **Grade Reports**

At the conclusion of an Adult Studies course, final grade reports will be available on <http://bcblazenet.belhaven.edu>. In the graduate teacher education program, final grade reports are available on <http://bcblazenet.belhaven.edu> at the end of each term or session. 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 online 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 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 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**

Class attendance is mandatory. The nature of the adult studies program requires that students be present for the concentrated class once a week and the extension of that class into the student group meeting once a week. It is imperative that students attend every class and group meeting; however, since extreme circumstances may occur, the following attendance policies will ensure that the full course material is received by each student.

- Class attendance records are maintained by the instructor and submitted online the morning following the class meeting. Study groups monitor attendance internally, and their end-of-course reports become part of the weekly

attendance totals. Each faculty member verifies the site of the meeting place for each group and the weekly study group attendance as documented on study group logs.

- Class attendance sheets, study group logs, and grade rosters are turned into the adult studies office within seven days after the last class meeting of the course.
- Any student who misses more than 20 percent of a course will receive an F for the course. Students also are not allowed to miss more than 20 percent of the study group meetings for a course and will receive an F in the course if they do so.
- Special circumstances may be referred to the Academic Dean through the Director of Student Services or to the Director of Graduate Teacher Education.

### 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.***

### Registration at Other Institutions

A student who is enrolled at Belhaven University may not register for courses at any other institution without approval of the Registrar. This policy refers to classes taken elsewhere at any time when a student is pursuing a degree at Belhaven. A student may not be concurrently enrolled at Belhaven and another institution except in the situation of a senior needing a course for imminent graduation and said course is not currently offered at Belhaven University.

### 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 grade point average 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 earned a minimum of 45 academic hours carrying quality points at Belhaven University and a 3.4 cumulative grade point average at Belhaven University. Honors are not given at the associate degree or master degree level.

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.

### 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 the last day to enter a course or change enrollment status.

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.

### Tutorial Work

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

### 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.

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

**(All alternative credit must not exceed 30 credit hours toward the undergraduate degree.)**

- **Standardized Testing**  
Belhaven University recognizes the CLEP, 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.
- **Foreign Language Proficiency Exams**  
Students proving proficiency in a native language other than English will be considered to have met Goal III. 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 credit hours in the general education core in a single language through completion of the CLEP examination with the CLEP recommended passing scores 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 or on-line 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 or on-line.
- **Guided Study**  
A limited number of guided studies are available to students who need one course that is not available and is needed for graduation. There is an additional fee of \$175.00 above tuition for this option. This option must be approved by the Academic Dean as well as the consulting faculty member.
- **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. Alternative credit, including military credit, may not exceed 30 hours.
- **Documented and Experiential Learning Credit**  
(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 course 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.

NOTE: Any appeals by students in regard to the number of semester hours of credit awarded through the portfolio process may be made to the Director of Student Services.

**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. Credit in Bible, history, culture, or literature courses from these sources to meet general education curriculum requirements will not be accepted. The maximum total of such credit listed above, in any combination, is 30 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**

Please contact the campus of your choice for the available degree programs.

### **CERTIFICATE PROGRAM**

#### **Certificate in Biblical Ministry**

Eighteen hours of course work selected from BIB 220, 221, 302, 308, 310, 311, 315, 316, 318, 331, 340, 351, 360, 412, 415, 441, and SOC 202.

### **ASSOCIATE DEGREE PROGRAMS**

#### **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.
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communication
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
    - Mathematics: Four semester hours (Seven for Orlando)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: 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.
- Satisfaction of Gordon Rule requirement (Orlando). MAT 133, MAT 202 and CSC 309 will fulfill this requirement.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

#### **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. Degree:** 62 hours (63 Houston) to include ART 245, BIB220, 221, 301, BIO 255, 257, 260, EDU105 (Jackson, Memphis, Orlando), ENG104, 105, 235, 240, HIS125, 130, HUM 250, MAT133, SPE 120 and electives. Houston students are also required to take BUS 205 and CSC 102. Orlando students must also complete CSC 309.

#### **A.A. in Biblical Studies**

Associate of Arts in Biblical Studies prepares students for further study in biblical ministry. The AA degree in Biblical Studies (62 hours) includes ART 245, BIO 255, 257, 260, EDU 105, ENG 104, 105, 235, 240, HIS 125, 130, MAT 133, and BIB 302, 308, 310, 311, 315, 316, 318, 331, and 390.

#### **A.A. in Christian Ministries**

Associate of Arts in Christian Ministries prepares students for further study in Christian ministry. The AA degree in Christian Ministries (62 hours) includes ART 245, BIO 255, 257, 260, EDU 105, ENG 104, 105, 235, 240, HIS 125, 130, MAT 133, BIB 220, 221, 340, 351, 360, 412, 415, 441, 390, and SOC 202.

## **BACCALAUREATE DEGREE PROGRAMS**

### **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the bachelor core curriculum and all other courses taken at Belhaven University with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven's general education requirements
  - Oral and Written Communication Skills:
    - Six semester hours in written communications
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - Mathematics: Four semester hours (Seven for Orlando)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Satisfaction of Gordon Rule requirement (Orlando). MAT 133, MAT 202 and CSC 309 will fulfill this requirement.
- Payment of all tuition and fees.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

### **Program of Study**

The bachelors program of study consists of a total of 124 semester hours with a minimum 2.0 cumulative grade point average. If additional hours are required to reach 124 semester hours to fulfill degree requirements, they may be obtained in the following ways:

- Correspondence courses approved by the Registrar
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the Registrar)
- Portfolio I - documented learning; Portfolio II - college-level learning essays, upon completion of EDU 290
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

### **General Education Required Coursework**

All students seeking a bachelor's degree must complete ART 245, BIB220, 221, 301, BIO 255, 257, 260, EDU105 (BUS 205 for Houston), ENG104, 105, 235, 240, HIS125, 130, HUM 250, MAT133, and SPE 120. Orlando students must also complete CSC 309.

### **Bachelor of Arts in Biblical Ministries**

The bachelor of arts in biblical ministries 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.

Students meet one night a week for four hours of classroom instruction and one night a week in their project teams.

**B.A. in Biblical Ministries:** 124 hours to include all General Education coursework as well as BIB 302, 308, 310, 311, 315, 316, 318, 331, 340, 351, 360, 390, 412, 415, 441, SOC202, WVC301 and 401.

### **Bachelor of Arts in Social Services**

Belhaven University seeks to introduce all students to the study of human behavior and mental processes within a Christian context. This program is designed to provide a foundation of knowledge in the field of social services and to prepare students for future study in the fields of social services. Emphasis is placed on developing the students' abilities to understand and to

apply social services in their everyday lives. An important goal in all social service courses is to help students in their ability to appropriately interrelate their study of social service and the Christian faith.

Students meet one night a week for four hours of classroom instruction and one night a week in their project teams.

**B.A.S.S.:** 124 hours to include all General Education coursework as well as BIB 360, PSY 202, 240, 241, 312, 340, 342, SOC 101, 201, 202, 220, 310, 350, 351, 370, WVC 301, 401 and electives.

### **B.A.S.S. with a concentration in Christian Ministries**

Bachelor of Arts in Social Services with a concentration in Christian Ministries provides a foundation of knowledge in the field of social services and to prepare students for future study in Christian Ministry.

Students who wish to complete Bachelor of Arts in Social Services with a concentration in Christian Ministries must complete the requirements for a BASS degree as listed above along with BIB 350, 444, and seven Bible elective hours not included in courses required for General Education.

### **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 weekly 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 per week, 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 310, 320, 321, 340, 350, 412, BSM 425, BUS304, 326, 363, 414, 419, 420, MAT 202, 345, WVC 301, 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 BBA 310, 412, BHA 315, 326, 401, 402, 411, BSM 325, 370, 392, 415, 425, BUS 362, 414, 419, WVC 301, 401, and electives.

**Bachelor of Science 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. Students are required to meet for class once a week and are required to participate in weekly 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 per week, and their activities are monitored by their professors.

**B.S.M.:** 124 hours to include all General Education coursework as well as BBA 310, 340, 412, BSM 325, 370, 380, 392, 415, 425, BUS 304, 326, 362, 414, 418, 419, 420, WVC 301, 401, and electives.

**Course Descriptions for Undergraduate Degree Programs**

*Note: Below are listings of all courses offered in the adult studies programs at Belhaven University; however, not all of these courses are offered at each campus.*

**Art (ART)**

**245 Messages of Art (3).**

This course will focus on equipping students in righteous judgment as it relates to art through application of a model set of critical tools. Emphasis will be placed on identification, analysis, and evaluation of work from key movements and individuals in the history of art as well as artistic components of contemporary culture.

**Biblical Studies (BIB)**

**220 Survey of the Old Testament (3).**

A 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.

**221 Survey of the New Testament (3).**

This course is a 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.

**302 Biblical Interpretation (3).**

The Bible was written long ago, but it is also God's word for today. A study of the principles necessary to understand what the Bible meant when it was written and how it is to be applied now.

**308 Old Testament Prophetic Books (3).**

A study of God's message to His people in the specific circumstances of the Old Testament. Special effort is given to understanding the message of the major and minor prophets and to seeing what they mean for present times.

**310 Life and Teaching of Jesus (3).**

A survey of Christ's life and teaching based on all four Gospels. Special attention is given to understanding the historical setting, showing how these books relate to the rest of Scripture and applying their principles today.

**311 Life and Teaching of Paul (3).**

A study of Paul's life and teachings as seen in Acts and his letters. This is designed to give the student an understanding of the early church and the ability to apply biblical principles to contemporary issues.

**315 Old Testament Historical Books (3).**

These books give an account of God's establishing a covenant relationship with His people. The study includes the historical development of this relationship, emphasizing its relevance for Christians today.

**316 Old Testament Poetic Books (3).**

A study of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon, giving attention to style and content. Emphasis is given to understanding and living by the wisdom expressed in these books.



- 318 General Epistles (3).**  
A study of general epistles of the Bible, Hebrews through Jude, to see the fulfillment of the Old Testament, the wisdom necessary for life, application of the new covenant to daily life, and the hope that these writings give for the future.
- 331 Christian Doctrine (4).**  
A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.
- 340 Introduction to Counseling Theory and Techniques (Also PSY340) (3).**  
Exploration and examination of the leading theories in psychotherapy and counseling. 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.
- 350 The Church and Its Mission (3).**  
Study of basic biblical images and models of the church in order to use these as the pattern for how the church should reach out to the world in Christ's name.
- 351 The Church and Community Development (3).**  
A study of intentional and transformational techniques and ministries directed to church growth and development of community. The study focuses on establishing leadership within community, mission definition and focus, and effective outreach into the community.
- 360 Christian Social Responsibility (3). Prereq.: WVC 301.**  
Specific biblical teachings from both the Old and New Testament are presented as the foundation for serving God in a world filled with social needs.
- 390 Homiletics (3).**  
An introductory study of the preparation and delivery of sermons, with special emphasis on kinds, content, and sources of material for sermons. Attention also will be focused on the practice and effectiveness of delivery.
- 411 Transcultural Ministry (3).**  
A study of how God reveals His truth to people within their culture. By examining cultural differences, students become acquainted with and sensitive to the issues involved in working with people of other ethnic groups or cultures.
- 412 Evangelism and Disciple Building (3).**  
Study of methods of evangelism and discipleship, giving special attention to the importance of relationships and prayer in winning others to Christ.
- 415 Urban Ministry (3).**  
A biblical theology of the city will be outlined as the background for considering urban issues and ministries.
- 441 Internship (1-6).**  
Supervised practical experience of ministry. May be taken for up to six hours of credit. This course is open to students in any major. Approval of the dean is required.
- 444 Guided Study/Senior Seminar (1-4).**  
Supervised research and writing in an approved area of biblical inquiry. Offered by special arrangement with the chairman of the department. May be taken more than once.

**Biology (BIO)**

- 255 General Biology I (3).**  
This course is designed to acquaint the student with the basic structures and life processes in animals as designed by the Creator. The major emphasis is on human anatomy and physiology. The course will include a brief overview of molecules, cells, and tissues. The major emphasis will be on mammalian organs and organ systems. The following organ systems will be emphasized: epithelial, skeletal, muscular, nervous, circulatory, respiratory, excretory, and reproductive.
- 257 General Biology I Lab (1).**  
The lab involves students in hands-on examination of the same structures and functions discussed in lecture. The laboratory will include dissection of a mammal, such as a pig. Note: This course runs simultaneously with BIO 255 and is usually held on Saturday.
- 260 General Biology II (3).**  
This course is designed to acquaint the student with the diversity of the living world as designed by the Creator. The organisms and the environment were initially designed with perfect interactions, checks and balances, and mechanisms for interdependence between microbes, plants, animals, and their nonliving environment. The major emphasis will be on the

classification of organisms, the interactions between those organisms and the environment, and macro- and microevolution and creation.

**Business (BUS)**

- 110 Contemporary Business Enterprise (3).**  
A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. Includes an overview of business processes such as marketing, finance, and strategy and their roles in the free market system.
- 180 Leadership in Business (3).**  
Explores the principles of sound business leadership and the applications of those principles to the challenges faced by today's leader in business and other organizations. The ethical and moral dimensions of business leadership are studied using biblical underpinnings and examples from the Scriptures and business. Video case studies are emphasized.
- 205 Learning Applications (1).**  
A study of time management techniques specifically targeted to the adult learner returning to college. Various approaches to effective use of time and effective learning strategies will be examined to assist students as they pursue academic, personal, and professional goals.
- 210 Principles of Budgeting and Accounting (3).**  
An introduction to the basic principles of business budgeting and accounting with applications for contemporary business practices in sole proprietorships, partnerships, and corporations.
- 301 Advanced Learning Applications (1).**  
A course designed to sharpen skills requisite to adult learner success within the foundations of a Christian liberal arts education. These skills include effective learning, reading, writing, speaking, and critical thinking across the curriculum. The student will develop an understanding of what a Christian worldview means within the context of this and other upper division courses.
- 304 Business Communication (3).**  
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.
- 326 Principles of Management (3).**  
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.
- 362 Human Resources (3).**  
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, BSM 425.  
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.
- 414 Business Law (3).** Prereq.: BUS 326 recommended.  
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. for BSM: BUS 340, 412, 420, and BSM 370, 415, 425; Prereq. for BBA: BUS 340, 363, 414, 420, BBA 350, 412, BSM 425.  
A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals and objectives.

- 420 International Business (3).**  
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)**

- 310 Management Information Systems (3).**  
An overview of information processing and management information systems. A survey of how business managers typically use computers. A study of computer hardware, software, and the methods that are used to apply them to business information needs.
- 320 Financial Accounting (3).**  
The Financial Accounting course is 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.
- 330 Fundamentals of Macroeconomics (3).** Prereq: MAT 202.  
This course emphasizes the basic principles of macroeconomics and their application to the use of monetary and fiscal policies to achieve macroeconomic goals. Included is a survey of how these policies affect the economic environment in which business firms must function.
- 331 Fundamentals of Microeconomics (3).** Prereq: MAT 202 and BBA 330.  
This course presents the basic principles of microeconomic analysis and how they can be used to explain and predict the operation of business firms in a modern market economy.
- 340 Marketing Strategies (3).**  
This course presents an overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Major topics include the marketing environment, forecasting, price, retailing, wholesaling, product, and promotion.
- 350 Business Statistics (3).** Prereq: MAT 202.  
This course surveys data types, data presentation using descriptive graphs and tables, data summary using descriptive measures of central tendency and variation, continuous probability distributions, sampling distributions, confidence intervals for the mean and for the proportion, hypothesis testing for the mean and for the proportion, and linear regression.
- 412 Organizational Behavior (3).** Prereq.: WVC 301.  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power, and organizational structure.

**Business Management (BSM)**

- 325 Introduction to Management Decision-Making (3).**  
An examination of problem-solving or decision-making processes. Emphasis is on skills and techniques of individual and group problem-solving and decision-making including creative and critical thinking.
- 370 Financial Accounting for Managers (3).** Prereq.: BUS 326, MAT 133 or higher.  
This course is intended to be a one-course introduction to financial accounting. It will provide managers with the ability to understand and use financial statements, financial reports, and budgets, without the emphasis on preparation found in two-semester courses.
- 380 Leadership Skills Seminar (3).** Prereq.: BUS 326.  
A direct experience of learning leadership skills through guest speakers from community organizations and discussion. Topics include leadership challenges, recent trends in leadership research, and hands-on application of leadership theory. Students complete a major paper reviewing the presentations, applying concepts to their organization, and developing a detailed plan for improving their own leadership skills.
- 392 Business Research Methods (3).** Prereq.: MAT 133 or higher.  
An examination of the processes and techniques of business research and its use to today's business leader. Among the areas covered are the process of defining a problem, selecting the method of research, ascertaining costs and benefits, statistical tools, and the presentation and implementation of findings.

- 415 Entrepreneurship (3).**  
An examination of the process of starting a new business and then effectively managing it. This course reviews the traits of entrepreneurs, creating the business plan, start-up challenges, researching and evaluating markets, forms of ownership, market positioning, financial controls and sources of revenue, and promotion.
- 425 Marketplace Economics (3).** Prereq. for BSM: BUS 326; Prereq. for BBA: MAT 202.  
This course is a general introduction to the foundational principles and theories in micro- and macroeconomics for the manager. It includes the relationship of economic analysis to management decision-making and business strategy and policy.

**Computer Science (CSC)**

- 102 Introduction to Computers (3).**  
This survey course introduces computer hardware, software, procedures, systems, and human resources and explores their application in business and other segments of society. Use of operating system commands, word processing, electronic spreadsheets, presentations, and database management systems is accomplished through “hands-on” projects using microcomputers.
- 309 Computational Methods Using Excel® (3).** Prereq: MAT 133  
A study of the use of computer spreadsheets and embedded functions to solve otherwise complex mathematical problems of personal finance. Topics include introduction to spreadsheet basics, computing interest and payments for loans, investments, mortgages, and other amortized loans. Also included are financial statements, what if analysis, and risk analysis using expected value computations.

**Education (EDU)**

- 105 Learning Strategies for Adults (3).**  
A foundational course designed to develop skills essential to adult learner success within the foundations of a Christian liberal arts education. These skills include effective learning, reading, writing, speaking, and critical thinking across the curriculum. The student will also develop an understanding of what a Christian worldview means within the context of higher education.
- 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)**

- 104 Introduction to Writing (3).**  
An introduction to the process of writing, emphasizing skills in proper use of grammar, paragraph and essay writing, and critical thinking. Emphasizes the Christian responsibility to use language effectively and ethically. Must pass with a C or above to enter English 105.
- 105 Research Writing for Adults (3).**  
A course in research writing designed to revisit composition skills, introduce and use recognized research techniques and styles of documentation, learn organization of thought through literary examples, and develop critical thinking through group evaluation and discussion.
- 235 Survey of Literature I (3).** Prereq.: ENG 104 and ENG 105.  
A survey course for adult students designed to cover selected readings in translation of major continental authors within the varied historical, linguistic cultures in which they wrote. Beginning with the Hebrew and Greek periods, ENG 235 proceeds through the modern and postmodern eras. Lecture, discussion, group projects, and analytical writing - on tests and papers - are utilized.
- 240 Survey of Literature II (3).** Prereq.: ENG 104 and ENG 105.  
A survey course for adult students designed to cover selected readings of major British and American authors. Emphasis is on the sequence of historical literary periods (Anglo-Saxon to modern British and American) that serve as interpretive backgrounds for these writers. Lecture, discussion, group projects, and analytical writing - on tests and papers - are utilized.

**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).**

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)**

**125 World Civilizations (3).**

A survey of significant developments in the world's major societies including the Oriental, African, and Western civilizations. The course summarizes important political and cultural events from ancient times to the early 20th century.

**130 World History for Today (3).**

A study of international affairs since World War I, emphasizing recent and current trends. This course surveys significant 20th century political and cultural occurrences and provides perspective for modern times.

**220 The Influence of Christianity in Western Culture (3).**

A survey of the church from Pentecost through the reformation examining the spread of Christianity and its growing influence in Western Cultures through the end of the 18th century. The course addresses the role of Christianity in cultural development including individual freedom, the growth of science and economic systems, and freedom of religion leading to the American political structures.

**Humanities (HUM)**

**250 European Culture (3).**

Designed to introduce the student to major cultural expressions in the European community and assist in developing a degree of cultural awareness through an examination of its language and its social, political, economic, artistic, and intellectual values.

**International Studies (IST)**

**201 Global Culture (3).**

Global culture through study of methodology, history, economic, political, social, religious, and intellectual ideas. Taught at the discretion of the instructor. Not accepted in place of SPA or FRE 101-102 or SPA or FRE 201-202.

**Mathematics (MAT)**

**133 Mathematical Concepts for Business with Lab (4).**

The study of basic quantitative techniques that assist in business decision-making. Among topics covered are the uses of numbers, decimals, sets, and various problem-solving techniques and their applications to contemporary business problems.

**170 Pre-calculus (3).**

A course intended for as preparation for calculus and designed to develop understanding of analysis and applications of algebraic, trigonometric, logarithmic and exponential functions. Also studied are rational functions, parametric equations, sequences, series, and probability. Each is explored to develop foundational knowledge for further study in calculus.

- 202 Quantitative Reasoning (3).** Prereq.: MAT 133 or equivalent.  
Quantitative Reasoning is a survey of practical and quantitative topics in mathematics with an emphasis on problem-solving, critical thinking, logical reasoning, and applications. Topics include statistical reasoning, elementary probability, logic, number systems, problem-solving techniques, estimation, mathematical models, functions, and other analytical skills useful in real world situations. Throughout the course, an emphasis will be placed on mathematical applications in business and economics as well as on gaining competent literacy on quantitative information.
- 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 business and economics. Topics include functions, differential calculus, optimization, statistics, and finance. Applications to business are emphasized throughout the course.

**Psychology (PSY)**

- 202 General Psychology: Applied Psychologies (3)**  
An introduction and overview of the foundations, concepts, principles, and applications of psychology. Topics include learning, behavior, emotion, cognition, personality theories, psychological disorders, psychological treatments and healthy psychology.
- 240 Human Growth and Development I (3)**  
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.
- 241 Human Growth and Development II (3)**  
A study of the growth and development of the individual from early adulthood until death. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are an integral part of this class.
- 303 Statistics for the Behavioral Sciences (3).** Prereq: PSY 202 and MAT 133 or 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. Elective credit only.
- 312 Abnormal Psychology (3).**  
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.
- 340 Introduction to Counseling Theory and Techniques (3).**  
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).**  
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.
- 351 Practicum (1-6)**  
Field experience related to the student's academic and life goals. The practicum is designed to provide professionally supervised experience in the research and application of principles of behavior modification in selected settings. The students can choose between clinical or research practice. Only open to BASS majors. Second semester junior or senior standing, 2.75 GPA or above, departmental approval, a journal and a paper are required. Refer to "Student Intern Programs and Practicums" for further requirements. Will not count toward the 38 hours in psychology. Elective credit only.

**Sociology (SOC)**

- 101 Introduction to Sociology (3).**  
A survey course designed to introduce the science of human society. Primary emphasis is on basic concepts and the development of a sociological perspective. Major figures in the history of social science and the analysis of culture, socialization, social institutions, and social change are emphasized.

- 201 Social Problems (3).**  
A study of theoretical approaches to social problems with special emphasis and research in such specific problems as medical care, poverty and dependency, crime, alcoholism, sexual deviancy, prejudice, discrimination and race relations, delinquency, environmental concerns, and mental illnesses. Social problems are examined and discussed, analyzing efforts of resolution from a Christian perspective.
- 202 The Family (3).**  
A study of the traditional and contemporary American family and its implication for Christian lifestyles. Issues to be studied include dating, courtship, choosing a mate, marriage, contraception, family planning, pregnancy, child abuse, economics of family life, communication and conflict management, media, divorce, and substance abuse.
- 220 Race, Gender, and Diversity: Social Stratification (3).** Prerequisite: SOC 101.  
An analysis of the social stratification system as organized by class, gender, race, and ethnicity. Emphasis is placed on human diversity and oppression, and on resulting implications for human service organizations, individuals, and society.
- 310 Death, Dying, and Grief (3).**  
This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on stages of death and the grief process.
- 350 Social Services Practice I (3).** Prereq: SOC 101.  
An analysis of the methods and techniques of social service practice with an emphasis on work with individuals. Topics include ethics of practice, assessment, and intervention methods.
- 351 Social Services Practice II (3).** Prereq: SOC 350.  
A continuation of SOC 350. Examines the methods and techniques of practice with families, groups and communities. Topics include family and group dynamics, assessment and intervention methods, and dynamics of community organization.
- 370 Social Services Field Experience (3).** Prereq: Junior or senior standing, PSY 340 and SOC 351.  
Unpaid field experience related to the student's academic and life goals. The field experience is designed to provide professionally supervised experience in the research and application of principles of behavior and modification in selected settings.

**Speech (SPE)**

- 104 Business Presentations (3).**  
A general overview of how to make formal and informal business presentations including basic instruction in public speaking, the types of presentations, and the use of visual aids.
- 120 Presenting Speeches (3).**  
A study of theory and practice in simple, direct, practical public speaking.

**Worldview Curriculum (WVC)**

- 218 Christian Perspectives (3).**  
A study of the Christian world- and life-view, contrasting Christianity with the worldviews of modernity and post-modernity. This course is designed to develop an understanding and articulation of worldview (an overarching explanation of life or the perspective from which one interprets the world). 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. The course also explores applications of Christian worldview in making moral and life decisions.
- 301 Christian Interpretation of Life (3).**  
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. for BBA: BUS 419.  
A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace. Enrollment in the course is limited to students with a minimum of 80 earned hours.

## **Graduate Programs**

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

### **Master of 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 weekly 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 per week, 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.

### **M.B.A. Degree 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.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

**M.B.A.:** 42 hours to include MBA 608, 610, 615, 618, 624, 640, 643, 646, 658, 664, 682, 688, 690, and 696.



### **The Master of 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. Classes are offered one night per week for eighteen months. The format is an accelerated "lock-step" approach in which an entering class stays together throughout the program. Students are required to participate in weekly project team activities which are designed to enhance the learning process and the development of problem-solving skills.

### **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.

### **M.P.A. Degree 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.

**M.P.A.:** 36 hours to include MPA 601, MPA 602, MPA 603, MPA 604, MPA 605, MPA 606, MPA 607, MPA 608, MPA 609, MPA 610, MPA 611, MPA 612, MPA 613

### **Master of Science in Management and Master of Science in Leadership**

The Master of Science in Management degree program is a 35 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. Classes are offered one night per week. Students are required to participate in weekly learning team activities which are designed to enhance the learning process and the development of problem-solving skills.

**Objectives of the Master of Science in Management and Master of Science in Leadership Program**

- The following are Executive Development Learning Objectives of the M.S.M. 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.

**M.S.M. Degree Requirements**

- Successful completion of the M.S.M. 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 MSM 685 Management Project III.
- All credits applied toward the M.S.M. 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.M. program.)
- Payment of all tuition and fees.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

**M.S.M. :** 35 hours to include MBA 608, 624, 664, 688, MSL 601, MSM 635, 640, 643, 650, 655, 658, 660, 668, and 685.

**M.S.L. :** 38 hours to include MBA 608, 624, 646, MSM 640, 643, 650, 658, 660, 668, MSL 601, 630, 665, and 670.

**GRADUATE TEACHER EDUCATION**

Professor Rasberry, Dean  
Professor Wasson  
Associate Professor Noblitt

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

**Graduate Teacher Education Mission Statement**

Calls for reform in the American educational system ring out almost daily. Parents, teachers, policy-makers and communities recognize the critical need for renewal in our schools. All agree that our communities need professionals committed to transforming teaching and learning – professionals dedicated to creating positive learning environments wherein students learn the virtues and skills necessary to become responsible citizens.

Belhaven University embraces this vision. We believe that well-prepared teachers and adults newly committed to the teaching profession can help improve our schools. At Belhaven, we equip teachers to lead and to serve in the learning community.

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 non-traditional teacher graduate programs: the Master of Education and the Master of Arts in Teaching. Each degree is designed for a different student and meets a different need. 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 Master of Arts in Teaching is designed exclusively for students who hold the bachelor's degree and wish to teach at either the elementary or secondary level but have not completed an undergraduate teacher education program.

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.

### **Requirements for M.A./M.Ed. Degree**

- 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. Any grade of C- or below must be repeated for credit toward a degree.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Students are required to successfully complete the comprehensive exam process (successful completion of the written exam and the exit portfolio).
- All credit applied toward the degree must have been completed within seven 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 program.)
- Payment of all tuition and fees.
- Applications for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule will result in a late fee as listed in the Special Fee section; a delay in the graduation date is also possible.

### **Master of Arts in Teaching**

#### **Objectives for the Master of Arts in Teaching Program**

The goal of graduate teacher education is to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Develop an enhanced knowledge base of educational strategies, curriculum development, and instructional management skills needed in the elementary and secondary schools.
  - b. Acquire further knowledge about the growth and development of children and adolescent youth and how they learn.
  - c. Acquire additional skills and knowledge of educational technology and its uses in the classroom.
  - d. Evaluate subject matter content knowledge and develop greater critical thinking skills and creative inquiry processes.
  - e. Acquire knowledge about philosophical and psychological principles of education.
- **PROFESSIONAL KNOWLEDGE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best teaching and curriculum practices through collaborative problem solving.
  - b. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - c. Use professional materials, organizations, and current research to expand their knowledge about innovations and trends in education to improve instruction in the school.
  - d. Design and implement research studies that observe, record, and evaluate students' behavior in order to plan appropriate instructional programs and improve learning environments.
  - e. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
  - f. Demonstrate an understanding and use of a variety of instructional strategies to encourage students' development of critical thinking, problem-solving, and performance skills.

- g. Develop the ability to evaluate instructional management plans in terms of effectiveness in meeting a school's goals and objectives.
- **LEADERSHIP OPPORTUNITIES:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Develop leadership skills to enhance instruction in the classroom and to communicate with parents, administrators, and the school community.
  - b. Use and conduct research to improve instruction and assessment.
  - c. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Integrate the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

**Master of Arts in Teaching**

**Required Core:**

Course # Title	Credit
EDU 501 Measurement and Evaluation Strategies	3
EDU 502 Dimensions of Learning I	3
EDU 503 Dimensions of Learning II	3
EDU 506 Classroom Management and Organization	3
EDU 602 Psychology of the Exceptional Child	3
EDU 610 Research Methods and Procedures	3
EDU 620 Reading and Writing Across the Curriculum	3
EDU 623 Technology in Education	3

**Required Courses for Elementary Concentration (Grades 4-8):**

Course # Title	Credit
EDU 611 Children's Literature in Elementary Reading	3
EDU 614 Effective Teaching Strategies in Elementary School	3
EDU 622 Teaching Reading Skills and Comprehension	3

**Required Courses for Secondary Concentration (Grades 7-12):**

Course # Title	Credit
EDU 612 Curriculum Planning and Organization	3
EDU 615 Effective Teaching Strategies in the Secondary School	3

**Elective Courses for Secondary Concentration (3 credit hours selected from the following):**

Course # Title	Credit
EDU 617 Teaching Reading in the Secondary School	3
EDU 621 Assessing Student Learning	3
EDU 630 Diagnostic & Remedial Strategies in the Content Areas	3
*EDU 634 Designing Instruction	3

\*Required at Orlando campus.

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Arts in Teaching does not guarantee licensure.**

**Master of Education**

**Objectives of the Master of Education Program**

The goal of graduate teacher education is to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.

- b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
- c. Evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
- d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
- e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
- **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - a. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - b. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the teacher candidates to:
  - a. Integrate the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

**Jackson Campus**

**Master of Education - Elementary Emphasis - (Grades K - 8)**

**Required Core (18 credit hours):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 614	Effective Teaching Strategies in Elementary School	3
EDU 621	Assessing Student Learning	3
EDU 622	Teaching Reading Skills and Comprehension	3
EDU 625	Instructional Leadership Skills in the Classroom	3

**General Electives (15 credit hours selected from the following):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 623	Technology in Education	3
EDU 624	Issues and Innovations in Elementary Schools	3
EDU 626	Seminar in Child Development	3
EDU 630	Diagnostic and Remedial Strategies in the Content Areas	3
EDU 631	Individual Instruction for Children with Learning Problems	3
EDU 633	Special Problems in Education	3
EDU 634	Designing Instruction	3
EDU 626	Supervision of Instruction: Collaborating for Accountability	3
EDU 640	Practicum	3

**Master of Education – Secondary Emphasis – (Grades 7 – 12)**

**Required Core (18 credit hours):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 615	Effective Teaching Strategies in the Secondary School	3
EDU 617	Teaching Reading in the Secondary School	3

EDU 621	Assessing Student Learning	3
EDU 625	Instructional Leadership in the Classroom	3

**General Electives Courses (15 credit hours selected from the following):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 623	Technology in Education	3
EDU 624	Issues and Innovations in Elementary Schools	3
EDU 630	Diagnostic and Remedial Strategies in the Content Areas	3
EDU 631	Individual Instruction for Children with Learning Problems	3
EDU 633	Special Problems in Education	3
EDU 634	Designing Instruction	3
EDU 626	Supervision of Instruction: Collaborating for Accountability	3
EDU 640	Practicum	3

**Memphis Campus**

**Required Core:**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 614/615	Effective Teaching Strategies	3
EDU 620	Reading and Writing Across the Curriculum	3
EDU 621	Assessing Student Learning	3
EDU 623	Technology in Education	3
EDU 625	Instructional Leadership	3
EDU 630	Diagnostic and Remedial Strategies	3
EDU 634	Designing Instruction	3
EDU 636	Supervision of Instruction	3
EDU 639	Ethical Issues in Education	3

**Orlando Campus**

**Required Core:**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 614/615	Effective Teaching Strategies	3
EDU 620	Reading and Writing Across the Curriculum	3
EDU 621	Assessing Student Learning	3
EDU 623	Technology in Education	3
EDU 625	Instructional Leadership	3
EDU 636	Supervision of Instruction	3
EDU 639	Ethics in Education	3

**Required Courses for Elementary Concentration (Grades 4 - 8):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 622	Teaching Reading Skills and Comprehension	3
EDU 630	Diagnostic and Remedial Strategies	3

**Required Courses for Secondary Concentration (Grades 7-12):**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
EDU 631	Individualized Instruction	3
EDU 634	Designing Instruction	3

***NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Education does not guarantee licensure.***

## **Graduate Course Descriptions**

### **Business Administration (MBA)**

- 608 Business Communications (3).**  
A study of effective presentation skills necessary for successful business communication. The course will include the development of both writing and speaking skills.
- 610 Mobilizing Technology (3).**  
A study of the use of computer and information systems technology in business operations and management. This technology is a strategic management tool that can be used to reduce uncertainty and enhance the effectiveness of the decision-making process. Major topics include the uses and types of information systems, computerized business applications, ethical issues, and the acquisition, development, implementation, and maintenance of information systems as well as e-commerce.
- 615 Business Foundations (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.
- 618 Statistics for Business Decisions (3).**  
The application of sampling and statistical control procedures to the managerial decision-making process.
- 624 Ethical Problems in Business (3).**  
A study of the basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in the household. The basic ethical principles and the accompanying value system used are biblically-based.
- 640 Advanced Organizational Behavior (3).**  
A course designed to develop an understanding of behavioral concepts for effective management of organization. Topics include theories related to work environment, group dynamics, motivation, leadership, and organizational change strategies.
- 643 Financial Analysis (3).** Prereq: MBA 615, Business Foundations or Business Finance.  
An in-depth analysis of corporate financial management activities related to acquisition of financial resources, short and long term financial planning, management of working capital, and evaluation of financial profitability. Major components related to financial markets and government fiscal policies and cash flow / break even analysis will be used to determine firm's viability within the marketplace.
- 646 The Legal Environment of Business (3).**  
A study of the legal environment within which business firms must operate and how it affects the decision-making process. The relationship between Law and ethics is explored throughout the course.
- 658 Managerial Economics (3).**  
The application of methods of economic analysis to the decision-making process of business firms and other organizations.
- 664 Marketing Management (3).**  
An analytical approach to the marketing functions of business firms. The course includes the study of topics such as the design of marketing strategies, choices of channels of distribution, and competitive practices.
- 682 Principles of Executive Leadership (3).** (Formerly Principles of Executive Management).  
A study of the behavioral sciences as they apply to management and leadership. The course includes such topics as leadership, participative management, group dynamics, and motivation.
- 688 Business in a Global Environment (3).**  
A study of the institutions and operations of international businesses. Emphasis will be on managerial policies and practices of firms operating in the global environment.
- 690 Business Planning & Entrepreneurship (3).**  
This course provides an overview of the information and skills necessary to launch and to maintain a successful entrepreneurial venture or small business. It presents an overview of managing small businesses and developing entrepreneurial ventures, including the requirements of a business plan, marketing strategies, customer service practices, and basic financial and managerial functions. A business plan will be required of all students.
- 696 Business Policy and Strategy (3).**  
A capstone course which integrates all of the functional areas of business into the decision-making process. Emphasis will be placed on the setting of goals and the formulation and implementation of strategies to successfully manage a firm. Case studies and computer simulations will be required.

**Business Leadership (MSL)**

**601 Introduction to Graduate Education (3).**

A review of the basic concepts and skills necessary for success in graduate study. Concepts of teamwork and team learning are covered along with an overview of requirements for graduate programs. Students are introduced to leadership principles and applications in the context of a Christian world view. Topics include library use, research, critical thinking skills, writing expectations, analysis of case studies in leadership, and worldview.

**630 Leading High Performance Teams (3)**

This course explores the research, theories, and models of team performance, including the design and maintenance of high performance team leadership in organizations. Using assessments, simulations, case studies and discussion, the course examines personality type, power and influence, trust, risk taking, motivational strategies, communication style, and team dynamics.

**665 Coaching, Mentoring and Resolving Conflicts (3)**

This course surveys theories, models, and best practices related to mentoring and coaching employees toward higher levels of performance. Learners examine sources of conflict between supervisors and subordinates, as well as peers. All these relationships are discussed in the context of a Biblical world view.

**670 Leadership Capstone (3)**

This course concludes extensive, long-term inquiry and formal study of leadership that integrates the key learning components into an Individual Leadership Portfolio and a final group project that includes both primary and secondary research on the challenges facing today's leaders. Class discussions will focus on the impact of the Christian world view on leadership for individuals, teams, and organizations.

**Business Management (MSM)**

**635 Management Project I (1).**

An introduction to the primary course and management project that is the capstone of the M.S.M. degree. This course introduces students to the project process, the selection of topics, and elements of business planning and strategy.

**643 Finance and Accounting for Leaders (3).**

This course centers upon executive level managers and how they make use of finance and accounting methods in designing strategy and making decisions. Major finance and accounting tools are reviewed as well as the acquisition and allocation of financial resources and accounting systems.

**650 Advanced Strategic Management (3).**

Using firm-centered, value-based logic, this course enriches the analytical, conceptual, and decision-making skills that guide executives and entrepreneurs to more profitable interpretations of key environmental data. Case analyses are used to simulate strategic management in action, particularly in formulating and implementing functional, competitive, corporate, and global strategies.

**655 Management Project II (1).**

A continuation of the project started in MSM 635. Students deliver an oral and written summary of their progress that includes the history and selection of the project topic, methods selected to investigate and collect information, and preliminary conclusions and recommendations. Includes individual meetings with the professor guiding the project.

**658 Executive Leadership in the Workplace (2).**

A seminar format in which executives from a wide variety of local organizations address students about organizational and leadership challenges, new trends and techniques in leadership, and examples of leadership strategies in action. Students prepare response papers applying the concepts to various organizations and submit a personal plan for their own leadership development.

**660 Current Issues in Human Resources (3).**

An advanced study of the utilization and challenges of human resources in contemporary organizations. The emphasis is upon external trends in law, society, and competitors. In addition, issues related to today's workforce are discussed and include topics such as diversity, values, recruiting and developing today's employee.

**668 Leadership and Organizational Change (3).**

This course assists the executive-level manager in designing learning organizations capable of rapid changes in structure, strategy, and policy. Some key topics include monitoring forces of change, planning appropriate responses, developing needed personnel skills and other resources, communicating and shepherding change, and the tools managers may use to monitor organizational performance and capabilities.

**685 Management Project III (3).**

The conclusion of the capstone project started in MSM 635 and MSM 655. Each student presents



the results of his/her project to faculty and fellow learners. Projects are evaluated according to their comprehensiveness in covering the various areas of the M.S.M. program including accounting and finance, human resources, change strategies, and leadership.

**Education (EDU)**

- 501 Measurement and Evaluation Strategies (3).**  
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).** Preq: 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.
- 503 Dimensions of Learning II (3).** Preq: 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.
- 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.
- 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.
- 611 Children’s Literature in the Elementary School (3).**  
A study of literary materials and resources that are appropriate for elementary instruction. Emphasis will be given to integrating literature into all curriculum areas.
- 612 Curriculum Planning and Organization (3).**  
The development, analysis, and evaluation of the school curriculum with emphasis upon input from the school and community and current research.
- 614 Effective Teaching Strategies in the Elementary School (3).**  
A study of the characteristics of effective teaching in the elementary school with emphasis on research methodology. Emphasis is placed on inquiry and problem-solving strategies, and cooperative learning and research of current trends and practices.
- 615 Effective Teaching Strategies in the Secondary School (3).**  
A study of the characteristics of effective teaching in the secondary school with emphasis on research methodology. Emphasis is placed on inquiry and problem-solving strategies, and cooperative learning and research of current trends and practices.
- 617 Teaching Reading in the Secondary School (3).**  
The methods and materials for teaching reading through the content areas in secondary schools; attention to techniques for teaching reading, assessment, and individualization.
- 620 Reading and Writing Across the Curriculum (3).**  
A study of theories, strategies, and current literature about reading and written communications throughout the content areas.
- 621 Assessing Student Learning (3).**  
An exploration of instructional assessment measures: traditional assessment, norm/criterion-referenced testing, and alternative assessment (performance, portfolio, and product).
- 622 Teaching Reading Skills and Comprehension (3).**  
An advanced study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research.
- 623 Technology in Education (3).**  
Utilization of the computer and other technology to enhance practical applications that support classroom instruction.

- 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.
- 625 Instructional Leadership Skills in the Classroom (3).** Prereq: 614/615  
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. National Board for Professional Teaching Standards are examined as part of the exit requirement for the program.
- 626 Seminar in Child Development (3).**  
An in-depth study of the development of the child with emphasis upon current research in the field. Study includes examination of the theories of development and learning of the elementary child.
- 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.
- 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.
- 633 Special Problems in Education (3).** Prereq: EDU 610  
Study of selected topics related to elementary education with emphasis upon current issues and trends or content specific emphasis.
- 634 Designing Instruction (3).** Prereq: EDU 612  
The study and development of multidisciplinary approaches to instruction including the integration of content areas, the use of appropriate technologies as tools for teaching and learning, and the application of new teaching strategies and resources.
- 636 Supervision of Instruction: Collaborating for Accountability (3).** (Formerly EDU 632 - Supervision of Instruction).  
Emphasis is on developing leadership skills in the classroom and with peer teachers, teaching assistants, and other community and school personnel.
- 639 Ethical Issues in Education (3).**  
A study of basic ethical principles as applied to the major problem areas facing educational systems and to decision-making in educational systems and in society in general. The basic ethical principles and the accompanying value system used are biblically based.
- 640 Practicum in Education (3).** Prereq: Approval of Director  
Provides an opportunity for the student to complete field work which will be tied into research course, if needed. Gives the student an option for practicum based on individual needs.

**Public Administration (MPA)**

- 601 Introduction to Public Administration (3).**  
Introduces the field of public administration. Topics include political, social, and economic environments of public administration; bureaucratic politics and power; law, ethics, and comparative administration.
- 602 Effective Professional Communication (3).**  
A study of the various means of effective organizational communication by administrators and public servants. Covered are written and oral skills in the organizational environment, with an emphasis on Christian servanthood and empathy in dealing with the public. Students participate in individual and group exercises to improve their communication skills.
- 603 Research Methods in Public Administration-Project I (2).**  
An introduction to basic quantitative and qualitative research methods. Presents the primary course project which is the capstone of the MPA degree. Provides students with experience in planning, design, and performance of applied research project dealing with a practical administrative or policy problem. Students learn to formulate research questions, design research projects, apply research methodologies, and produce a professional research report.
- 604 Organizational Theory and 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 Development and Administration (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 (1).**  
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 preliminary conclusions, recommendations and bibliographical resources.
- 609 Administration of Financial Resources (3).**  
Surveys the organization, processes and functions of public financial management, including budgeting, accounting, expenditure control, and revenue collection. Examines federal, state, and local fiscal policies, intergovernmental financial relations, credit and debt management, and related topics.
- 610 Economics and Public Policy (3).**  
Examines economics both as a determinate of public policy and as a tool of public administration and policy implementation. Topics include how markets allocate resources, role of government in a market economy (fair trade vs. free trade, protectionism, etc.), market failures and responses to them; and, problems of efficiency vs. effectiveness and efficiency vs. equity.
- 611 Public and Administrative Law (3).**  
Examines law in society and legal setting of public administration (public interest social responsibility when all of society is a stakeholder, process oriented *versus* outcome-based, results oriented). Includes regulatory process, administrative adjudication, administrative procedure acts, administrative due process, judicial review, liability, and citizen's rights.
- 612 Public Policy Analysis (4).**  
Examines processes of policy formulation and implementation- how policies are made, who makes them, and why implementation must be viewed as a critical phase of policymaking. Topics include problem recognition, agenda setting, analysis, adoption, implementation, evaluation, and succession. Emphasizes the politics of policymaking and case study analysis.
- 613 Management Research-Project III (2).**  
The integrative capstone presentation of the research project initiated in MPA603 and MPA608. Each student delivers both an oral presentation and written terminal thesis (or case study) to faculty and fellow learners. Applied research projects are evaluated on comprehensiveness and quality of a professional terminal product.

## 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, culturally, and physically. 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 as listed inside the front cover of the catalogue. 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.
- Provisional Admission-Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. 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.

- Conditional Admission-Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 or test scores below the minimum requirement may be referred to the admission committee for consideration. If admitted, students must maintain a 2.0 in the first four three-hour courses.

### 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
  - Seniors only - in the situation of a senior needing a course for imminent graduation and said course is not currently offered in the traditional program. Specially scheduled summer courses may also be available through concurrent enrollment.
  - May take up to two 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 DOSS Online Campus
- Part-Time Students
  - Must have cumulative Belhaven 2.5 GPA or higher.
  - Must be enrolled for less than 12 credit hours a semester.
  - Must have positive recommendation from the student's assigned academic advisor.
  - Requires approval of DOSS Online Campus

### Concurrent Enrollment – Adult Studies Students

- Adult Studies Students in Houston, Memphis and Orlando only
  - May take up to two courses maximum to fill gap in schedule or other scheduling problem.
  - Must have cumulative Belhaven 2.5 GPA or higher.
  - Must apply through their campus DOSS.
  - Requires approval of DOSS Online Campus

### Changing Programs

All students who change programs to enter Online Campus must satisfy standardized requirements for computer hardware, software, internet connection, attend scheduled 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 DOSS Online Campus
- Adult Studies Students (All campuses)
  - Must have cumulative Belhaven 2.0 GPA or higher.
  - Must apply through their campus DOSS.
  - Requires approval of DOSS Online Campus

### Admission By Examination

A student who has not graduated from high school may be admitted, but first must take all five tests of the high school level General Education Development (GED). Subscores must be 45 or higher or an average standard score of 50 or higher. The applicant must provide evidence that a high school equivalency certificate has been issued by providing an official transcript of the GED from the state Department of Education of the state that issued the certificate.

### 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 students 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.
- Provisional Admission-Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. 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.
- Conditional Admission-Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 may be referred to the admission committee for consideration. If admitted, students must maintain a 2.0 in the first four three-hour courses.

### 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)
- All international students whose native language is not English must present an acceptable score of at least 500 paper-based, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL). Exceptions to this requirement will be considered for students presenting strong verbal scores on the SAT or ACT, or if students provide other evidence of English proficiency acceptable to the University. 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.

### **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 planning, if applicable.

A student who has been out of the program for six months or longer will reenter under all current program policies.

### **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. 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.

## **Applying for Graduate Admission**

### **Master of Business Administration Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from all colleges or universities attended.)
- A professional resume which demonstrates a minimum of two years of significant full-time work experience.
- A minimum score of 350 on the Graduate Management Admission Test (GMAT).  
An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average [UGPA] and performance on the GMAT) measure at least 1200 points according to the following formula:  
 $(300 \times \text{UGPA}) + \text{GMAT score}$
- 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 500 paper-based, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL).
- Houston, Memphis, and Orlando students must have a minimum GPA of 2.8 in last 60 hours of undergraduate study.
- Jackson applicants with a Bachelor in Business Administration or a Bachelor of Science in Business Administration from Belhaven University and a 3.0 GPA in the last 60 hours may waive the GMAT requirement.

#### **Conditional Admission**

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.B.A. program, may be admitted on a conditional basis using the following criteria:

- All admission criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000-1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Students whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000-1199 range who have scored under the minimum 350 GMAT score must appeal to the Graduate Council in order to be considered for conditional admission to the M.B.A. program.

- Students admitted on a conditional basis to the M.B.A. program must earn a 3.00 grade point average on the first nine semester hours of graduate work in order to continue in the program.
- The student may be asked to submit an essay or recommendations for review by the program committee.

### **Provisional Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. 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**

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from **all** institutions attended.)
- A cumulative GPA of 2.5 on all undergraduate work or a cumulative on the last 60 hours of undergraduate work.
- Demonstration of ability to perform graduate level work as exhibited by **one** of the following:
  - Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable MAT score is 35. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
  - Submission of a score on the Graduate Management Admission Test (GMAT) taken within the last five years. The minimum acceptable GMAT score is 350.
  - Submission of a score on the Graduate Record Exam (GRE). The minimum quantitative composite score is 750.
- A professional resume which demonstrates work experience.
- Two letters of recommendation, with at least one recommendation from a current or former employer.
- 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.
- CSM or CPM certification is accepted in lieu of testing requirements above for regular admission.

#### **Conditional Admission**

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.P.A. program, may be admitted probationally based on the following criteria:

- Student has submitted all required documents for regular admission for the MPA program.
- The student has submitted an entrance essay which demonstrates why the student will be successful in the program to the Office of Admission.
- The application file has been reviewed and approved by the designated Admission Committee for Conditional (Probationary) Acceptance.

Students admitted probationally to the M.P.A. program must earn a 3.00 grade point average on the first 12 semester hours of graduate work in order to continue the program.

### **Master of Science in Leadership Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from all institutions attended.)
- A professional resume which demonstrates a minimum of two years of significant full-time work experience.
- Demonstration of ability to perform graduate level work as exhibited by one of the following:
  - Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable MAT score is 350. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
  - Submission of a score on the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is 350. An applicant will be accepted if his/her combined credentials (UGPA and performance on the GMAT) measure at least 1200 points when calculated according to the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
  - Submission of a score on the Graduate Record Exam (GRE). The minimum composite score is 750.



- A student who has a cumulative GPA of 2.8 and a GPA of at least 3.0 in six hours of business courses may waive the testing requirements. Jackson Belhaven University Graduates with a 2.8 in the last 60 hours and a 3.0 in 6 hours of business courses may waive the testing requirement.
- 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).

### Conditional Admission

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.M. program, may be admitted conditionally based on the following criteria:

- All admission criteria are met with the exception of having less than 1200 points on the combined credentials measure. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000 - 1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
- The following students must appeal to the Graduate Council in order to be considered for conditional admission to the M.S.M. program:
  - Students whose MAT score is under the minimum of 350 and/or whose undergraduate grade point average is below 2.5.
  - Students who have scored under the minimum 350 GMAT score whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000 - 1199 composite range.
- The student may be asked to submit an essay or recommendations for review by the program committee.

Students admitted conditionally to the M.S.M. program must earn a 3.00 grade point average on the first nine semester hours of graduate work in order to continue the program.

## STUDENT FINANCIAL PLANNING REGULATIONS

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

### Institutional Refund Policy

Students who officially withdraw from the University are entitled to refunds on the semester tuition and fee charges according to the following policies.

- All refunds for charges to the student's account will be granted on the basis of the date on which written notification of the student's intentions was received in the Online Campus Office and the last date of attendance.
- The application fee is nonrefundable.
- The resource fee is fully refundable upon proper withdrawal procedures and return of undamaged books prior to the first class meeting. Students will not receive a refund for texts returned after fourteen days from the withdrawal date.
- Upon written notification of withdrawal received in the Online Student Services Office prior to the first class meeting, a 100% refund for tuition will be given.
- Upon written notification of withdrawal received in the Online Student Office prior to the second class meeting, a 75% refund for tuition will be given.
- No refunds will be made for withdrawal after the second class meeting.
- Students admitted provisionally will be fully refunded only for courses not taken.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

Students receiving federally funded Title IV financial assistance: If a student withdraws 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 Stafford Loan, Federal PLUS Loan, but not Federal Work Study) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these 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 Stafford Loan

- (2) Federal subsidized Stafford Loan
- (3) Federal Perkins Loan
- (4) Federal Plus Loan
- (5) Federal Pell Grant
- (6) Federal SEOG

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 or term must be paid before a student will be enrolled for the succeeding session or term. The Registrar is not permitted to transfer credits until all indebtedness to the University is paid.

A student will be allowed to graduate only after he/she has settled with the Student Financial Planning Office all his/her indebtedness to the University.

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

A student who has not made satisfactory arrangements with Student Financial Planning Office regarding his account may be administratively withdrawn from Belhaven 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) .....	\$25
Application fee.....	\$10
Academic Plan.....	\$10
Graduation audit fee.....	\$100
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.....	\$45 per credit hour
Return check fee.....	\$35
Transcript fee (per copy).....	\$10

*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.*

**Financial Aid**

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

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.ed.gov](http://www.fafsa.ed.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**.

The financial aid programs are administered in accordance with the policies and procedures defining good standing and satisfactory progress toward a degree.

### **Satisfactory Academic Progress**

Students at Belhaven University receiving Title IV federal funds are required by federal regulation to be making satisfactory academic progress at Belhaven.

1. A student must pass a total of 18 minimum semester hours as an online student in an academic year period as a full-time student, a half-time student must pass nine hours in an academic year, and a three-quarter-time student must pass 14 hours in an academic year. This standard applies to and includes semesters for which the student received NO AID. A student must complete requirements for a degree within a maximum of six years or 12 semesters as a full-time student.
2. If a student fails to meet the above stated requirements, he/she will be considered to be making unsatisfactory progress and financial aid will be denied. However, students have the following option:  
Submit a written appeal to the director of student financial planning to explain any extenuating circumstances. The appeal and documentation will be presented to the financial assistance committee. If the appeal is honored, the student must meet any specific requirements as determined by the committee.
3. A student receiving financial aid who is placed on probation by the registrar at the end of a course will receive a letter from the student financial planning office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period.

### **Resource Fees**

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

- Books, course materials, lab supplies, DVDs, shipping and handling.
- 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 Virtual online classes.

## **STUDENT LIFE**

Belhaven University believes that well-rounded personal and social 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 describes in detail guidelines governing general college regulations. 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 apply consistently these standards with a concern for the total development of the individual.

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

### **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 college official any time they feel one of their student rights or privileges has been denied.

### **Academic Grievances**

Currently enrolled students wishing to file grievances on academic issues should submit written appeals to the academic appeals committee, which may be done through the registrar's office. Academic appeals of grades must be made before the end of the next semester following the issuance of the grade.

Academic grievances concerning a faculty member or an online campus course should be directed to Registrar's Office.

### **Academic Disability Accommodation**

Belhaven University offers students disability accommodation in accordance with the guidelines of the Americans with Disabilities Act. The student make his or her disability known to the Office of Student Services and must provide current documentation 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 career and academic development 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. The coordinator of online campus 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 forty-five 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. The coordinator 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 thirty calendar days of the date of the written determination issued by the coordinator. The provost shall issue a decision regarding the appeal within a reasonable time, and the decision of the provost shall be final.

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

The Warren A. Hood Library houses more than 115,000 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 Virtual 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 EBSCOhost, Grove's Dictionary of Art, Grove's Dictionary of Music and Musicians, Christian Periodical Index, Mergent Online, CQ Researcher, and Classical Music Library. Additionally, library patrons have access to more than 35,000 e-books. These e-books are accessible 24/7 through netLibrary from any computer with an internet connection.

The library is open 80 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).

### **Bookstore**

The Belhaven Bookstore, located in the McCravey-Triplett Student Center on the Jackson campus. The bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, trade books, and Christian books and music. Books and Belhaven items may be ordered through [bookstoreonline@belhaven.edu](mailto:bookstoreonline@belhaven.edu).

# 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.

Application for degrees 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

**Associate of Arts**

**Bachelor of Science in Management**

**Masters in Business Administration**

**Master of Science in Leadership**

**Masters of Public 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 the Bachelor of Science in Management 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 oral and written form	9 hours
Goal II: A familiarity with the great literature of the world with a Christian perspective	6 hours
Goal III: A familiarity with a second language or culture of a major civilization	3-6 hours
Goal IV: An understanding of science	7 hours
Goal V: A knowledge of mathematical skills	3-6 hours
Goal VI: An understanding and historical perspective of the contemporary world	6 hours
Goal VII: A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life	9 hours
Goal VIII: An appreciation of humanity's artistic accomplishments	3 hours
Goal IX: 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 106 (Introduction to Worldview), 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. Some elective courses are taken in 12 week increments and require no class meetings. 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

Biblical Studies and Ministries	BIB
Biology	BIO
Business	BUS
Computer Science	CSC
Education	EDU
English	ENG
Geography	GEO
History	HIS
Humanities	HUM
Interdisciplinary Studies	IDS
International Studies	IST
Mathematics	MAT
Philosophy	PHI
Psychology	PSY
Sociology	SOC
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.

### 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.

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

An undergraduate student, upon written request, may ask to repeat up to four courses, or 12 hours for forgiveness. The previous grade will appear on the permanent record, but will not be used in calculating the quality point index. 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. The student 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. A grade of an F will not forgive a grade of an F; both F's will be calculated in the GPA.
2. 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.
3. The highest grade earned will be the one used to recalculate the GPA.
4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

### **Academic Probation and Suspension**

A quality point index is calculated at the end of each semester or summer session. ALL STUDENTS ARE EXPECTED TO MAINTAIN A GRADE POINT AVERAGE OF 2.00 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 hours times two) = quality point index.

A student who falls below the required cumulative 2.0 in any program will be placed on **probation** for the next four concurrent courses. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0.

If a student does not achieve a 2.0 within the probationary period of four courses, he/she will be administratively withdrawn for a period of six months, after which he/she will be eligible to apply for readmission. Reinstatement is not automatic. Students must show cause and correction of academic deficiencies. Students who are readmitted must achieve a minimum GPA of 2.0 in the first four three-hour courses upon re-entry.

The second academic disqualification will be considered a **suspension**, and the student may not petition for reinstatement for one year.

### **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 a virtual 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 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.

### Course with live online meetings (8 week format):

- A maximum of two absences are allowed per course for a class that meets online eight times per semester. All reasons for absences (for example, illness, power outage, internet or technical problems, emergencies, and late registration) are included in the maximum number of absences.
- If the student is more than one minute tardy twice, or leaves the virtual classroom more than one minute early twice, or is more than one minute tardy once and leaves class more than one minute early once, it will be counted as one full absence.
- If the student logs into the virtual classroom and does not actively participate in the class (i.e. does not respond to attempted contact by the professor or does not use the webcam), it cannot be confirmed that the student is actually attending the class, so the student will be counted absent.
- If there is a power outage, internet, or technical problem which prevents the student from attending class, the student should do the following. However these options are not available for other reasons for absence.
  - 1) Explore other options, such as attending class from another location.
  - 2) Inform the professor as soon as possible and contact the appropriate party to repair the problem as quickly as possible.



- 3) Make up the absence by playing back the missed class session, in its entirety, and submitting the *Absence Declaration Form* via fax (601-352-6969) to the office of Student Services before the last class meeting of the semester.
- 4) Contact the professor to set up another time to take any tests or quizzes missed during the class session; otherwise, the student may receive a failing grade for the test(s) quiz(zes).

### Courses without live online meetings (12 week format):

- A maximum of three absences are allowed per course for a course that is 12 weeks in length and does not have any live online meetings. All reasons for absences (for example, illness, power outage, internet or technical problems, emergencies, and late registration) are included in the maximum number of absences. No Absence Declaration Form option is available for 12 week courses without live online meetings.
- If the student does not log into the online Course Home Page and does not actively participate in the class (i.e. does not respond to attempted contact by the professor or does not participate in any online class discussion questions), it cannot be confirmed that the student is actually attending the class, so the student will be counted absent.
- If the student is absent (as described above) for the first three weeks of the course (21 days after the course start date), 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.**

### 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.

### Tutorial Work

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

### Alternative Credit (For undergraduate degrees only)

**(All alternative credit must not exceed 30 credit hours toward the undergraduate degree.)**

- **Standardized Testing**  
Belhaven University recognizes the CLEP 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.
- **Foreign Language Proficiency Exams**  
Students proving proficiency in a native language other than English will be considered to have met Goal III. 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.

- **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. Alternative credit, including military credit, may not exceed 30 hours.

## Courses of Instruction

### Associate of Arts

#### 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.
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communication
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: 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.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

#### Associate of Arts Course Requirements

**A.A.:** 62 hours to include: BIB 214, 215, BIO 255, 256, 260, ENG 103, 108, 203, 204, HIS 108, 205, 220, IST 201, MAT 202, WVC 106, 218 and 16 elective hours.

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.

### Bachelor of Science in Management

#### Graduation Requirements

- A total of 124 semester hours is required to earn the Bachelor of Science Management degree.
- The last 31 semester hours of course work must be earned at Belhaven University.
- Satisfaction of Belhaven's general education requirements.
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communication
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: 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.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

### **Bachelor of Science in Management Course Requirements**

**B.S.M.:** BIB 214, 215, BIO255, 256, 260, BUS 304, 309, 320, 326, 362, 395, 406, 412, 414, 418, 419, ECO 407, ENG103, 108, 203, 204, HIS 108, 205, 220, IST 201, MAT 202, WVC 106, 218, 401, and 39 elective hours.

### **Masters in Business Administration**

#### **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.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

### **Masters of Business Administration Course Requirements**

**M.B.A.:** 36 hours to include MBA 601, 615, 624, 640, 643, 646, 658, 664, 682, 686, 687, and 688.

### **Masters in Public Administration**

#### **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.

### **Masters of Public Administration Course Requirements**

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

### **Masters in Science in Leadership**

#### **Graduation Requirements**

- Successful completion of the M.S.M. 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 MSM 685 Management Project III.
- All credits applied toward the M.S.M. 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.M. program.)
- Payment of all tuition and fees.
- Application for degrees 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 will result in a late fee as listed in the Special Fees section; a delay in the graduation date is also possible.

**Masters in Science in Leadership Course Requirements**

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

**Undergraduate Courses of Instruction****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.

**Biology (BIO)****255 General Biology I (3).**

This course is designed to acquaint the student with the basic structures and life processes in animals as designed by the Creator. The major emphasis is on human anatomy and physiology. The course will include a brief overview of molecules, cells, and tissues. The major emphasis will be on mammalian organs and organ systems. The following organ systems will be emphasized: epithelial, skeletal, muscular, nervous, circulatory, respiratory, excretory, and reproductive.

**256 General Biology I Lab (1).**

Corresponding virtual lab session for General Biology I lecture.

**260 General Biology II (3).**

This course is designed to acquaint the student with the diversity of the living world as designed by the Creator. The organisms and the environment were initially designed with perfect interactions, checks and balances, and mechanisms for interdependence between microbes, plants, animals, and their nonliving environment. The major emphasis will be on the classification of organisms, the interactions between those organisms and the environment, and macro- and microevolution and creation.

**265 Basic Nutrition (3).**

Principles of food composition; diets: emphasis on the macronutrients and micronutrients, personal diet management, and the effect of diet on the human body.

**Business (BUS)****228 Personal Finance (3).**

A study of the basic principles of planning and managing personal financial matters. Emphasis is on developing the personal financial planning skills needed to meet individual objectives and goals.

**304 Business Communication (3).**

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.

**307 Intro to Electronic Commerce (3).**

An introduction to the use of computers and the Internet in the marketing process. Traditional marketing concepts, along with a Christian worldview, will be integrated with modern computerized marketing techniques.

**308 Negotiation and Conflict Management (3).**

This course focuses on developing individual skills in negotiation and conflict resolution for management. Planning negotiation strategies and practicing conflict resolution through role play and team activities will expose the student to planning techniques and coping behaviors within the organizational environment. This course teaches mediation and conflict resolution skills aimed at helping students to resolve disputes and to preserve relationship and appropriately intervene in conflict within an organization. Students are directed to Biblical scripture that supports conflict resolution, negotiation, mediation, and love for fellow man. (No pre-requisite is required).

- 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.
- 316 Project Management (3).**  
A study of techniques for planning and managing projects. Based on common project management principles, the course investigates the processes and challenges of planning, managing, monitoring and controlling projects during execution. Lecture is reinforced with case studies.
- 320 Introduction to Marketing (3).** Prereq: ENG 103 or 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 or 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.
- 327 Small Business Management and Entrepreneurship (3).**  
A study of management principles and techniques, focusing on applications to established small businesses and to new ventures. Emphasis is placed on leadership and the role and functions of entrepreneurs.
- 330 Management of Non-Profits (3).**  
The study of management issues for non-profit corporations including fund raising, outreach and building community support as well as standard techniques and principles of business management.
- 362 Human Resources (3).** Recommended 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.
- 395 Management Research Methods (3).** Prereq: Math 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).** Recommended 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 Business Law (3).**  
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: 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 Management (BSM)**

- 420 Capstone Integrative Project (3).**  
In this culminating course, students have an opportunity to incorporate concepts from the previous Bachelor of Science in Management (BSM) curriculum into an overall strategy for managing an organization. The course requires students to develop

a framework to systematically address internal and external issues that organizations encounter. Students complete an integrative paper based on a particular problem or opportunity in the workplace in the context of a Christian world view.

### Communication (COM)

#### 215 Cultural Impact

A practical application of how to live out your faith in modern culture, especially as related to impacting society and politics. Emphasis will be on applying Biblical truth to issues and situations in your community and state, and how to most effectively provide a reliable, Christian witness and perspective. Institutions explored in learning to make an impact include the family, church, non-profit and profit sector, and entire public sector. This study will show that Christians can and should make a difference in our culture.

### Computer Science (CSC)

#### 102 Introduction to Computers (3).

This survey course introduces computer hardware, software, procedures, systems, and human resources and explores their application in business and other segments of society. Use of operating system commands, word processing, electronic spreadsheets, presentations, and database management systems is accomplished through “hands-on” projects using microcomputers.

#### 309 Computational Methods Using Excel (3).

A study of the use of computer spreadsheets and embedded functions to solve otherwise complex mathematical problems of personal finance. Topics include introduction to spreadsheet basics, computing interest and payments for loans, investments, mortgages, and other amortized loans. Also included are financial statements, what if analysis, and risk analysis using expected value computations.

### Economics (ECO)

#### 407 Survey of Economics (3).

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.

### 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.

#### 108 Effective Research Writing (3).

A virtual 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).

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.

### Geography (GEO)

#### 301 Introduction of Modern Geography (3).

A one-semester course introducing the five foundational themes in contemporary geography: location, place, human/environment interaction, movement, and regions.

### 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.

**220 The Influence of Christianity in Western Culture (3).**  
A survey of the church from Pentecost through the reformation examining the spread of Christianity and its growing influence in Western Cultures through the end of the 18th century. The course addresses the role of Christianity in cultural development including individual freedom, the growth of science and economic systems, and freedom of religion leading to the American political structures.

#### Humanities (HUM)

**320 Biblical Archaeology (3).**  
The study of archaeological sites, artifacts and findings related to historical biblical figures, places and events from a Christian perspective.

#### Interdisciplinary Studies (IDS)

**140 Portfolio Assessment (3).**  
Students are introduced to writing portfolios for the purpose of documenting college level learning experience outside the college environment. Topics also include integrating a Christian worldview while reflecting on these life experiences. The final product of the course can be submitted to college faculty to approve college credit in the fields of Business, Computer Science, and other departments subject to the approval of the department chair.

#### International Studies (IST)

**201 Global Culture (3).**  
Global culture through study of methodology, history, economic, political, social, religious, and intellectual ideas.

#### Math (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.

#### Philosophy (PHI)

**210 Comparative Religion Philosophies (3).**  
A study of the worldviews and practices of religions such as Judaism, Islam, Hinduism, Buddhism, Confucianism, and Taoism. These are compared to and contrasted with the Christian faith.

#### Sociology (SOC)

**202 The Family (3).**  
A study of the traditional and contemporary American family and its implication for Christian lifestyles. Issues to be studied include dating, courtship, choosing a mate, marriage, contraception, family planning, pregnancy, child abuse, economics of family life, communication and conflict management, media, divorce, and substance abuse.

#### Worldview Curriculum (WVC)

**106 Intro to Worldviews (3).** (formerly WVC 100).  
The first half introduces the student to the Christian worldview and the poverty of alternative worldviews such as deism, naturalism, nihilism, existentialism, and New Age gnosticism. The second part concentrates upon the Christian worldview, explaining what it means to “think and live Christianly” in our world. Emphasis is placed upon practical ethics, including the topics of equality of persons, human life, the environment, and one’s responsibility to God, self, and others.

**218 Christian Perspective (3).** Prereq: WVC 106.  
This virtual capstone course integrates the themes, topics, and insights of the Worldview curriculum and applies a Christian perspective to the study of popular culture and media and contrasts Christianity with other worldviews of modernity and post-modernity. This study shows that the Christian worldview is reasonable and that its prescription for life promotes the well-being of mankind.

**401 Kingdom Life: Family and Workplace (3).**  
A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace. Enrollment in the course is limited to students with senior or junior standing with a minimum of 80 earned hours.



## Graduate Courses of Instruction

### Education (EDU)

- 501 Measurement and Evaluation Strategies (3).**  
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.
- 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.

### Business Administration (MBA)

- 601 Introduction to Graduate Education**  
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.
- 615 Business Foundations (3).**  
Accounting principles and practices, finance, economics, along with math and statistics are studied. Relevant biblical principles are examined and how they are applicable to business processes. An overview of general business practices and processes is provided.
- 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 615, Business Foundations or Business Finance.  
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).**  
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.
- 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.
- 686 Strategic Leadership (3)**  
Students study effective leadership practices for leading organizational change to maintain a competitive edge. Case studies are used to examine innovative approaches in leading organizations to adapt to changing external environmental factors. Mergers, acquisitions, and multiple approaches to partnerships are analyzed. Result outcomes are stressed.

**687 Strategic Planning (3)**  
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.

**688 Business in a Global Environment (3).**  
Students study a range of topics relating to businesses operating in a global environment. Policies, culture, government regulations, business practices and decision making are assessed. Special consideration is given to managerial processes.

**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 High Performance 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 Resources (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.

**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.

**Public Administration (MPA)****601 Introduction to Public Administration (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. In additional issues relating to the economic, political, and social issues arena specific to public administration are addressed.

**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 Theory and Behavior (3).**

Organizational and management theories are reviewed along with their relevance to administration in both public and private sectors. Organizational culture, structure, and interpersonal dynamics in groups are examined.

**605 Principles of Executive Leadership (3).**

Leadership theories and models are examined with a special emphasis on servant leadership and leadership principles from a Christian worldview. Motivational theory and practice along with group dynamics are studied.

**606 Human Resources Development and Administration (3).**

This course examines issues and responsibilities relating to human resource management. Topics including employee development and training, recruitment, termination compensation, performance, legal requirements, safety, and cultural considerations are studied.

**607 Ethics and Society (3).**

The applicability of biblical principles in resolving complex ethical issues in the workplace is studied. Special emphasis on the role of Christian values. Solutions from a Christian world view are contrasted with postmodern perspectives.

**608 Management Research-Project II (3).**

This course builds on the content covered in 603 with an emphasis on reporting. Oral and written communication skills are enhanced through the delivery of a summary of research efforts and findings. In-depth research design issues, data collection alternatives, and analysis are studied.

**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).**

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.

## 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

### **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.

### **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 Scholarship 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.

### **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

#### **Memorial Scholarship**

Established in 1995, the scholarship is awarded with special consideration given to deserving applicants from the Mississippi Gulf Coast area and especially those recommended by a guidance counselor from a Mississippi Gulf Coast area high school.

#### **Bagpipe Scholarship**

This scholarship was established by the Caledonian Society of Mississippi and is awarded each year to the student who is selected as the College's official bagpiper.

#### **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.

#### **J. Howard Barksdale Memorial Scholarship**

This scholarship was established by friends and associates of J. Howard Barksdale, brother of Mrs. Howard Cleland, and, at the time of his death, chief executive officer of Triangle Refineries, Houston, Texas. It is awarded annually to a deserving student in the biological sciences.

#### **Alex Beck Memorial Scholarship**

This scholarship was established in 1978 by the family and friends of Alex Beck, who was a 1972 graduate of Belhaven. It is awarded to a second semester freshman on the basis of contributions made by the student toward maintaining high campus spirit and morale.

#### **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.

#### **Julius Bilisoly Scholarship**

This scholarship was established in 1979 by Mr. Julius P. Bilisoly in honor of his wife, Marian Barbara Lucy (class of 1940). It is awarded annually, on a competitive basis, to an honors scholar.

#### **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.

#### **Mignonne Howell Caldwell Voice Scholarship**

This scholarship was established in 1962 by Mr. and Mrs. John T. Caldwell, Jr. and Mrs. Mignonne Caldwell Maxwell in honor of Mrs. Mignonne Howell Caldwell, a member of the Belhaven faculty from 1923 to 1962. It is awarded each year to a deserving and promising voice student.

#### **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.Dr.

#### **Carroll Clark Memorial Scholarship**

This scholarship was established in 1989 in memory of Dr. Carroll Clark, professor of chemistry at Belhaven University from 1968-1976. It is awarded annually to a premedical major at the College.

#### **Warren G. Clarke Memorial Scholarship**

This scholarship was established in 1973 from the estate of Warren G. Clarke, in Aberdeen, Mississippi. It provides financial assistance for worthy pre-ministerial students.

#### **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.

#### **Julia Conner McCoy Davis Scholarship**

Established in 1986 by Mrs. Patricia McCoy Harrison to honor her mother, Julia Conner McCoy Davis, class of 1916, this scholarship is awarded annually to a music major.

#### **Pauline Elliott Theatre Scholarship**

This scholarship is awarded annually to a junior majoring in English whose work has been judged by the department of English to be outstanding.

#### **John S. Fair Memorial Scholarship**

This scholarship was established in 1971 by Mr. Frank L. Fair of Louisville, Mississippi, in memory of his son, John S. Fair, who served as a member of the board of trustees of Belhaven University from 1956 to 1961.

#### **Margaret Bernice Gay Piano Scholarship**

This scholarship was established in 1982 by the family of Margaret Bernice Gay, a 1932 music graduate of Belhaven University. It is awarded annually to a piano student selected by the department of music.

#### **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.

#### **Bette Barber Hammer Memorial Scholarship**

This scholarship was established by the family of Bette Barber Hammer (class of 1932) and is awarded each year to a student majoring in art.

#### **Mary Fairfax and Annie Myra Hazard Scholarships**

These two scholarships were established in 1945 by Miss Mary Fairfax Hazard and Miss Annie Myra Hazard. They are awarded annually to worthy junior and senior women.

#### **Dr. and Mrs. Henry K. Hicks Scholarship**

This scholarship was established in 1977 by Dr. and Mrs. Henry K. Hicks in memory of their children, Suzanne Frances and Henry Kenneth, Jr., and in honor of Sharon Hicks Green and Richard Michael.

#### **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.

#### **Sarah Whittle Idom Memorial Scholarship**

This scholarship was established in 1973 by Mrs. A. B. Harvey in memory of her sister-in-law, Sarah Whittle Idom, to assist outstanding students in preparatory programs for medicine, law, or the ministry.

#### **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.

#### **Carol Ann Jordan Memorial Scholarship**

This scholarship was established in 1970 by Mr. and Mrs. Fred M. Jordan in memory of their daughter, Carol Ann Jordan, who was a senior at Belhaven

University at the time of her death. Applicants are limited to students at Belhaven University who are preparing for church-related vocations.

#### **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.

#### **Helen Street Land Scholarship**

This scholarship was established in 1980 by the Reverend Dr. John S. Land in memory of his wife.

#### **Loebe-Evans Scholarship**

This scholarship was established by the Presbyterian Church of the Covenant in Houston, Texas, for the purpose of providing scholarship assistance for students going into full-time Christian service.

#### **Willia Wilson Lyon Memorial Scholarship**

This scholarship was established in 1988 by Miss Josephine Lyon, a 1930 graduate of Mississippi Synodical College, in memory of her mother, Willia Wilson Lyon. The scholarship is awarded annually to a student in need.

#### **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.

#### **Bessie Ford Maxwell Scholarship**

This scholarship was established in 1969 by Mr. and Mrs. Harold R. Barber of Gulfport, Mississippi, in memory of Mrs. Barber's sister.

#### **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.

#### **John William Moore Memorial Scholarship**

This scholarship was established in 1970 by friends and family of John William Moore of Memphis, Tennessee, to assist worthy students preparing for full-time Christian service. John William Moore was a student at Belhaven University at the time of his death.

#### **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.

#### **Howard H. Nichols, Jr. Memorial Scholarship**

This scholarship was established in 1970 by friends and family of Howard H. Nichols, Jr. son of Dr. and Mrs. Howard H. Nichols, Sr. of Jackson. This memorial scholarship fund provides assistance to students interested in youth work.

#### **Glenda Owens Memorial Scholarship**

This scholarship was established in 1982 in memory of Glenda Owens. It is awarded to a worthy student with a major in one of the liberal arts.

#### **Edward N. Page Scholarship Program**

This scholarship program was established in 1979 by the First Presbyterian Church of Vicksburg, Mississippi, in memory of Mr. Page's life and ministry. The program will match, up to \$500 per academic year, any scholarship offered by Belhaven University to any member of First Presbyterian Church, Vicksburg.

#### **Dennis Keith "Rusty" Parham Memorial Scholarship**

This scholarship was established in 1987 by Mr. and Mrs. Lee Breeland in memory of Dennis Keith "Rusty" Parham. The scholarship is awarded annually to a student who has demonstrated high academic standards and a genuine financial need.

#### **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.

#### **Rhymes Family Educational Trust**

This scholarship was established in 1978 by Dr. and Mrs. Pete H. Rhymes and is presented in memory of Mrs. Kathleen Rhymes Crook. The scholarship is awarded to a music major selected by the department of music.

#### **Eva Myers Roberts Music Scholarship**

This scholarship was established in 1975 by Mr. W. D. Myers in memory of his sister, Eva Myers (Mrs. J. L.) Roberts, a member of the Belhaven faculty from 1952 to 1967. It is awarded to an outstanding piano major.

#### **Sidney A. Robinson Memorial Scholarship**

This scholarship was established in 1950 by the family of Mr. Sidney A. Robinson.

#### **Scottish Dance and Drum Scholarship**

This scholarship was established by the Caledonia Society of Mississippi and is awarded each year to the student who is selected as the College's official Scottish dancer and drummer.

#### **Frances Seibert Memorial Scholarship**

This scholarship was established in 1978 by Mrs. Beatrice Ford in memory of her daughter.

#### **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 College, who are residents of Scott County for two years prior to submitting an application to the College, and are full-time, degree-seeking students with a minimum score of 20 on the ACT.

#### **Mr. and Mrs. George A. Wade Memorial Scholarship**

This scholarship was established in 1968 by Mr. George K. Wade of Greenwood, Mississippi, in memory of his parents, Mr. and Mrs. George A. Wade.

#### **Fred Wallace Scholarship**

This scholarship was established by Mr. and Mrs. Fred Wallace in 1963. It is available to pre-ministerial students and is not to exceed \$400 per year.

#### **John Calvin Watkins Memorial Scholarship**

This scholarship was established in 1987 by Mrs. John C. Watkins. The scholarship is awarded annually to a music major, selected by the department of music, who anticipates a career in church music.

#### **The Reverend and Mrs. J. C. Watson Scholarship**

This scholarship is awarded annually to a student preparing for full-time Christian service.

#### **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.

**John W. Young Scholarship**

This scholarship was established by the family and friends of Dr. Young, who served pastorates in Mississippi for 42 years and was an administrative official and teacher at Belhaven University from 1939 to 1950.

**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 (1996), President  
B.A., Eastern Nazarene College; M.Ed., The University of Maryland; Ph.D., The University of Maryland

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

### 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 Secretary to Vice Provost & Dean of Arts and Sciences  
B.A., University of Missouri

Dawn Apperson (2006), Research Assistanat  
B.A., Belhaven University

Joseph Cameron (2006), Executive Director of Virtual Distance Learning  
B.S., M.S., Jackson State University

L. Teresa Dawson (2006), Director of Academic Resources  
B.S.M., Belhaven University

Todd Denny (2008), Virtual Campus Technical Support Representative

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

Lori A. Farmer (2003), Executive Assistant to the Senior Vice President and Provost  
Marshalltown Community College

Kaysha L. Garber (2000), Director of Virtual Operations  
A.A., Belhaven University

Annette Gibson (2009), Administrative Assistant to the Dean of the School of Business  
A.A., Peninsula Technikon College

Colin Harbinson (2000), International Director of Stoneworks  
B.Ed., The University of Sussex, England; A.D.B.Ed., Drama Board of Great Britain; D.D., Canada Christian College

Richard J. Harris (2004), Assistant Vice President for Adult Studies and Academic Dean (Orlando)  
B.A., The University of South Dakota; M.S., Ph.D., The University of Iowa

Melissa Hause (2001), Dean of the Honors College; Assistant Chair of the Visual Arts Department; Assistant Professor of Art History  
B.A., Belhaven University; M.A., Ph.D., Emory University

Karen Johnston (2008), Administrative Assistant to Music Department  
B.A., Belhaven University

Sheila King (2009), Administrative Assistant for Dance Department

Jessica Manzo (2007), Director of Technical Productions  
B.A., Loyola University

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

Joe Maxwell (2003), Writer in Residence  
B.A., The University of Mississippi; M.C., Wheaton College

Bonnie McNair (2008), Administrative Assistant to Visual Arts and Theatre  
B.S., Belhaven University

Daniel McPhearson (2008), Administrative Assistant to MS State Dean  
B.A., Belhaven University

Kay Owen (2004), Academic Dean of Adult Studies (Jackson)  
A.A., Copiah Lincoln Community College; B.S., M.S., Ed.S., The University of Southern Mississippi; Ed.D., Mississippi State University

Sandra L. Rasberry (1988), Dean of the School of Education  
B.S., West Georgia College; M.A., The University of South Alabama; Ed.D., Mississippi State University

Steven Rodriguez (2008), Academic Dean of Adult Studies (Houston)  
B.M.E., Baylor University; M.S.Ed., Baylor University; Ph.D., Texas A&M University

Megan Shaw (2010), Assistant Director of Online Admission

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

Lee Skinkle (2008), Director of Institutional Effectiveness & Research  
B.B.A., University of Georgia; M.Div., Southwestern Baptist Theological Seminary

Glen Sumrall (2008), Vice Provost and Dean of Arts and Sciences

Charlie Walker (2009), Assistant Director of Admission/Adult Graduate Marketing and Development

Laura A. Yount (2007), Administrative Assistant to the Vice President for Adult Studies (Orlando)  
B.M., M.M., University of Rochester—Eastman School of Music

### TRADITIONAL ADMISSION

Suzanne T. Sullivan (2000), Director of Admission  
B.A., Mississippi State University

Jake Donald (2007), Admission Counselor  
B.S., Mississippi State University

Dana Gilliam (2003), Admission Operations Coordinator  
B.B.A., Belhaven University

Sarah Lowman (2009), Admission Counselor

Tabitha Martin (2008), Assistant Manager of Admission Operations  
B.A., Belhaven University

Kasey Nail (2008), Admission Coordinator  
B.A., Mississippi State University

Lana Patton (2008), Admission Transfer Counselor  
B.A., Mississippi College

C.L. Pierce (2007), Admission Counselor  
B.A., Belhaven University

Joshua Reid (2009), Admission Counselor

Daniel Shaw (2007), Admission Counselor  
B.A., Belhaven University

Amanda Slaughter (2007), Assistant Director of Admission  
B.A. Biola University

### ADULT STUDIES

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

Karen Anderson (2007), Director of Student Services (Jackson)  
B.A. Belhaven University; M.S. University of Memphis

Sharee Carlock (2009), Assistant Director of Student Services  
B.A. University of Southern Mississippi

Jeremy Couch (2008), Director of Admissions (Orlando)  
B.S.B.A., Palm Beach Atlantic University; M.B.A., Palm Beach Atlantic University

Michelle Czechowski (2009), Assistant Director of Admission (Orlando)  
B.A., University of Puerto Rico; M.Ed. Turabo University



Charles DeWitt (2010), Dean of Faculty (Memphis)

Susan Dick (2007), Admission Coordinator (Memphis)  
B.A., University of Memphis

Alexis Fields (2007), Director of Student Services (Orlando)  
B.S., Appalachian State University

Nona Frost (2008), Coordinator of Admission

Veronica Garcia (2007), Assistant Director of Student Services (Houston)

Denise Graham (2009), Assistant Director of Student Services (Houston)  
B.A., Queens College

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

Andrea Hayes (2010), Assistant Director of Graduate Student Services

Erica Johnson (2007), Associate Director of Admission (Memphis)  
B.S.B.A., Samford University; M.B.A., Belhaven University

Clotilde Jones (2007), Assistant Director of Admission (Memphis)  
A.A., University of Phoenix

Don Jones (2007), Director of Admission (Memphis)  
B.S., Bethel College; M.B.A., University of Phoenix

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

Kara MacDonald (2008), Campus Coordinator (Orlando)

Donna Martin (2007), Assistant Director of Admission (Orlando)  
B.A., Pratt Institute

Earlina McKnight (2009), Assistant Director of Student Services (Memphis)  
B.A., Ottawa University

Heather Miller (2008), Assistant Director of Student Services (Orlando)  
B.A., University of Northern Iowa

Jenny Mixon (2006), Director of Adult, Graduate, and Online Admission  
A.A., Las Positas College; B.S., Liberty University; M.B.A., Liberty University

April Nichols (2008), Assistant to the Vice President/Data Entry Specialist  
B.S., Middle Tennessee State University

Alrick Rowe (2007), Senior Assistant Director of Admission (Orlando)  
A.A., Kent University England; B.A., Cornerstone Online University

Edward Sanchez (2007), Assistant Director of Admission (Houston)  
A.A., Blinn Jr. College;

Andrew Slaughter (2008), Assistant Director of Student Services  
A.A., Victor Valley College; B.A. Cal State University

Chris Wilkins (2010), Assistant Director of Admission (Houston)

Christine Williams (2007), Director of Admission (Houston)  
B.A., LeTourneau University

**ATHLETICS**

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

John Aiken (2008), Assistant Men's Basketball Coach & Administrative Coordinator  
B.S., University of Southern Maine

Kiley Aguar (2009), Graduate Assistant for Strength and Conditioning  
B.S., Mississippi State University

Ruby Allen (2006), Administrative Assistant to VP for Student Affairs & Athletics  
A.A., Copiah-Lincoln Community College; B.S., Belhaven University

Christie Barber (2000), Head Cross Country Coach  
B.S., Belhaven University

Russell Barrett (2008), Assistant Football Coach  
B.S., Belhaven University

Craig Bowman (2009), Assistant Football Coach  
B.A., Millsaps College

Ray L. Caldwell (2003), Associate Head Football Coach & Offensive Coordinator  
B.A., Olivet Nazarene University; M.Ed., Southwest Baptist University

Elliott Carter (2005), Head Athletic Trainer  
B. S. Belhaven University; M.A.T. University of West Alabama

Kelli Cockrell (2008), Assistant Athletic Trainer  
B.A., University of Mississippi; M.S., University of Tennessee at Chattanooga

Matt Collins (2007), Head Golf Coach  
B.A., Delta State University

Drew Courtney (2009), Graduate Assistant for Men's Soccer  
B.S., Lander University

Matthew Cox (2009), Graduate Assistant for Women's Soccer  
B.S., Mississippi College

Steve DeCou (2007), Head Men's Soccer Coach  
BS, Tennessee Temple University; M.S., United States Sports Academy

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

Billy D. Evans (2001), Head Women's Basketball Coach  
B.A., Northeast Louisiana University

Michael Filbert (2009), Graduate Assistant for Football  
B.S., Belhaven University

Alana Fremin (2005), Assistant Softball Coach  
B.S., Belhaven University

Richard P. Fremin (2005), Head Softball Coach  
B.S., Belhaven University

Brittany Godsey (2009), Coordinator for Academic Compliance and Assistant Women's Basketball Coach  
B.S., University of North Alabama

Willie Heidelberg (1998), Community Coach for Football  
B.S., University of Southern Mississippi, M.Ed., Jackson State University

Tom Kelsey (2005), Head Basketball Coach  
B.A., Lipscomb University ; M.Ed., Tennessee State University

Dana Marsalis (2006), Head Cheerleading Coach and Director of Game Day Operations  
B.A., Mississippi State University

Mallory Meadows (2009), Graduate Assistant for Softball  
B.S., Belhaven University

Kirk McDonnell (2008), Director of Sports Information  
B.A., Mount Vernon Nazarene University; M.B.A., Point Park University

Michael McGeown (2007), Community coach for Men's Soccer  
B.S., Belhaven University

Michael Neal (2008), Assistant Athletic Trainer  
B.S., University of Arkansas-Little Rock, B.S., University of West Alabama

Levi Patton (2008), Head Men's and Women's Tennis Coach  
B.S., Belhaven University; M.S.M., Belhaven University

Garret Rayborn (2009), Head Strength and Conditioning Coach  
B.S., University of Southern Mississippi

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

John Shaw (2009), Graduate Assistant for Football  
B.S., Belhaven University

Clayton Smith (2002), Assistant Head Baseball Coach  
B.S., M.S., The University of Southern Mississippi

Lydia Smith (2006), Head Volleyball Coach/Facilities Coordinator  
B.A., Taylor University

Kelsey Stack (2009), Community Coach for Volleyball  
B.A., Belhaven University

Joe Thrasher (2009), Head Football Coach  
B.A., Belhaven University

Alton Wade (2008), Graduate Assistant for Sports Information  
B.S., Belhaven University

Danny White (2003), Assistant Football Coach and Recruiting Coordinator  
B.S., M.Ed., Southwest Baptist University

#### **CAMPUS OPERATIONS**

Eileen Allen (2006), Administrative Assistant to the Vice President for Campus Operations  
A.A., Hinds Community College

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

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

Quita Sauerwein (2005), Mailroom Supervisor  
B.A., Multnomah Bible College

Robin T. Savoy (1999), Assistant Director of Human Resources  
B.A., Jackson College of Ministries; B.S.M., Belhaven University

#### **DEVELOPMENT**

Michael Dukes (2003), Director of Alumni and Annual Giving  
B.S., Belhaven University

Christine Haynes (2001), Administrative Assistant for the Development Office  
A.A., Hinds Community College; B.S., Belhaven University

Larry Mills (2003), Assistant to the President and Director of Church Relations  
B.A., Belhaven University; M.Div., Reformed Episcopal Seminary

Sherry Murphy (2004),  
B.Ed., The University of Alaska; M.Ed., The University of Southern Mississippi

#### **FINANCE**

Virginia Henderson (1997), Chief Financial Officer  
Hinds Community College, Belhaven University

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

Beverly Epperson (2003), Assistant Director of Human Resources and Payroll  
A.A., Hinds Community College, B.S., Belhaven University

Patti Johnson (2009), Payroll Administrator

Lakeisha Shaver (2007), Business Office Cashier  
Virginia College

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

Bookstore:

Robin Gardner (2009), Bookstore Evening Supervisor

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

Sheila Lyons (2005), Bookstore Manager  
B.S., University of Southern Mississippi

Delapo Obahor (2009), Bookstore Clerk

Emma Sabella (2009), Sales Floor Supervisor

#### **INTEGRATED MARKETING**

Jason Brock (2008) Search Engine Marketing and Media Manager  
B.S., Mississippi College

Bryant Butler (2005), Director of Integrated Marketing  
B.A., Mississippi College

Doreen Fagerheim (1997), Director of Web Services  
B.A., Houghton College

Mike Hartley (2008), Web Programmer  
B.S., Mississippi State University

Merilee Olps (2008), Assistant Director of Integrated Marketing  
B.A., Belhaven University

#### **INFORMATION TECHNOLOGY**

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

Cory Drake (2007), Network Specialist  
B.F.A., Belhaven University

Amy Jarrett (2007),  
A.A.S., Front Range Community College

Ginger Keys (2007), System Administrator  
B.B.A., University of Texas at Arlington; M.B.A., Mississippi College

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

#### **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

#### **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

Stephanie Gault (2009), Cataloging Librarian  
B.A., Florida State University

Vicki Miner (2004), Materials Manager

Anthony Springer (2008), Assistant Reference Librarian  
B.A., Johnson Bible College; M.Div., Southern Baptist Theological Seminary; Ph.D., Southern Baptist Theological Seminary

Susan Springer (2007), Director of Libraries  
A.A., University of Cincinnati; B.S., Dallas Christian College; M.L.S., Southern Connecticut State University

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

#### **MAINTENANCE**

Chandra Alexander (2008), Environmental Services

Clinton Bagwell (2008), Maintenance Technician

Tommie Banks (2008), Environmental Services

Maggie Bennett (2004), Environmental Services

Faye Bogan (1996), Environmental Services

Wade Bullie (1999), Maintenance

Kenneth Coleman (2004), Maintenance

Eloise Fields (2007), Environmental Services

Angela Friday (2006), Environmental Services Supervisor

Wayne Green (2007), Maintenance Supervisor

Regina Manning - Environmental Services

James Massey (2007), Grounds Supervisor

Carl McLemore (2008), Maintenance

Arthur Park (2007), Locksmith

Anthony Parker (2001), Maintenance Technician

Lenard Schaffer, Jr. (1996), Environmental Services

Kevin Taylor (2007), Maintenance Technician

Maxine Thomas (2001), Environmental Services

Ricky White (2007), Maintenance Technician

Amy Williams (2007), Environmental Services

Fleecie Wilson (1996), Environmental Services

Rex Wilson (2004), Environmental Services

L. E. Younger (2003), Environmental Services

#### **REGISTRAR**

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

Ben Apperson (2006), Records Analyst  
B.A., B.S., Belhaven University

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

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

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

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

Jenny Lewis (2009), Administrative Assistant

Albrey Oates (2006), Assistant to the Registrar  
B.A., Belhaven University

Pam Savell (2003), Records Assistant  
Mississippi Delta Community College

#### **SECURITY**

Charles Barry (2009), Security Officer

Clara Brown (1998), Security Officer

Tommie Bullock (2008), Security Officer, Part-time

Nate Cannon (2008), Security Officer

Ervin Carlisle (2010), Security Officer

John Austin Dukes (2008), Security Officer

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

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

Charles T. Matthews (2002), Security Officer

Steven Peusch (2009), Security Officer

Jamie Quinn (2008), Security Officer

Donald Rosamond (2007), Security Officer, Part-time

Cornelius Simms (2008), Security Officer, Part-time

Steve Thompson (2002), Security Officer

George Weatherspoon (2010), Security Officer

Dustin Welch (2010), Security Officer

Michael Wells (2006), Security Officer

Robert Whittington (1993), Security Officer, Part-time

#### **STUDENT FINANCIAL PLANNING**

Linda Phillips (1992), Assistant Vice President for Institutional Advancement  
B.S., M.B.A., Mississippi College

Anna Blaylock (2002), Student Financial Planning Counselor/Adult Studies (part-time)  
B.A., Louisiana State University

Diana Borg (1998), Assistant Director of Student Financial Planning/Student Loan Officer  
B.A., Belhaven University

Regina Breland (2008),

Tawesia Colyer (2005), Student Financial Planning Counselor/Adult Studies  
B.S., The University of Southern Mississippi

Emily Dear (2008), SFP Counselor, Student Accounts

Amy DeCou (2007) Student Financial Planning Counselor- Branch Campus Student Accounts  
B. S., Berry College, MBA University of Tennessee

Elise Green (2006), Student Financial Planning Counselor/Records Manager

Jonathan Hall (2009), Student Financial Planning Financial Aid Administrator

Debbie Harris (2009), Student Financial Planning Counselor/Records

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