

# Belhaven College



2000-2001

Graduate and Adult Studies

*Where the Power of Knowledge  
meets the Power of Faith*



# BELHAVEN COLLEGE

Jackson, Mississippi  
Memphis, Tennessee

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

*GRADUATE AND ADULT STUDIES CATALOGUE 2000 - 2001*

*ANNOUNCEMENTS 2000-2001*

*SEPTEMBER 2000*

*EFFECTIVE SEPTEMBER 1, 2000*

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**SUMMER SESSION 2000**

**Miniterm**

May 15-30 (Registration May 1 - May 12; Classes begin May 15. Residence halls not open.)

**Day Classes**

1st Term, May 31- July 3. (Registration May 29 - 30; Classes begin May 31.)

2nd Term, July 5 - Aug. 7. (Registration May 29-July 5; Classes begin July 5.)

**Evening Classes**

1st Term, May 31-July 3. (Registration May 29 - 30; Classes begin May 31.)

2nd Term, July 5-Aug. 5. (Registration May 29 - July 5; Classes begin July 5.)

**FALL SEMESTER 2000**

August 15, Tues.	Kickoff Dinner for all employees and spouses
August 16, Wed.	Campus Conference
August 17-18, Thurs.-Fri.	Faculty Workshop
August 19, Sat.	Residence Halls open at 9:00 a.m.
August 19, Sat.	Freshmen Orientation Registration, Bailey Student Center
August 21, Mon.	Transfer Orientation - 1:00 p.m.; Freshmen Advising and Registration 12-5 p.m.
August 22, Tues.	Registration for Evening Students 4-6 p.m.
August 22-23, Tues.-Wed.	Advising for New Upperclassmen and Returning Students
August 22-23, Tues.-Wed.	Registration of students who did not pre-register
August 24, Thurs	Day and night classes begin
September 4, Mon.	Labor Day Holiday
September 7, Thurs.	Last day to enter a course or change enrollment status to pass/fail, audit, etc.
September 15, Fri.	Last day to drop a course without a WP, WF, or F
October 6, Fri.	Last day to drop a course without an F
October 7, Sat.	Mid-semester holiday begins at 1:00 p.m.
October 11, Wed.	Mid-semester holiday ends at 8:00 a.m.
October 16, Mon.	Application Deadline for December graduation (EDGE students only)
November 4, Sat.	Homecoming
November 13-17, Mon.-Fri.	Pre-advising and advance registration
November 22, Wed.	Thanksgiving Holiday begins at noon
November 27, Mon.	Thanksgiving Holiday ends at 8:00 a.m.
December 1-2, Fri.-Sat.	Singing Christmas Tree (Begins at 7:30 p.m.)
December 5, Tues.	Last regular class meeting
December 5-12, Tues.-Tues.	Final Examinations - Begin at 6:00 p.m. Dec. 5
December 13, Wed.	Graduating Seniors Grades Due
December 14, Thurs.	All grades due by 8:30 a.m.
December 16, Sat.	Commencement Ceremony for Aug. and Dec. graduates

**SPRING SEMESTER 2001**

January 7, Sun.	Residence Halls open at 1:00 p.m.
January 8, Mon.	Orientation for New Students 10:00 a.m., Barber Auditorium
January 8, Mon.	Registration for Evening Students 4-6 p.m.
January 8-9, Mon.-Tues.	Advising for New and Returning Students
January 9, Tues.	Registration
January 10, Wed.	Classes meet on a regular schedule
January 15, Mon.	Martin Luther King Campus-wide Service Day: NIGHT CLASSES MEET AS SCHEDULED
January 24, Wed.	Last day to enter a course or change enrollment status to pass/fail, audit, etc.
January 31, Wed.	Last day to drop a course without a WP, WF, or F
March 2, Fri.	Last day to drop a course without an F
March 10, Sat.	Spring Recess begins 1:00 p.m.
March 15, Thurs.	Application Deadline for May graduation (EDGE students only)
March 19, Mon.	Spring Recess ends at 8:00 a.m.
March 26-30, Mon.-Fri.	Pre-advising and advance registration
April 12, Thurs.	Easter Holiday begins at 8:45 p.m.
April 16, Mon.	Easter Holiday ends at 5:00 p.m.
April 30, Mon.	Last regular class meeting
April 30-May 7, Mon.-Mon.	Final Examinations - Begin at 6:00 p.m. April 30
May 8, Tues.	Graduating Seniors Grades Due
May 9, Wed.	All grades due by 11:00 a.m.
May 12, Sat.	Commencement for Jan. and May graduates, Thalia Mara Hall 3:00 p.m.
June 15, Fri.	Application Deadline for August graduation (EDGE students only)

**SUMMER SESSION 2001 Miniterm:**

May 14-29 (Registration April 30 - May 10. Classes begin May 14. Residence halls not open.)

**Day Classes:**

1st Term, May 30 - July 3. (Registration May 28 - 29. Classes begin May 30.)

2nd Term, July 5 - Aug. 7. (Registration May 28 - July 3. Classes begin July 5.)

**Evening Classes:**

1st Term, May 30 - July 3. (Registration May 28 - 29. Classes begin May 30.)

2nd Term, July 5 - Aug. 7. (Registration May 28 - July 3. Classes begin July 5.)

**Fall 2001 Classes begin August 25, 2001**

# GENERAL INFORMATION

## **PROFILE**

Belhaven College is a Christian liberal arts college 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 College 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 College has a rich heritage of prominence in education dating back to 1883. Six 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 College has a long and productive history of relationship with the Presbyterian Church. Until 1972, the College 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 College to a self-perpetuating Board of Trustees. The College has a covenant relationship with the Synod of Living Waters of the Presbyterian Church (USA) 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 (USA), the Presbyterian Church in America, and the Evangelical Presbyterian Church. The College receives both financial support and students from these three denominations.

Belhaven College is a Mississippi non-profit corporation, recognized by the Internal Revenue Service as a 501(c)(3) corporation.

## **ACCREDITATION**

Belhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, Telephone Number 404-679-4501) to award associate's, bachelor's and master's degrees. 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. Belhaven College through its Division 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 Science in Management, and Bachelor of Business Administration.

Belhaven College 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 COLLEGE**

The vision of Belhaven College is to prepare men and women academically and spiritually to serve Christ Jesus in

their careers, in human relationships, and in the world of ideas.

Belhaven College is committed to high academic and scholarly goals, affirms the Lordship of Christ over all aspects of life and the authority of the Bible (the written word of God) as foundational for the development of a personal world view, and recognizes each individual's career as a calling from God. Therefore, each academic department commits itself to evangelical Christian doctrine and actively seeks to clarify the implications of biblical truth for its discipline. This commitment applies to all departments and their offerings: undergraduate, graduate, and certificate programs.

The College requires a basic liberal arts foundation in each degree program, believing that the student educated in the liberal arts and sciences and taught the skills of critical thinking and creativity is best prepared to be a contributing member in a complex and fast-changing world.

This blend of Christian faith, the liberal arts, and career preparation is designed to produce people of character and ability who respond with discernment to the demands of today's workplace and the needs of our society. The College seeks to develop men and women who will give distinctive Christian leadership and service in all areas within their influence.

The College serves a variety of students and recognizes the unique contributions to campus life that can be made by nontraditional and non-resident students. Furthermore, the College believes its obedience to the Lordship of Christ establishes the imperative to develop opportunities in locations underserved by Christian higher education.

It intends to fashion people of integrity, compassion and justice who incorporate those qualities in all aspects of their lives. Belhaven College aims to contribute to society people who seek "to serve, not to be served."

Revised by Board of Trustees November 1998

## **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.

## **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 College 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.

## HISTORY

Belhaven College is a contemporary institution built on the timeless principles of service and excellence in higher education. Since its founding, Belhaven College has sought to fulfill the mission expressed in its motto: “non ministrari, sed ministrare” (to serve, not to be served).

Today’s Belhaven is the culmination of three separate institutions of higher learning that merged over the years. Belhaven College was chartered in 1894 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.

In 1894, Dr. Lewis Fitzhugh established Belhaven College 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 to 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. Frazer 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 thirty-three years. In Gillespie’s tenure, Belhaven was first accredited, an endowment fund begun, and scholarship aid made available. Through depression, war, and unstable economic times, Belhaven maintained its mission.

Dr. McFerran Crowe succeeded Gillespie in 1954, and over six years he expanded and upgraded the faculty while modernizing business operations. It was also in 1954 that the Board of Trustees voted to make Belhaven fully coeducational, thus ensuring continued growth. In 1960-61, Dr. Robert F. Cooper served as acting president until the Board selected Dr. Howard J. Cleland. An ambitious expansion program resulted in six major new buildings, while enrollment and the College budget tripled during Cleland’s seventeen 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 become 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. A new era of leadership at Belhaven began in January, 1996, as Dr. Roger Parrott became the tenth President of the College. He inherited an institution with an all-time record enrollment of approximately 1,300 students and the best-qualified faculty in the history of the College.

Over its years, Belhaven has established a reputation for faithful service to city and state, to country and God. As the College and its president look ahead to a new century, the opportunities and demands will grow, but the founding mission remains unchanged...”to serve, not to be served.”

## **LOCATION**

Belhaven College 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.

Belhaven College has another campus located in Clark Tower, a landmark office complex on Poplar Avenue in Memphis, Tennessee. Adult Studies offices, classrooms, and electronic library are housed on the second floor of this facility.

The Belhaven College Florida campus is located in Lake Mary, a blended community of residential and commercial developments. Its offices are located in the new Primera Court building, also the headquarters for the Lake Mary-Heathrow Chamber of Commerce. As the newest city in Seminole County, Lake Mary has a population of more than 8,000 and is ten miles north of the fast-growing metropolis of Orlando. Lake Mary is predominantly a business community, serving as national headquarters for the American Automobile Association, Dixon Ticonderoga and Cincinnati Bell. Many high-tech companies also reside in the city's commerce parks.

# INFORMATION FOR PROSPECTIVE STUDENTS

## ADULT STUDIES PROGRAM OBJECTIVES

Through our Adult Studies program curricula, Belhaven College 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 world view.
- Understand the functional components of business - economics, marketing, accounting, finance, law, and management.

## UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES

All communications regarding entrance to the College should be addressed to the Office of Adult Studies in the appropriate city 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 College.

Belhaven College 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 College. 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 College are admitted.

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

### APPLYING FOR UNDERGRADUATE ADMISSION

For specific admission requirements and procedures to the A.A., B.B.A., and B.S.M. programs offered at Belhaven College, refer to the appropriate campus section of the catalogue.

#### **First 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 subscores of 45 or higher or have an average standard score of 50 or higher. The applicant must submit an application for admission, the non-refundable 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 Admissions will be subject to disciplinary action, including possible dismissal from the College.
- 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 College 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 College 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 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 College.

### **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 College.
- An English translation of all course work is required by Belhaven College. 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

- All international students whose native language is not English must present an acceptable score of at least 500 paper-based or 173 computer-based on the Test of English as a Foreign Language (TOEFL).
- All international students must include with the admissions 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 a Certificate of Finances.
- International students must provide proof of medical insurance.

### **Veterans' Admission**

Belhaven College 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.

### **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 College.

### **Probational Admission**

Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 may be referred to the Adult EDGE Admissions Committee for consideration. If admitted, the following may apply:

- A.A. - Student must maintain a 2.0 in the first three three-hour courses.
- B.B.A./B.S.M. - Student must maintain a 3.0 in the first three three-hour courses.

The Admissions Committee, when admitting a student with a substandard GPA, may make further recommendations based upon a student's previous record.

**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. If severe extenuating circumstances can be shown, a student may appeal to the Dean of Adult Studies for immediate reinstatement.

The second academic disqualification will be considered a suspension, and the student may not petition for reinstatement for three years.

### **Deferred Admission**

Applicants may have admission deferred for one or more of the following:

- GPA lower than 2.0.
- Insufficient work experience.

### **Readmission**

A student whose study in the Adult Studies program at Belhaven College has been interrupted for six months or longer must apply for readmission. The requirements for degrees in effect at the time of readmission must be completed. Any student dismissed or suspended for academic reasons may be readmitted only upon the recommendation of the Adult Studies Admissions Committee.

*NOTE: All readmission applications must be accompanied by the regular admission fee and registration fee. Also, students desiring readmission must contact the Financial Aid Office to reapply for financial aid.*

### **Transfer Credits**

Transfer of credit is controlled by the receiving institution and accreditation does not guarantee transferability. Belhaven College 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 College for the A.A. degree.

A student pursuing a Bachelor of Business Administration degree or Bachelor of Science in Management degree may transfer a maximum of 64 semester hours of credit from a junior or community college. 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 College or another senior college, with all course work in the B.B.A. or B.S.M. curriculum being completed at Belhaven.

## **GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

All communications regarding entrance to the M.B.A. or M.S.M. graduate program at Belhaven College should be addressed to the Office of Adult Studies in the appropriate city as listed inside the front cover of the catalogue. Inquiries regarding the M.Ed. in Elementary Education and the M.A.T. graduate programs should be directed to the Graduate Teacher Education Office as listed in the Directory of Communications in the catalogue. Eligibility for admission will be determined when the application, application fee, and transcripts have been received by the College.

For specific admission requirements and procedures to the graduate programs offered at Belhaven College, refer to the appropriate campus section of the catalogue.

## **FINANCIAL REGULATIONS**

All charges for the entire session are to be paid prior to the first class meeting of the session.

### **Institutional Refund Policy**

Students who officially withdraw from the College 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 and the Registration Fee are nonrefundable fees.
- 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.

### **Federal Assistance Refund Policy**

If the student has received federally-funded Title IV financial assistance, the amount refunded from these awards back to the federal programs (other than work study wages) is based on the percentage of Title IV assistance the student earned. Up through the 60 percent point in time, the percentage of assistance earned is equal to the percentage of the payment period or period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60 percent point, then the percentage of federal funds earned is 100 percent and no refund is due. Therefore, the percentage of federal funds to be returned to the appropriate program will be the amount that is unearned by the date of withdrawal.

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 Plus Loan
- (4) Federal Perkins 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 transfer credits until all indebtedness to the College is paid.

A student will be allowed to graduate only after he/she has settled with the Business Office all his/her indebtedness to the College.

All charges for the entire session are to be paid prior to the first class meeting. Students who are admitted to the College 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 College. A consent agreement is to be signed by each student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.

A student who has not made satisfactory arrangements with the Business Office regarding his account may be administratively withdrawn from Belhaven College.

## **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 College to charge fees that are considerably less than the actual cost of instruction and other services provided.

**Special Fees (In addition to tuition and resource fees)**

Application Fee (assessed each student when he/she applies for admission).....	\$ 25.00
Registration Fee .....	\$ 100.00
Administration Fee (Education - Jackson, per session).....	\$ 30.00
Portfolio Assessment Fee.....	\$ 100.00
Portfolio Credit Fee.....	\$ 55.00/hr
Portfolio II Seminar.....	\$ 50.00
Proficiency Exam Fee.....	\$ 50.00
Proficiency Credit Fee.....	\$ 200.00
Guided Study Fee.....	\$ 175.00
Group Change Fee.....	\$ 100.00
Program Change Fee.....	\$ 200.00
Incomplete Charge/Change Grade.....	\$ 25.00
Graduation Fee.....	\$ 75.00
Late Application for Graduation Fee.....	\$ 35.00
Transcript Fee (per copy).....	\$ 5.00
Return Check Fee .....	\$ 30.00

*See Campus Sections for program expenses (tuition and resource fees) respective to that campus.*

**NOTE: Belhaven College reserves the right to change the fees, rules, and calendar regulating admission and registration, instruction in, and graduation from the College, 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 College.**

**FINANCIAL AID**

Belhaven College believes that no qualified student should be denied an education because of financial need. Therefore, through a program of scholarships, grants, and loans, Belhaven College 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 Adult Studies Office, if not currently enrolled.
- Apply for Federal Student Financial Aid **EACH YEAR** by either:
  - a. abFiling the Free Application for Federal Student Aid (FAFSA) on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) **OR**
  - b. Completing the paper FAFSA and mailing the form to the address provided on the form

**IMPORTANT:** Be sure to list Belhaven College 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 College in the Adult Studies program, the student acknowl-

edges 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 Financial Aid Office to verify the impact of the change.**

**Non-term Adult EDGE Degree Programs: (A.A., B.B.A., B.S.M., M.B.A., M.S.M.)**

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 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 Financial Aid Office in writing to reactivate his/her financial aid upon reentry into the program.

**Graduate Teacher Education Programs: (M.Ed., M.A.T.)**

The student must be enrolled a minimum of six credit hours per term to receive federal Stafford Loans and must be officially accepted to the program in order to receive any type of financial assistance.

**Other Financial Aid Programs**

**Belhaven College Classroom Leadership Scholarship (CLS)** - Available for Master of Education students currently teaching in either public or private schools and also for qualified Master of Arts in Teaching students.

**Mississippi Graduate Teacher Summer Loan/Scholarship (GTS)** - Available from the Institutions of Higher Learning (IHL). Student must be under contract as a full-time classroom teacher in an accredited Mississippi public school. Intended for a first master's degree and a class AA license. Amount - \$125.00/hour. Application deadline is April 1. Contact the IHL at 1-800-327-2980 or 601-432-6663 for an application.

**Mississippi Teacher Fellowship Program (MTFP)** - The Mississippi Teacher Fellowship Program is designed as an innovative partnership to address Mississippi's teacher shortage. The purpose of the program is to attract qualified teachers to the critical teacher shortage areas of Mississippi. Scholarships will be made available to persons seeking a Master of Education or Educational Specialist degree at a Mississippi institution of higher learning in exchange for employment in these geographical shortage areas. Contact the MTFP Program Office at 1-888-611-5160 (toll free) for information.

**Mississippi Tuition Assistance Grant (MTAG):** Mississippi legal residents, seeking a first undergraduate degree, enrolled full-time who have completed the Mississippi Tuition Assistance Grant application and meet all other requirements. (Call the Financial Aid Office or Mississippi Institutions of Higher Learning for details.)

**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 College 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 45-week period. This standard applies to and includes sessions for which the student received NO AID.
3. 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.
4. 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 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.

**SPECIAL NOTE:** A veteran student may not remain on probation for more than two semesters. At the end of the two semesters, he/she will be terminated to the Department of Veteran Affairs as not meeting the standards of progress even though he/she may be eligible to remain in school.

## **STUDENT LIFE**

Belhaven College 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 College 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 College.

### **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**

Students wishing to file grievances on academic issues should submit written appeals to the Academic Appeals Committee, which may be done through the Dean of Adult Studies Office.

Academic grievances concerning a faculty member or an Adult Studies course should be directed to the Dean of Adult Studies.

### **General Grievances**

All general grievances, not of an academic nature, should be written and directed to the Dean of Adult Studies. Students wishing to file grievances concerning study groups should contact the Dean.

### **Procedure for Reporting Grievances**

1. All student grievances must be submitted in writing to the proper college official.
2. The college 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 forty-eight hours to the appropriate dean.
5. Memphis students should file complaints with the Program Director at Clark Tower, Suite 200, Memphis, TN 38177, Telephone (901) 888-3343. If the complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, Telephone (615) 741-5293.

### **Disability Policy**

Belhaven College is in compliance with the obligations set forth under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College does not unlawfully discriminate against persons with disabilities, and furthermore, it provides reasonable accommodations to qualified disabled students.

Persons who believe that they require special accommodations should contact the Director of Student Services.

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

Belhaven College 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 Dean of Adult Studies 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.

### **Job Placement**

Appropriate employment information that is provided to Belhaven College (including jobs available) will be posted on a bulletin board at the College.

On the Jackson campus, job placement and career planning services are provided for Belhaven College students and alumni through the Office of Career Development, located in Preston 211. Furnishing career information, making

placement referrals, arranging for employers to interview on-campus, and establishing internship opportunities are functions included in the scope of Career Development.

Opportunities for part-time and summer employment in Jackson are offered as well. In addition, seminars on various topics including resume writing, interviewing skills and business etiquette are provided throughout the year. Through ethics classes and by videotape in the Career Center, students who are undecided on careers are guided through a course of programs which aid in their career and major decisions. An interactive computer program aids the undecided student on career choices and provides detailed information on specific occupations.

No job placement assistance is available at the Memphis campus although the College does offer seminars on resume writing, interviewing skills, and job-hunting skills if there is sufficient student demand.

### **Hood Library**

The Warren A. Hood Library houses more than 100,000 items. In addition to the book collections owned by the library, there are periodical subscriptions, record and compact disk collections, video cassettes, maps, vertical file materials, the College Archives and periodical indexes, subscriptions to web-based indexes/full text databases, and reference materials for all fields. Internet access is available to all students from the library as well as the computer lab in Irby Hall.

The 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 develop transferrable skills to ensure life-long learning through instruction and skilled use of the materials available at the Warren A. Hood Library and other libraries in the metropolitan area.

Individuals using the library are strongly urged to seek all assistance possible. Should essential library material not be found in the library, cooperative agreements between Belhaven College and other local libraries make available some 3.5 million items to each student enrolled at the College. Appropriate credentials (which are available at the library's public service desk) must be presented at the source library. For items not available locally, participation in a variety of Interlibrary Loan networks makes possible computer-based loan service.

While library staff cannot conduct research for classroom purposes, assistance in developing a research strategy can be invaluable. In order to make the best possible use of a student's time, reference consultations are encouraged. Advance appointments should be made, and students will be expected 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.

The library is open seventy-seven hours each week for the fall and spring semesters. Hours are slightly reduced during the summer terms. For access during scheduled College breaks, please call 968-5948 for library hours or check the hours listed on the College's web page ([www.belhaven.edu](http://www.belhaven.edu)).

### **Memphis Library Resources**

As residents of the tri-state area, Belhaven students can obtain a library card, free of charge, to McWherter Library on the University of Memphis campus. Before issuing a card, the library requires new patrons to complete a short information sheet and provide a current driver's license. Cardholders have access to the library's resources, services, and circulation materials. With this privilege Belhaven students must observe all policies established by McWherter Library and claim sole responsibility for use of items. Library hours are: Sunday - 1:00 p.m. - 10:00 p.m., Monday through Friday - 7:45 a.m. - 11:00 p.m., and Saturday - 10:00 a.m. - 6:00 p.m.

The Memphis/Shelby County Public Library and Information Center also provides an extensive network including a main library and twenty-one branches which are available to residents of the Memphis metropolitan area. Walk-in access is free to anyone, and check-out privileges are available free to county residents. For non-residents, a nominal fee of \$20.00 will provide library access for a full year.

## **Bookstore**

The Belhaven Bookstore, located in the H.C. Bailey Student Center, is open from 9:00 a.m. until 6:00 p.m. Monday through Thursday, 9:00 a.m. until 4 p.m. on Friday, and 10:00 a.m. until 2:00 p.m. on Saturday. In addition to textbooks and supplies, the bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, stationery, trade books, and Christian books and music. The bookstore is owned and operated by Family Christian Stores. Students are encouraged to visit their campus bookstore.

## **Business Office**

The Business Office handles all student accounts. If at any time you have questions concerning your account, please call 968-5901 or visit the Business Office during office hours. The Business Office is located in Preston Hall 100 and is open from 8:00 a.m. until 5:00 p.m. Monday through Friday.

## **Writing Center**

The Writing Center is available to help students with writing, reading comprehension, or note-taking. The Center is located on the third floor of Preston Hall. Call 968-5999 to schedule an appointment.

## **ALUMNI ASSOCIATION**

As stated in the constitution and by-laws, the purpose of the Belhaven College Alumni Association “shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven College into a compact organization so that they may more effectively communicate with each other and with the College on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the College’s Alumni Office.” The Office of Alumni Affairs is located in Preston Hall. The affairs of the association are managed by a board of directors, which is elected to serve two-year terms beginning at the annual business meeting each fall.

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).

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), and Helen Sloop Martin (1999). The Alumni Community Service Award has been granted to: Martha Harris

Campbell (1995), Sarah Boddie Buffington (1996), Larry Johnson (1997), Ron McKinney (1998), and Sarah Jane Givens Alston (1999).

In recognition of the unselfish devotion of their careers to racial reconciliation and strengthening of the American family, Spencer Perkins and Chris Rice were awarded the Distinguished Service to Mankind Award in 1996.

# EDUCATIONAL PROGRAM

## REQUIREMENTS FOR DEGREES

The Adult Studies Division of Belhaven College offers courses leading to associate's, bachelor's, and master's degrees. 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 an associate's or bachelor's degree from Belhaven College must complete basic course requirements, meet all departmental requirements for a major, make application in the Adult Studies Office, and fulfill all financial obligations to the College. A candidate for a master's degree must fulfill the same requirements and obligations and maintain an overall B average (3.00 GPA).

Application for degrees must be made in the Adult Studies Office or the Graduate Education Office by the deadlines listed in the calendar. Failure to do so on schedule will result in a late fee assessment as listed in the Special Fee Section.

### Degrees\*

**Associate of Arts**

**Bachelor of Business Administration**

**Bachelor of Science in Management**

**Master of Business Administration**

**Master of Science in Management**

**Master of Arts in Teaching**

**Master of Education in Elementary Education**

\*See respective campus sections for degrees offered and requirements.

### **Academic Advising**

The Director of 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.

Belhaven College at times may offer to adult students traditional courses at night or on Saturday as well as mini-term courses. 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 Dean of Adult Studies. Concurrent enrollment in two institutions is not usually allowed.

The Director of Graduate Teacher Education will acquaint education students with options in developing a plan for degree completion. An appointment for degree completion planning may be made with the Director. Questions regarding a degree plan should be directed to the Director.

Students who "drop-in" for a course must pay a resource fee in addition to the current tuition charge.

### **Registration**

The College offers open registration for all adult studies and graduate students. Graduate education students may register for classes with the Education Administrative Assistant by mail or on site. AA, BBA, BSM, MBA, and MSM students register on site with an Admission Representative in the Division of Adult Studies and should schedule an appointment to complete registration.

## **Residence Requirement**

Belhaven College 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 College 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 9 hours off campus; those with at least 31 hours may complete 6 hours.

For a graduate degree, Belhaven College requires of all candidates a minimum residence of one year. The last 12 semester hours of work must be earned in residence.

## **ADMINISTRATION OF THE CURRICULUM**

### **Courses**

- Belhaven College reserves the right to cancel any course for which there is an enrollment of fewer than five students.
- Courses for which no prerequisites are specified have no prerequisites.
- 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 Science in Management	BSM
Business	BUS
Computer Science	CSC
Economics	ECO
Education	EDU
English	ENG
Health & Physical Education	HPE
History	HIS
Humanities	HUM
Mathematics	MAT
Master of Business Administration	MBA
Master of Science in Management	MSM
Speech	SPE

### **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; WP, Withdrew Passing; WF, Withdrew Failing; WC, BBA Withdrew From Course; AW, Administratively Withdrawn; S, Satisfactory; U, Unsatisfactory; ES, Examination Satisfactory; CR, Credit; NC, No Credit; RF, Repeated Failure/No Forgiveness.

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+ 3.33; B 3.00; B- 2.66; C+ 2.33; C 2.00; C- 1.66; D+ 1.33; D 1.00; D- 0.66; F 0.00. A quality point index 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).

### **Incomplete**

The grade I is given only in cases of prolonged illness and emergencies and indicates that all requirements in a course have not been met. In order for a student to receive the grade I, he/she must make the following arrangements with his/her professor and the Office of Adult Studies prior to the end of the course.

The student (or one representing the student) must obtain the Incomplete Request Form from the Adult Studies Office. In filling out this form, the student and his/her professor agree upon the date(s) of completion for all work. Should the student fail to complete the required work within three months, 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 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.

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

A student, upon written request, may ask to repeat up to four courses (or 12 hours). The previous grade will appear on the permanent record but will not be used in calculating the quality point index.

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.
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 last grade earned will be the one used to recalculate the GPA, even if a lower grade is earned the second time that the course is taken.

### **Academic Probation and Suspension**

A quality point index is calculated at the end of each course by dividing the number of quality points earned at Belhaven by the number of semester hours attempted at Belhaven. ALL STUDENTS ARE EXPECTED TO MAINTAIN A QUALITY POINT INDEX OF 2.00 (3.0 for graduate students) REGARDLESS OF THEIR CLASSIFICATION.

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 two 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 two consecutive courses, he/she will not be eligible for readmission until six months have passed. In such cases a formal application must be submitted and registration fee must be paid in accordance with admissions procedures. In addition applicants will petition for readmission by the cause and correction for academic deficiencies.

The second academic disqualification will be considered a **suspension**, and the student may not petition for reinstatement for three years.

### **Classification**

A 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**

For AA, BBA, BSM, MBA, and MSM students, 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 Dean of Adult Studies. 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 semester.

In the Graduate Teacher Education program, the maximum course load is 6 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 student may receive credit for more than 9 hours in a session under any circumstances.

### **Grade Reports**

At the conclusion of an Adult EDGE course, final grade reports are mailed to each student at his/her permanent address or to the address where the billing is sent. In the Graduate Teacher Education program, final grade reports are mailed 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.** Course grade reports will indicate course completed, credit received, and grades assigned.

### **Transcripts**

An Adult EDGE student who desires a transcript must fill out a request form available in the Adult Studies Office or the College Business Office at least forty-eight hours before the time he/she needs to have the transcript sent. (Graduate Teacher Education students fill out a request form in the Business Office.) The Registrar is not permitted to transfer credits for a student who is in debt to the College. The request for a transcript must be signed by the person whose record is to be released. The cost of each transcript is \$5.00 and must be paid in advance.

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

Belhaven College wishes to inform 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 College 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, Admissions 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 admissions, 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; 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 to the administrative office after the first class period and at the end of the course. 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.
- Any student who misses more than 20 percent of a course may 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 may receive an F in the course if they do so.
- Special circumstances may be referred to the Dean of Adult Studies through the Director of Student Services or to the Director of Graduate Teacher Education.

### **Degree Audits**

The schedule for a student's degree audit to be updated is:

- 1) When entering the educational program.
- 2) When reaching the midpoint of the program.
- 3) When applying for graduation.

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 student must have earned a minimum of 60 academic hours carrying quality points at Belhaven College. At the time of graduation the student must have established a cumulative quality point index both on the Belhaven College record and all accepted college courses as a whole and meet the following minimums 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 College, a 3.4 cumulative grade point average at Belhaven College, and a cumulative grade point average figured on both the Belhaven College record and all accepted college courses as a whole of 3.4.

## Independent Study

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

Students must complete a special request form and obtain permission from the Dean of Adult Studies 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 Dean of Adult Studies 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 College.

## Veterans' Regulations

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

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

**(All alternative credit must not exceed 45 credit hours toward the undergraduate degree.)**

- **Standardized Testing**  
Belhaven College recognizes the CLEP, DANTES, and ACT PEP standardized tests for credit and accepts the recommended score scale. Credit may not exceed 30 hours.
- **Proficiency Exams**  
Some departments at Belhaven College will utilize a proficiency exam (the equivalent of an end-of-course semester comprehensive examination) as an option for courses that do not have a standardized test available. These exams must be approved by the Dean of Adult Studies before being administered. A \$50 fee is charged for administering the exam and \$200 if credit is given. Credit may not exceed 12 hours.
- **Correspondence Courses**  
Courses taken by correspondence from other colleges are acceptable when approved by the Dean of Adult Studies and not exceeding the number of hours accepted by the College. Generally, these courses should be those not offered or not available through Belhaven College. Credit may not exceed 9 hours in general education or 12 hours total.
- **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 Dean of Adult Studies 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. Credit may not exceed 30 hours.
- **Documented and Experiential Learning Credit**  
(Maximum credit - 30 hours)  
Belhaven College 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 College 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 College.** This type of

credit is not necessarily transferable into or out of Belhaven College. The process for experiential credit should be completed by the end of the first year in the Adult Studies program. A \$100.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$55.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record.

- **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 twenty hours of instruction that is determined by faculty to be college level.

- **Experiential Learning - Portfolio II**

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

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.

# JACKSON CAMPUS

## ADULT STUDIES

*Dr. Chip Mason, Dean of Adult Studies*

### **Steps in the Application Process.**

- Return completed application and \$25.00 application fee to Belhaven College.
- The student must request an official transcript to be sent to Adult EDGE at Belhaven College from each college previously attended. Request forms are available from our Office of Admissions.
- 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 College.

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.

## 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.

### Admission Requirements

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of transferrable 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 admitted. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate; subscores must be 45 or higher or an average standard score of 50 or higher.
- A minimum age of 21.
- A student who is assessed to have 0 - 29 semester hours of transferrable credit will be admitted to **Step I** of the A.A. degree program. Applicants who are assessed to have earned 30 - 44 semester hours will begin the A.A. degree at **Step II**. (*Completion of Steps I and II fulfill A.A. degree requirements.*)
- Students who transfer in 45 - 53 semester hours will begin the A.A. degree at **Step III**.
- 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 above 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.

### Graduation Requirements

- A total of 62 semester hours is required to earn the associate's degree. Of this 62 hours, a minimum of 40 credits must come from Belhaven's general education requirements.
- The last 17 semester hours of course work must be earned in residency.
- Successful completion of all courses taken at Belhaven College with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.

## A.A. Course Sequence

### *Step I\**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
EDU 105	Learning Strategies for Adults	2	4
BUS 110	Contemporary Business Enterprise	3	5
ENG 104	Introduction to Writing	3	5
SPE 104	Business Presentations	3	5
ENG 105	Research Writing for Adults	3	6
BUS 180	Leadership in Business	3	5
HIS 125	World Civilizations	3	5
HIS 130	World History for Today	3	5
BUS 125	Personal Financial Planning	3	5
ART 245	The Messages of Art	3	5

### *Step II*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BUS 205	Time Management	1	2
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
ECO 210	Comparative Economic Systems	2	4
ENG 235	Survey of Literature I	3	5
ENG 240	Survey of Literature II	3	5
HUM 250	European Culture	3	5
BIO 255	General Biology I	3	7
BIO 257	General Biology I Lab		
	(to be taken concurrently with BIO 255)	1	6
BIO 260	General Biology II	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6
BUS 210	Principles of Budgeting and Accounting	3	5
BUS 220	Internet Commerce and Marketing	3	5

### *Step III*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
EDU 105	Learning Strategies for Adults	2	4
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
HIS 130	World History for Today	3	5
HUM 250	European Culture	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6

\* Step 1 students take all courses in Step 1 and Step 2 except BUS 205.

## **A.A. Course Descriptions**

### **Art (ART)**

#### **245 The 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)**

#### **110 Old Testament Principles (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 God has created. Attention is given to the promises and demands God makes, which are relevant in our relationship with Him.

#### **115 New Testament Principles (3).**

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. Because Jesus continues to be God, attention is given to His lordship over history and human life. The implications of His lordship for our life 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.

#### **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.

**125 Personal Financial Planning (3).**

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

**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 business leader. The ethical and moral dimensions of business leadership are studied using biblical underpinnings and examples from the Scriptures and business.

**205 Time Management (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.

**220 Internet Commerce and Marketing (3).**

An examination of the role of the Internet in contemporary business. Reviews the basic principles of marketing and their application to Internet retailing and business.

**Economics (ECO)**

**210 Comparative Economic Systems (2).**

A survey of various types of economic systems emphasizing the contrasts among command, interventionist, and market economies, their political configurations, and their impact upon business enterprise and entrepreneurship.

**Education (EDU)**

**105 Learning Strategies for Adults (2).**

A study of learning strategies specifically targeted to the adult learner returning to college. Includes time management, effective learning strategies, and basic computer use. Designed to assist adult students as they pursue their personal, academic, and professional goals.

**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.

**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).**  
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).**  
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.

### **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 20<sup>th</sup> 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 20<sup>th</sup> century political and cultural occurrences and provides perspective for modern times.

### **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.

### **Mathematics (MAT)**

**133 Mathematical Concepts for Business Applications (3).**  
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.

### **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.

### **A.A. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$232.00
Resource Fee per Course	\$ 97.00
Graduation Fee	\$ 75.00

## **Bachelor of Business Administration**

The Bachelor in 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. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students 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, sequenced curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, and social and interpersonal skills, all through a Christian world view.

Within the business major, 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 achieve the following educational objectives:

- Apply critical thinking and reasoning skills to identify problems and to develop problem-solving abilities.
- Develop their potential, enabling them to face the future with confidence and determination.
- Facilitate spiritual growth and examine personal and corporate values and behavior from a Christian world view.
- Facilitate social development and effectiveness in interpersonal relationships through development of a Christian world view and constructive attitudes toward work, other people, and the quality of life.
- Prepare for leadership and service in their vocations.
- Develop written communication skills.
- Develop oral communication skills.
- Foster and promote a sense of biblical ethics and values to be applied in their personal and professional lives.
- Understand the functional components of business - economics, marketing, accounting, finance, law, management.
- Apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.

### **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A minimum age of 22.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above 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.

## **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the Bachelor of Business Administration core curriculum (49 semester hours) and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven's general education requirements (46 semester hours).
  - Oral and Written Communication Skills: Six semester hours in written communications and three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Six semester hours
  - Art or Music Appreciation: Three semester hours
  - Ethics in the Workplace: Three semester hours (offered in BBA core program)
- Payment of all tuition and fees.

## **B.B.A. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BBA 300	Principles of Self-Management	1	2
BBA 301	Fundamentals of Management	3	5
BBA 312	Management Communications	3	5
BBA 310	Management Information Systems	3	5
BBA 320	Financial Accounting	3	7
BBA 410	The Legal Environment of Business	3	5
BBA 321	Administrative Accounting	3	7
BBA 340	Marketing Strategies	3	5
MAT 202	Quantitative Reasoning	3	7
MAT 345	Mathematics for Business and Economics	3	7
BBA 405	Fundamentals of Business Finance	3	6
BBA 330	Fundamentals of Macroeconomics	3	6
BBA 331	Fundamentals of Microeconomics	3	6
BBA 350	Business Statistics I	3	5
BBA 351	Business Statistics II	3	5
BBA 415	Business Strategies and Policies	3	5
BBA 425	Ethics in the Workplace	3	5

## **B.B.A. Course Descriptions**

### **Business Administration (BBA)**

#### **300 Principles of Self-Management (1).**

An orientation course for adult students returning to higher education, designed to provide the tools needed

to successfully complete an undergraduate degree. Topics covered include organizing guidelines, learning styles, time management, group interaction, professional and personal growth, and library resource utilization.

- 301 Fundamentals of Management (3).**  
An introduction to the foundational principles and the basic management techniques which every manager must master to succeed in today's fast-changing, competitive environment. Topics covered include planning, organizing, leading, and controlling, with an emphasis on ethics, global competition, innovation, diversity, and quality.
- 310 Management Information Systems (3).** Prereq.: Elementary computer literacy.  
An overview of information processing and management information systems. This course presents a survey of how business managers typically use computers, and it provides a study of computer hardware, software, and the methods used to apply them to business information needs.
- 312 Management Communications (3).**  
A study of the modern techniques of business communication with a special focus on writing a variety of effective business memos, letters, and reports as well as giving effective speeches and reports.
- 320 Financial Accounting (3).**  
A study of the principles and techniques used in modern financial accounting. This course emphasizes the complete accounting cycle including the interpretation and analysis of end-of-period statements.
- 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.  
An emphasis on 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.  
Representation of 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).**  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies.
- 350 Business Statistics I (3).** Prereq.: MAT 202 and 345.  
This course surveys descriptive statistics, probability, probability distributions, and hypothesis testing.
- 351 Business Statistics II (3).** Prereq.: MAT 202, 345, and BBA 350.  
This course introduces correlation analysis and forecasting techniques. Students will design, complete research, and write a research project applying statistical techniques.
- 405 Fundamentals of Business Finance (3).** Prereq.: BBA 320, 321, 330, 331, and MAT 202 and 345.  
This course presents the basic principles of business finance. It emphasizes the operation of financial markets, the sources and uses of funds, the time value of money, financial analysis, security evaluation, and capital budgeting.
- 410 The Legal Environment of Business (3).**  
A study of the legal environment in which firms must operate. The course emphasizes business contracts

and agency relationships.

**415 Business Strategies and Policies (3).** Prereq.: BBA 301, 320, 321, 330, 331, 340, 350, 351, 405, and MAT 202 and 345.

A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals/objectives. The evaluation and presentation of a business case by each student is an important part of the course.

**425 Ethics in the Workplace (3).**

A study of a Christian world view as distinct from naturalism and new age philosophies and the application of biblically-based principles to decision-making in a number of different occupational areas. In addition, the course provides tools to be used in job selection, resume writing, and interviewing. Each student will be required to write a term paper addressing the integration of ethical principles into the decision-making process in an occupational area of his/her choice.

## **Math (MAT)**

**202 Quantitative Reasoning (3).**

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. An emphasis will be placed on mathematical applications in business and economics as well as on gaining competent literacy on quantitative information. A mathematical project is required.

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

A study of the basic mathematical concepts used in business and economics. Topics include mathematics of finance, introductory probability, and introductory differential calculus. The course stresses business applications throughout each topic. A scientific calculator is required.

## **B.B.A. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$280.00
Resource Fee per Course	\$114.00
Graduation Fee	\$ 75.00

## **BACHELOR OF SCIENCE IN MANAGEMENT**

The Bachelor of Science in Management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students 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.

## **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A minimum age of 22.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above 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.

### **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the Bachelor of Science in Management core curriculum (48 semester hours) and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
  - Satisfaction of Belhaven’s general education requirements (46 semester hours).
  - Oral and Written Communication Skills: Six semester hours in written communications and three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Six semester hours
  - Art or Music Appreciation: Three semester hours
  - Ethics in the Workplace: Three semester hours (offered in BSM core program)
- Payment of all tuition and fees.

### **B.S.M. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BSM 300	Successful Personal Management Strategies	1	2
BSM 301	Fundamentals of Management	3	5
BSM 312	Management Communications	3	5
BSM 315	Organizational Behavior	3	5
BSM 325	Introduction to Management Decision-Making	3	5
BSM 340	Human Resource Management	3	5
BSM 345	Ethics in the Workplace	3	5
BSM 350	Marketing and Promotional Strategy	3	5
BSM 370	Financial Accounting for Managers	3	7
BSM 380	Leadership Skills Seminar	2	4
BSM 392	Business Research Methods	3	5
BSM 415	Entrepreneurship	3	5
BSM 425	Marketplace Economics	3	6
BSM 430	International Business	3	5

BSM 433	Management Information Systems	3	5
BSM 435	Legal Environment of Business	3	5
BSM 450	Strategic Management Policy	3	5

## **B.S.M. Course Descriptions**

### **Bachelor of Science in Management (BSM)**

#### **300 Successful Personal Management Strategies (1).**

An orientation course for adult students that provides them strategies for personal, academic, and professional success. Topics include team formation, professional and personal development, conflict resolution, and stress management within the context of a Christian world view.

#### **301 Fundamentals of Management (3).**

An introduction to the basic approaches and functions of management including planning, organizing, leadership, and control. Emphasis is given to changing environments, decision-making, quality control, diversity, and innovation.

#### **312 Management Communications (3).**

An introduction to the centrality of effective communication to successful management and leadership through teaching the basic techniques of oral and written communication.

#### **315 Organizational Behavior (3).**

A study of human motivation, leadership styles, group behavior, and cross-cultural issues within organizations and their respective impacts upon leadership and decision-making. Special emphasis is placed on the use of teams to improve organizational and individual performance.

#### **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.

#### **340 Human Resource Management (3).**

An examination of the manager's role in human resource planning, recruitment, selection, employee and management development, performance evaluation, and compensation.

#### **345 Ethics in the Workplace (3).**

A study of the Christian world view as it is applied to a variety of business leadership situations. Contrasts are drawn between biblically-based principles and competing world views through the use of case studies, articles, discussions of videos and tapes, and guest speakers.

#### **350 Marketing and Promotional Strategy (3).**

An overview of the marketing discipline and its value to the business manager. Topics include the marketing environment, using marketing research, sales, pricing, distribution channels, new product development, and the planning and development of competitive promotional strategies.

#### **370 Financial Accounting for Managers (3).**

An emphasis upon the role of accounting information and methods in managerial decision-making. A managerial focus is given to such key accounting tools as financial statements, ratios, inventory control, charting accounts receivable, depreciation, cash flow, and related topics.

#### **380 Leadership Skills Seminar (2).**

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).**

An examination of the process 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).**

A general introduction to the foundational principles and theories in micro- and macroeconomics for the manager. Includes the relationship of economic analysis to management decision-making and business strategy and policy.

**430 International Business (3).**

An introduction to the process of management decision-making for international business enterprises within the context of international trade, payments, and investment. Focuses upon the integration of business operations among national economies.

**433 Management Information Systems (3).**

An overview of the information processing and management information systems and how they relate to business management. Included are the studies of computer use, hardware, and software as applied to the information needs of the business leader and enterprise.

**435 Legal Environment of Business (3).**

An examination of how the law shapes and should shape managerial decision-making. Emphasis is given to contracts, agency, and the legal environment of business.

**450 Strategic Management Policy (3).**

Designed to lead students to an integrated business perspective, this course analyzes the administrative processes of the various functional areas of an enterprise as viewed primarily from the upper levels of management. Emphasis is placed upon coordinating the formulation of goals, objectives, and strategy with the planning, organizing, directing, controlling, and evaluating processes in each of the functional areas both separately and jointly.

**B.S.M. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$280.00
Resource Fee per Course	\$107.00
Graduation Fee	\$ 75.00

**Master of Business Administration**

The M.B.A. program is truly a blend of the sophisticated academic world, the practical and technologically depen-

dent 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.

The above qualities can best be developed in the M.B.A. students through an intense program of both the appropriate academics advocated and the verity of validating values to which the College, the Division of Business Administration, and each faculty member are totally committed.

Classes are offered one night per week for approximately 24 months. The format is a concentrated continuous approach in which an entering class remains together throughout the program. 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 world view.

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 world view.
- 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.

### **Master of Business Administration Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Students must submit official transcripts from **all** colleges or universities attended.)
- 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.
- A professional resume which demonstrates a minimum of three years of significant full-time work experi-

ence.

- Two letters of recommendation with at least one from a current or former supervisor.
- An entrance essay in which the applicant demonstrates analytical and verbal ability.
- 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 or 173 computer-based on the Test of English as a Foreign Language (TOEFL).

### **Probational 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 probational basis using the following criteria:

- All admissions criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Probational 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 probational admission to the M.B.A. program.

Students admitted on a probational basis to the M.B.A. program must earn a 3.00 grade point average on the first ten semester hours of graduate work in order to continue in the program.

### **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 EDGE or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the College.

### **M.B.A. Degree Requirements**

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00.
  - A. No more than two C grades will be permitted in the course of the program.
  - B. A student must repeat any course in which he/she earned a grade lower than a 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.

### **M.B.A. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
MBA 608	Effective Professional Communication	3	6
MBA 612	Foundations of Business Studies I	3	6
MBA 613	Foundations of Business Studies II	3	6
MBA 618	Statistics for Business Decisions	3	8

MBA 624	Ethical Problems in Business	3	6
MBA 638	Advanced Managerial Accounting	3	8
MBA 646	The Legal Environment of Business	3	6
MBA 658	Managerial Economics	3	6
MBA 664	Marketing Management	3	6
MBA 672	Managerial Finance	3	8
MBA 682	Principles of Executive Management	3	6
MBA 688	Business in a Global Environment	3	6
MBA 696	Business Policy and Strategy	3	8
TOTALS		39	86

### **M.B.A. Course Descriptions**

**608 Effective Professional Communication (3).**

A study of effective presentation skills necessary for successful business communication. The course will include the development of both writing and speaking skills.

**612 Foundations of Business Studies I (3).**

An introduction to leadership principles and fundamental accounting principles essential to managerial decision-making. Topics include current practice and procedures in accounting within the context of a Christian world view. Emphasis also is placed on team building and the value of team work within modern business organizations.

**613 Foundations of Business Studies II (3).**

A study of fundamental statistical tools and economic principles for managerial decision-making. Topics include descriptive statistics, the normal distribution and hypothesis testing, linear regression and time series analysis, basic supply and demand and the functioning of markets, the production function and cost curves, and decision-making of the firm under different market structures.

**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.

**638 Advanced Managerial Accounting (3).**

The course relates accounting principles to other aspects of business operation. It addresses the internal accounting systems designed to help managers control an enterprise.

**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.

**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.

**672 Managerial Finance (3).**

A study of the acquisition, allocation, and efficient management of funds. The course emphasizes the use of modern financial techniques as aids in the making of business decisions.

**682 Principles of Executive Management (3).**

A study of the behavioral sciences as they apply to management. 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.

**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.

**M.B.A. Schedule of Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$305.00
Resource Fee per Course	\$148.00
Graduation Fee	\$ 75.00

**Master of Science in Management**

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 for seventeen 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 learning team activities which are designed to enhance the learning process and the development of problem-solving skills.

**Learning Objectives of the Master of Science in Management 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.

## Master of Science in Management Admission Requirements

### Regular Admission

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from **all** institutions attended.)
- 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). 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:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation, with at least one recommendation from a current or former supervisor.
- An entrance essay which demonstrates the student's analytical and verbal ability.
- 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).

### Probational 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 probationally based on the following criteria:

- **All** admissions criteria are met with the exception of having less than 1200 points on the combined credentials measure. Probational 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 probational admission to the M.S.M. program:
  - Students whose MAT score is *under* the minimum of 35 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.

Students admitted probationally to the M.S.M. program must earn a 3.00 grade point average on the first ten semester hours of graduate work in order to continue the program.

**M.S.M. Degree Requirements**

- Successful completion of the M.S.M. core curriculum with a minimum cumulative GPA of 3.00.
  - No more than two C grades will be permitted in the course of the program.
  - A student must repeat any course in which he/she earned a grade lower than a 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.

**M.S.M. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
MSM 601	Introduction to Graduate Study	1	2
MSM 624	Business Ethics and Society	3	6
MSM 630	Organizational Communication	3	6
MSM 635	Management Project I	1	2
MSM 638	Advanced Marketing Management	3	6
MSM 640	Advanced Organizational Behavior	3	6
MSM 643	Finance and Accounting for Managers	3	7
MSM 648	Management in International Markets	3	6
MSM 650	Advanced Strategic Management	3	6
MSM 655	Management Project II	1	2
MSM 658	Executive Leadership in the Workplace	2	4
MSM 660	Current Issues in Human Resources	3	6
MSM 668	Organizational Change and Development	3	6
MSM 685	Management Project III	3	3
	TOTAL	35	68

**M.S.M. Course Descriptions**

- 601 Introduction to Graduate Study (1).**  
 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 the M.S.M. program.
- 624 Business Ethics and Society (3).**  
 The relevance and application of biblically-based ethical principles to the issues facing today’s leader. Christian value systems are contrasted with worldly systems as learners are challenged to review and refine their values. Included are the obligations of the organization to society and to its employees.
- 630 Organizational Communication (3).**

A study of the various means of effective organizational communication by the manager. Covered are written and oral skills and formats and communications among separate groups and departments. Students participate in individual and group exercises designed to develop their communication skills in these areas.

**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.

**638 Advanced Marketing Management (3).**

An in-depth exploration of marketing at the executive level and the process of strategic marketing. The focus is upon environmental forces, internal and external factors affecting strategies and goals, models for analyzing the market, and the coordination of the various functions in marketing.

**640 Advanced Organizational Behavior (3).**

An advanced study of the interplay among individuals, groups, and organizations as they interact to meet organizational goals and expectations. Factors and forces related to individuals, groups, and the organization are reviewed. Among the topics covered are political behavior, conflict and stress, and organizational culture.

**643 Finance and Accounting for Managers (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.

**648 Management in International Markets (3).**

The course captures the contemporary complexities of a dynamic global marketplace and explores national business environments, including cultural and institutional elements and strategies of firms entering international markets. It also provides an integrative framework of analysis for international entrepreneurs and managers of multinational and global enterprises.

**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 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 Organizational Change and Development (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.

**M.S.M Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$305.00
Resource Fee per Course	\$148.00
Graduation Fee	\$ 75.00

## **GRADUATE TEACHER EDUCATION**

*Dr. Catherine Wasson, Director of Graduate Teacher Education*

### **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 College 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 College has a long tradition of academic excellence in preparing teachers. Originally founded as a women's college, Belhaven's first "professional degree" was in teacher education. Since that time, the College 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 in Elementary 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 in Elementary Education meets the needs of professional teachers who already are certified and desire a graduate specialty in elementary 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, both of these 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 will provide distinctive Christian leadership and service in the classroom, the school, and the community.

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

#### **Master of Arts in Teaching**

- Submit official application with fee of \$25.00.
- Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally-accredited institution of higher learning required. Transcript not required for Belhaven graduates if date of graduation is within five years.)
- Submit official GRE/MAT scores. (Not required if GPA on all undergraduate study is greater than or equal to a 2.80 on a 4.0 system.)
- Submit Praxis I Pre-Professional Skills Test (PPST) or Computer-Based Assessment (CBT) scores. (Must meet Mississippi Licensure requirements for all subtests.)
- Submit Content Mastery Exam (CMEE) scores or Praxis II Speciality Area Test score. (Must meet Mississippi Licensure requirements in content area required.)
- Submit two recommendation forms. (One must be completed by current/former employer.)
- Submit essay: *Leadership and Service in the Classroom, School, and Community*. (No more than two pages typed, double-spaced.)

#### **Master of Education in Elementary Education**

1. Submit official application with fee of \$25.00.
2. Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally-accredited institution of higher learning required. Transcripts not required for Belhaven graduates if date of graduation is within five years.)
3. Submit official GRE/MAT scores. (Not required if GPA on all undergraduate study is great than or equal to a 2.80 on a 4.0 system.)
4. Provide evidence of holding or being eligible to hold a class A license in Elementary Education.
5. Submit Praxis II - Elementary specialty area, PLT and Elementary Education Specialist test scores. (As required by the Mississippi State Department of Education.)
6. Submit two recommendation forms. (One must be completed by current/former employer.)
7. Submit essay: *Leadership and Service in the Classroom, School, and Community*. (No more than two pages typed, double-spaced.)

### **Nondegree-seeking, Special Student Application Process**

- a. Complete an application for admission and pay a \$25.00 non-refundable application fee.
- b. Nondegree-seeking (special) students may be admitted to part-time status. However, after attempting nine semester hours, a student must either apply for admission as a degree-seeking student or make a request to be continued as a special student.
- c. Nondegree-seeking students must submit an official transcript from all colleges and universities attended. A nondegree-seeking student will be allowed to apply during registration if an unofficial transcript is available. The student will be given 30 days after registration for the official document to be received in the Graduate Teacher Education Office.

NOTE: Only six hours taken as a nondegree student may be applied toward a degree.

## **Master of Arts in Teaching**

### **Objectives for the Master of Arts in Teaching Program**

The conceptual framework of the Education Department reflects and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Arts in Teaching 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 secondary schools.
  - b. Acquire further knowledge about the growth and development of 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 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 instruction 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 its 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 seeks to provide experiences that will enable the teacher candidates to:
    - a. Develop leadership skills to enhance instruction in the classroom, 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 seeks to provide experiences that will enable the teacher candidates to:
    - a. Integrate the Christian world view in their involvement with students, parents, coworkers, and the community.
    - b. Demonstrate integrity in their research and implementation of programs to improve instruction.
    - c. Analyze and develop models of service to schools and communities.

### Master of Arts in Teaching Curriculum

#### Required Core:

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
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

Upon completion of the above listed courses and a full year of supervised teaching, candidates may apply for a class A (i.e. standard) license. This license is for bachelor's degree holders only. Students may opt at this point to either continue with the Master of Arts in Teaching (and earn AA licensure) or to stop at this level of licensure.

#### Required Courses:

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
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 (Grades 4-8) Concentration**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
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 (Grades 7-12) Concentration**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
EDU 612	Curriculum Planning and Organization	3
EDU 615	Effective Teaching Strategy in the Secondary School	3

## **Master of Education in Elementary Education**

### **Objectives of the Master of Education in Elementary 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 their communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The educational unit 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 educational unit 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 instruction within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand their knowledge about innovations and trends in education to improve instruction in the elementary 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 its implication for today’s schools.
- **LEADERSHIP OPPORTUNITIES:** The educational unit 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 educational unit seeks to promote the personal and spiritual development of the teacher candidates to:
  - a. Integrate the Christian world view in their involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in their research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

### **Master of Education in Elementary Education Curriculum**

#### **Required Core:**

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 614	Effective Teaching Strategies in Elementary School	3

#### **Required Elementary Education Courses (15 credit hours selected from the following):**

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
EDU 620	Reading and Writing Across the Curriculum	3
EDU 622	Teaching Reading Skills and Comprehension	3
EDU 623	Technology in Education	3
EDU 624	Issues and Innovations in Elementary School	3
EDU 625	Instructional Leadership Skills in the Classroom	3
EDU 626	Seminar in Child Development	3

#### **Elective Elementary Education Courses (9 credit hours selected from the following):**

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
EDU 630	Diagnostic and Remedial Strategies in the Content Areas	3
EDU 631	Individual Instruction for Children with Learning Problems	3
EDU 632	Supervision of Instruction	3
EDU 633	Special Problems in Education	3

### **M.A.T. & M.Ed. Course Descriptions**

## 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).**  
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).**  
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.
- 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.
- 615 Effective Teaching Strategies in the Secondary School (3).**  
A study of the characteristics of effective teaching in the secondary school.
- 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.
- 622 Teaching Reading Skills and Comprehension (3).**  
A study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research.
- 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 Elementary Schools (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).**

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.

**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.

**632 Supervision of Instruction (3).**

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

**633 Special Problems in Education (3). Prereq.: EDU 610**

Study of selected topics related to elementary education with emphasis upon current issues and trends.

**Tuition and Fees for Graduate Teacher Education**

Administration Fee (per session).....	\$ 30.00
(Six academic sessions per year - January, March, June, July, August, October)	
Tuition (per credit hour).....	\$ 305.00

# MEMPHIS CAMPUS

## ADULT STUDIES

### Steps in the Application Process.

- Return completed application and \$25.00 application fee to Belhaven College.
- The student must request an official transcript to be sent to Adult EDGE at Belhaven College from each college previously attended. Request forms are available from our Office of Admissions.
- 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 College.

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.

## 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.

### Admission Requirements

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of transferrable 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 admitted. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate; subscores must be 45 or higher or an average standard score of 50 or higher.
- A minimum age of 21.
- A student who is assessed to have 0 - 29 semester hours of transferrable credit will be admitted to **Step I** of the A.A. degree program. Applicants who are assessed to have earned 30 - 44 semester hours will begin the A.A. degree at **Step II**. (*Completion of Steps I and II fulfill A.A. degree requirements.*)
- Students who transfer in 45 - 53 semester hours will begin the A.A. degree at **Step III**.
- 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 above 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.

### Graduation Requirements

- A total of 62 semester hours is required to earn the associate's degree. Of this 62 hours, a minimum of 40 credits must come from Belhaven's general education requirements.
- The last 17 semester hours of course work must be earned in residency.
- Successful completion of all courses taken at Belhaven College with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.

### A.A. Course Sequence

*Step I\**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
EDU 105	Learning Strategies for Adults	2	4
BUS 110	Contemporary Business Enterprise	3	5
ENG 104	Introduction to Writing	3	5
SPE 104	Business Presentations	3	5
ENG 105	Research Writing for Adults	3	6
BUS 180	Leadership in Business	3	5
HIS 125	World Civilizations	3	5
HIS 130	World History for Today	3	5
BUS 125	Personal Financial Planning	3	5
ART 245	The Messages of Art	3	5

*Step II*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BUS 205	Time Management	1	2
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
ECO 210	Comparative Economic Systems	2	4
ENG 235	Survey of Literature I	3	5
ENG 240	Survey of Literature II	3	5
HUM 250	European Culture	3	5
BIO 255	General Biology I	3	7
BIO 257	General Biology I Lab		
	(to be taken concurrently with BIO 255)	1	6
BIO 260	General Biology II	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6
BUS 210	Principles of Budgeting and Accounting	3	5
BUS 220	Internet Commerce and Marketing	3	5

*Step III*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
EDU 105	Learning Strategies for Adults	2	4
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
HIS 130	World History for Today	3	5
HUM 250	European Culture	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6

\* Step 1 students take all courses in Step 1 and Step 2 except BUS 205.

## **A.A. Course Descriptions**

### **Art (ART)**

#### **245 The 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)**

#### **110 Old Testament Principles (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 God has created. Attention is given to the promises and demands God makes, which are relevant in our relationship with Him.

#### **115 New Testament Principles (3).**

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. Because Jesus continues to be God, attention is given to His lordship over history and human life. The implications of His lordship for our life 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.

#### **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.

**125 Personal Financial Planning (3).**

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

**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 business leader. The ethical and moral dimensions of business leadership are studied using biblical underpinnings and examples from the Scriptures and business.

**205 Time Management (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.

**220 Internet Commerce and Marketing (3).**

An examination of the role of the Internet in contemporary business. Reviews the basic principles of marketing and their application to Internet retailing and business.

**Economics (ECO)**

**210 Comparative Economic Systems (2).**

A survey of various types of economic systems emphasizing the contrasts among command, interventionist, and market economies, their political configurations, and their impact upon business enterprise and entrepreneurship.

**Education (EDU)**

**105 Learning Strategies for Adults (2).**

A study of learning strategies specifically targeted to the adult learner returning to college. Includes time management, effective learning strategies, and basic computer use. Designed to assist adult students as they pursue their personal, academic, and professional goals.

**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.

**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).**

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).**

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.

**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 20<sup>th</sup> 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 20<sup>th</sup> century political and cultural occurrences and provides perspective for modern times.

**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.

**Mathematics (MAT)**

**133 Mathematical Concepts for Business Applications (3).**

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.

**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.

**A.A. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$215.00
Resource Fee per Course	\$ 97.00
Graduation Fee	\$ 75.00

## **Bachelor of Business Administration**

The Bachelor in 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. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students 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, sequenced curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, and social and interpersonal skills, all through a Christian world view.

Within the business major, 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 achieve the following educational objectives:

- Apply critical thinking and reasoning skills to identify problems and to develop problem-solving abilities.
- Develop their potential, enabling them to face the future with confidence and determination.
- Facilitate spiritual growth and examine personal and corporate values and behavior from a Christian world view.
- Facilitate social development and effectiveness in interpersonal relationships through development of a Christian world view and constructive attitudes toward work, other people, and the quality of life.
- Prepare for leadership and service in their vocations.
- Develop written communication skills.
- Develop oral communication skills.
- Foster and promote a sense of biblical ethics and values to be applied in their personal and professional lives.
- Understand the functional components of business - economics, marketing, accounting, finance, law, management.
- Apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.

### **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A minimum age of 22.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above 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.

## **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the Bachelor of Business Administration core curriculum (49 semester hours) and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
  - Satisfaction of Belhaven's general education requirements (46 semester hours).
  - Oral and Written Communication Skills: Six semester hours in written communications and three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Six semester hours
  - Art or Music Appreciation: Three semester hours
  - Ethics in the Workplace: Three semester hours (offered in BBA core program)
- Payment of all tuition and fees.

## **B.B.A. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BBA 300	Principles of Self-Management	1	2
BBA 301	Fundamentals of Management	3	5
BBA 312	Management Communications	3	5
BBA 310	Management Information Systems	3	5
BBA 320	Financial Accounting	3	7
BBA 410	The Legal Environment of Business	3	5
BBA 321	Administrative Accounting	3	7
BBA 340	Marketing Strategies	3	5
MAT 202	Quantitative Reasoning	3	7
MAT 345	Mathematics for Business and Economics	3	7
BBA 405	Fundamentals of Business Finance	3	6
BBA 330	Fundamentals of Macroeconomics	3	6
BBA 331	Fundamentals of Microeconomics	3	6
BBA 350	Business Statistics I	3	5
BBA 351	Business Statistics II	3	5
BBA 415	Business Strategies and Policies	3	5
BBA 425	Ethics in the Workplace	3	5

## **B.B.A. Course Descriptions**

### **Business Administration (BBA)**

#### **300 Principles of Self-Management (1).**

An orientation course for adult students returning to higher education, designed to provide the tools needed

to successfully complete an undergraduate degree. Topics covered include organizing guidelines, learning styles, time management, group interaction, professional and personal growth, and library resource utilization.

- 301 Fundamentals of Management (3).**  
An introduction to the foundational principles and the basic management techniques which every manager must master to succeed in today's fast-changing, competitive environment. Topics covered include planning, organizing, leading, and controlling, with an emphasis on ethics, global competition, innovation, diversity, and quality.
- 310 Management Information Systems (3).** Prereq.: Elementary computer literacy.  
An overview of information processing and management information systems. This course presents a survey of how business managers typically use computers, and it provides a study of computer hardware, software, and the methods used to apply them to business information needs.
- 312 Management Communications (3).**  
A study of the modern techniques of business communication with a special focus on writing a variety of effective business memos, letters, and reports as well as giving effective speeches and reports.
- 320 Financial Accounting (3).**  
A study of the principles and techniques used in modern financial accounting. This course emphasizes the complete accounting cycle including the interpretation and analysis of end-of-period statements.
- 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.  
An emphasis on 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.  
Representation of 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).**  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies.
- 350 Business Statistics I (3).** Prereq.: MAT 202 and 345.  
This course surveys descriptive statistics, probability, probability distributions, and hypothesis testing.
- 351 Business Statistics II (3).** Prereq.: MAT 202, 345, and BBA 350.  
This course introduces correlation analysis and forecasting techniques. Students will design, complete research, and write a research project applying statistical techniques.
- 405 Fundamentals of Business Finance (3).** Prereq.: BBA 320, 321, 330, 331, and MAT 202 and 345.  
This course presents the basic principles of business finance. It emphasizes the operation of financial markets, the sources and uses of funds, the time value of money, financial analysis, security evaluation, and capital budgeting.
- 410 The Legal Environment of Business (3).**  
A study of the legal environment in which firms must operate. The course emphasizes business contracts

and agency relationships.

**415 Business Strategies and Policies (3).** Prereq.: BBA 301, 320, 321, 330, 331, 340, 350, 351, 405, and MAT 202 and 345.

A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals/objectives. The evaluation and presentation of a business case by each student is an important part of the course.

**425 Ethics in the Workplace (3).**

A study of a Christian world view as distinct from naturalism and new age philosophies and the application of biblically-based principles to decision-making in a number of different occupational areas. In addition, the course provides tools to be used in job selection, resume writing, and interviewing. Each student will be required to write a term paper addressing the integration of ethical principles into the decision-making process in an occupational area of his/her choice.

## **Math (MAT)**

**202 Quantitative Reasoning (3).**

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. An emphasis will be placed on mathematical applications in business and economics as well as on gaining competent literacy on quantitative information. A mathematical project is required.

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

A study of the basic mathematical concepts used in business and economics. Topics include mathematics of finance, introductory probability, and introductory differential calculus. The course stresses business applications throughout each topic. A scientific calculator is required.

## **B.B.A. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$240.00
Resource Fee per Course	\$114.00
Graduation Fee	\$ 75.00

## **BACHELOR OF SCIENCE IN MANAGEMENT**

The Bachelor of Science in Management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students 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.

## **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A minimum age of 22.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above 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.

### **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the Bachelor of Science in Management core curriculum (48 semester hours) and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven’s general education requirements (46 semester hours).
  - Oral and Written Communication Skills: Six semester hours in written communications and three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Six semester hours
  - Art or Music Appreciation: Three semester hours
  - Ethics in the Workplace: Three semester hours (offered in BSM core program)
- Payment of all tuition and fees.

### **B.S.M. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BSM 300	Successful Personal Management Strategies	1	2
BSM 301	Fundamentals of Management	3	5
BSM 312	Management Communications	3	5
BSM 315	Organizational Behavior	3	5
BSM 325	Introduction to Management Decision-Making	3	5
BSM 340	Human Resource Management	3	5
BSM 345	Ethics in the Workplace	3	5
BSM 350	Marketing and Promotional Strategy	3	5
BSM 370	Financial Accounting for Managers	3	7
BSM 380	Leadership Skills Seminar	2	4
BSM 392	Business Research Methods	3	5
BSM 415	Entrepreneurship	3	5
BSM 425	Marketplace Economics	3	6

BSM 430	International Business	3	5
BSM 433	Management Information Systems	3	5
BSM 435	Legal Environment of Business	3	5
BSM 450	Strategic Management Policy	3	5

## **B.S.M. Course Descriptions**

### **Bachelor of Science in Management (BSM)**

#### **300 Successful Personal Management Strategies (1).**

An orientation course for adult students that provides them strategies for personal, academic, and professional success. Topics include team formation, professional and personal development, conflict resolution, and stress management within the context of a Christian world view.

#### **301 Fundamentals of Management (3).**

An introduction to the basic approaches and functions of management including planning, organizing, leadership, and control. Emphasis is given to changing environments, decision-making, quality control, diversity, and innovation.

#### **312 Management Communications (3).**

An introduction to the centrality of effective communication to successful management and leadership through teaching the basic techniques of oral and written communication.

#### **315 Organizational Behavior (3).**

A study of human motivation, leadership styles, group behavior, and cross-cultural issues within organizations and their respective impacts upon leadership and decision-making. Special emphasis is placed on the use of teams to improve organizational and individual performance.

#### **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.

#### **340 Human Resource Management (3).**

An examination of the manager's role in human resource planning, recruitment, selection, employee and management development, performance evaluation, and compensation.

#### **345 Ethics in the Workplace (3).**

A study of the Christian world view as it is applied to a variety of business leadership situations. Contrasts are drawn between biblically-based principles and competing world views through the use of case studies, articles, discussions of videos and tapes, and guest speakers.

#### **350 Marketing and Promotional Strategy (3).**

An overview of the marketing discipline and its value to the business manager. Topics include the marketing environment, using marketing research, sales, pricing, distribution channels, new product development, and the planning and development of competitive promotional strategies.

#### **370 Financial Accounting for Managers (3).**

An emphasis upon the role of accounting information and methods in managerial decision-making. A managerial focus is given to such key accounting tools as financial statements, ratios, inventory control, charting accounts receivable, depreciation, cash flow, and related topics.

- 380 Leadership Skills Seminar (2).**  
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).**  
An examination of the process 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).**  
A general introduction to the foundational principles and theories in micro- and macroeconomics for the manager. Includes the relationship of economic analysis to management decision-making and business strategy and policy.
- 430 International Business (3).**  
An introduction to the process of management decision-making for international business enterprises within the context of international trade, payments, and investment. Focuses upon the integration of business operations among national economies.
- 433 Management Information Systems (3).**  
An overview of the information processing and management information systems and how they relate to business management. Included are the studies of computer use, hardware, and software as applied to the information needs of the business leader and enterprise.
- 435 Legal Environment of Business (3).**  
An examination of how the law shapes and should shape managerial decision-making. Emphasis is given to contracts, agency, and the legal environment of business.
- 450 Strategic Management Policy (3).**  
Designed to lead students to an integrated business perspective, this course analyzes the administrative processes of the various functional areas of an enterprise as viewed primarily from the upper levels of management. Emphasis is placed upon coordinating the formulation of goals, objectives, and strategy with the planning, organizing, directing, controlling, and evaluating processes in each of the functional areas both separately and jointly.

### **B.S.M. Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$240.00
Resource Fee per Course	\$107.00
Graduation Fee	\$ 75.00

## **Master of Business Administration**

The M.B.A. 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.

The above qualities can best be developed in the M.B.A. students through an intense program of both the appropriate academics advocated and the verity of validating values to which the College, the Division of Business Administration, and each faculty member are totally committed.

Classes are offered one night per week for approximately 24 months. The format is a concentrated continuous approach in which an entering class remains together throughout the program. 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 world view.

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 world view.
- 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.

### **Master of Business Administration Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Students must submit official transcripts from **all** colleges or universities attended.)
- 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.
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation with at least one from a current or former supervisor.
- An entrance essay in which the applicant demonstrates analytical and verbal ability.
- 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 or 173 computer-based on the Test of English as a Foreign Language (TOEFL).

### **Probational 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 probational basis using the following criteria:

- All admissions criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Probational 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 probational admission to the M.B.A. program.

Students admitted on a probational basis to the M.B.A. program must earn a 3.00 grade point average on the first ten semester hours of graduate work in order to continue in the program.

### **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 EDGE or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the College.

### **M.B.A. Degree Requirements**

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00.
  - A. No more than two C grades will be permitted in the course of the program.
  - B. A student must repeat any course in which he/she earned a grade lower than a 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.

### **M.B.A. Course Sequence**

Course #	Title	Credit	# Weeks
MBA 608	Effective Professional Communication	3	6
MBA 612	Foundations of Business Studies I	3	6
MBA 613	Foundations of Business Studies II	3	6
MBA 618	Statistics for Business Decisions	3	8
MBA 624	Ethical Problems in Business	3	6
MBA 638	Advanced Managerial Accounting	3	8
MBA 646	The Legal Environment of Business	3	6
MBA 658	Managerial Economics	3	6
MBA 664	Marketing Management	3	6
MBA 672	Managerial Finance	3	8
MBA 682	Principles of Executive Management	3	6
MBA 688	Business in a Global Environment	3	6
MBA 696	Business Policy and Strategy	3	8
TOTALS		38	86

### **M.B.A. Course Descriptions**

#### **608 Effective Professional Communication (3).**

A study of effective presentation skills necessary for successful business communication. The course will include the development of both writing and speaking skills.

#### **612 Foundations of Business Studies I (3).**

An introduction to leadership principles and fundamental accounting principles essential to managerial decision-making. Topics include current practice and procedures in accounting within the context of a Christian world view. Emphasis also is placed on team building and the value of team work within modern business organizations.

#### **613 Foundations of Business Studies II (3).**

A study of fundamental statistical tools and economic principles for managerial decision-making. Topics include descriptive statistics, the normal distribution and hypothesis testing, linear regression and time series analysis, basic supply and demand and the functioning of markets, the production function and cost curves, and decision-making of the firm under different market structures.

#### **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.

#### **638 Advanced Managerial Accounting (3).**

The course relates accounting principles to other aspects of business operation. It addresses the internal accounting systems designed to help managers control an enterprise.

#### **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.

**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.

**672 Managerial Finance (3).**

A study of the acquisition, allocation, and efficient management of funds. The course emphasizes the use of modern financial techniques as aids in the making of business decisions.

**682 Principles of Executive Management (3).**

A study of the behavioral sciences as they apply to management. 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.

**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.

**M.B.A. Schedule of Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$305.00
Resource Fee per Course	\$148.00
Graduation Fee	\$ 75.00

**Master of Science in Management**

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 for seventeen 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 learning team activities which are designed to enhance the learning process and the development of problem-solving skills.

**Learning Objectives of the Master of Science in Management 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.

## Master of Science in Management Admission Requirements

### Regular Admission

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from **all** institutions attended.)
- 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). 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:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation, with at least one recommendation from a current or former supervisor.
- An entrance essay which demonstrates the student's analytical and verbal ability.
- 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).

### Probationary 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 probationally based on the following criteria:

- **All** admissions criteria are met with the exception of having less than 1200 points on the combined credentials measure. Probationary 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 probationary

admission to the M.S.M. program:

- Students whose MAT score in *under* the minimum of 35 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.

Students admitted probationally to the M.S.M. program must earn a 3.00 grade point average on the first ten semester hours of graduate work in order to continue the program.

### **M.S.M. Degree Requirements**

- Successful completion of the M.S.M. core curriculum with a minimum cumulative GPA of 3.00.
  - No more than two C grades will be permitted in the course of the program.
  - A student must repeat any course in which he/she earned a grade lower than a 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.

### **M.S.M. Course Sequence**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
MSM 601	Introduction to Graduate Study	1	2
MSM 624	Business Ethics and Society	3	6
MSM 630	Organizational Communication	3	6
MSM 635	Management Project I	1	2
MSM 638	Advanced Marketing Management	3	6
MSM 640	Advanced Organizational Behavior	3	6
MSM 643	Finance and Accounting for Managers	3	7
MSM 648	Management in International Markets	3	6
MSM 650	Advanced Strategic Management	3	6
MSM 655	Management Project II	1	2
MSM 658	Executive Leadership in the Workplace	2	4
MSM 660	Current Issues in Human Resources	3	6
MSM 668	Organizational Change and Development	3	6
MSM 685	Management Project III	3	3
	<b>TOTAL</b>	<b>35</b>	<b>68</b>

### **M.S.M. Course Descriptions**

#### **601 Introduction to Graduate Study (1).**

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 the M.S.M. program.

- 624 Business Ethics and Society (3).**  
The relevance and application of biblically-based ethical principles to the issues facing today's leader. Christian value systems are contrasted with worldly systems as learners are challenged to review and refine their values. Included are the obligations of the organization to society and to its employees.
- 630 Organizational Communication (3).**  
A study of the various means of effective organizational communication by the manager. Covered are written and oral skills and formats and communications among separate groups and departments. Students participate in individual and group exercises designed to develop their communication skills in these areas.
- 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.
- 638 Advanced Marketing Management (3).**  
An in-depth exploration of marketing at the executive level and the process of strategic marketing. The focus is upon environmental forces, internal and external factors affecting strategies and goals, models for analyzing the market, and the coordination of the various functions in marketing.
- 640 Advanced Organizational Behavior (3).**  
An advanced study of the interplay among individuals, groups, and organizations as they interact to meet organizational goals and expectations. Factors and forces related to individuals, groups, and the organization are reviewed. Among the topics covered are political behavior, conflict and stress, and organizational culture.
- 643 Finance and Accounting for Managers (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.
- 648 Management in International Markets (3).**  
The course captures the contemporary complexities of a dynamic global marketplace and explores national business environments, including cultural and institutional elements and strategies of firms entering international markets. It also provides an integrative framework of analysis for international entrepreneurs and managers of multinational and global enterprises.
- 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 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 Organizational Change and Development (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.

**M.S.M Tuition and Fees**

Application Fee (nonrefundable)	\$ 25.00
Registration Fee (nonrefundable)	\$100.00
Tuition per Credit Hour	\$305.00
Resource Fee per Course	\$148.00
Graduation Fee	\$ 75.00

# HONOR AND AWARDS

## **Richard LeTourneau Award**

The Division of Business Administration presents this award to an M.B.A. graduate in each cohort who has an outstanding academic record and who has demonstrated exceptional leadership and moral integrity.

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

The Division of Business Administration presents this award to each graduate who has achieved a quality point index of at least 3.75 at Belhaven College while completing his/her baccalaureate degree in business. To qualify, a student must complete at least 50 semester hours at Belhaven College and must demonstrate exceptional leadership and moral integrity.

## **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.

# REGISTER

## BOARD OF REFERENCE

Don Argue	President National Association of Evangelicals	Kirkland, WA
Frank Barker, Jr.	Senior Pastor Briarwood Presbyterian Church	Birmingham, AL
Bill Bright	Co-Founder Campus Crusade for Christ	Orlando, FL
Vonette Bright	Co-Founder Campus Crusade for Christ	Orlando, FL
Paul Cedar	President Mission America	Minneapolis, MN
Ted W. Engstrom	President Emeritus World Vision	Monrovia, CA
Leighton Ford	President Leighton Ford Ministries	Charlotte, NC
Pat Fordice	Former First Lady, Mississippi State of Mississippi	Jackson, MS
Brandt Gustavson	President National Religious Broadcasters	Mannassas, VA
Eugene Habecker	American Bible Society	New York, NY
Steve Hayner	President InterVarsity Christian Fellowship	Madison, WI
John A. Huffman, Jr.	Senior Minister St. Andrew's Presbyterian Church	Newport Beach, CA
Jerry R. Kirk	President National Coalition for the Protection of Children & Families	Cincinnati, OH
Fergus Macdonald	General Secretary United Bible Societies	Reading, England
Charles Sherrard MacKenzie	Chancellor Emeritus Grove City College	Orlando, FL

Paul McKaughan	President and CEO Evangelical Fellowship of Mission Agencies	Atlanta, GA
Thomas Wang	President Great Commission Center	Argyle, TX
Jerry White	President The Navigators	Colorado Springs, CO
Luder Whitlock	President Reformed Theological Seminary	Orlando, FL
Ted Yamamori	President Food for the Hungry	Scottsdale, AZ

## **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 Secretary to the President  
A.A.S., Phillips Junior College

LeeLee Partridge (1993), Executive Assistant to the President  
B.A., Louisiana State 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

Carol Aoun (1999), Administrative Assistant to the Provost (Orlando)

Ann Sheppard (1997), Director of Institutional Improvement  
B.S., M.Ed., Mississippi College

Amanda Weeks (2000), Administrative Assistant to the Provost (Jackson)  
B.A., The University of Southern Mississippi

### **Adult Studies**

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

Mary Lynn Davis (1995), Director of Student Services (Jackson)  
B.A., M.A., Mississippi State University

Melissa Davis (2000), Associate Director of Marketing and Admissions (Orlando)  
B.A., M.A., University of Central Florida

Colleen Ramos (1999), Director of Student Services (Orlando)  
B.A., The State University of New York at Albany; M.Ed., The College of Saint Rose

Rebecca Taylor (1999), Academic Secretary for Graduate and Adult Studies  
B.S., Mars Hill College

Rebecca Wheat (1999), Director of Student Services (Memphis)  
B.S., The University of Memphis

Brook M. Yeager (1999), Director of Marketing and Admissions (Orlando)  
B.A., Calvin College

### **VICE PROVOST AND DEAN OF THE GRADUATE SCHOOL**

William (Bill) Anderson (1998), Vice Provost and Dean of the Graduate School  
B.A., Lambuth College; M.A., Ph.D., The University of Connecticut

Catherine C. Wasson (1999), Director of Teacher Graduate Education; Associate Professor of Education  
B.S., Mississippi State University; M.Ed., Delta State University; Ph.D., The University of Mississippi

Dorothy Conner (1997), Administrative Assistant to the Vice Provost and Dean of the Graduate School

Melanie Dickson Manning (1998), Administrative Assistant to the Graduate Teacher Education Program  
B.A., Belhaven College

### **Registrar**

Jan McDonnieal-Wilson (1997), Registrar  
B.A., Southern Methodist University

Terrie Sneed Brinkley (1997), Assistant Registrar for Graduate and Adult Studies  
B.S., Mississippi College

Sherry Campbell Mahloch (2000), Records Analyst  
A.A., Hinds Community College, B.A., Belhaven College

Julie Cliett (1999), Receptionist/Secretary to the Registrar  
A.A.S., Hinds Community College

Elizabeth Sugg (1998), Director of Records  
B.A., Belhaven College

### **STUDENT LEARNING**

Pamela K. Jones (1982, 1996), Vice President for Student Learning  
B.S., Mississippi University for Women, M.S., Florida State University; Ph.D., The University of Mississippi

Jean Anne Fairly (1998), Administrative Assistant to the Vice President for Student Learning  
B.S., Belhaven College

Brent Kooi (2000), Resident Director of Wells Hall and Residence Life Coordinator  
B.A., Dordt College; M.Ed., Azusa Pacific University

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

Melodie Anne Middleton (2000), Resident Director of Gillespie Hall  
B.A., Mercer University

Lance Ragsdale (1996), Director of Student Leadership  
B.A., Belhaven College; M.A., Reformed Theological Seminary

Monica Thomas (1999), Campus Counselor  
B.A., Furman University; M.A., Reformed Theological Seminary

Reid Vance (2000), Resident Director of Robertson Hall and Coordinator of Student Activities  
B.S., Mississippi College; M.A., New Orleans Baptist Theological Seminary

Brad Voyles (1997), Director of Student Life  
B.A., DePauw University; M.S., Southern Illinois University; M.Div., Reformed Theological Seminary

Donna Weeks (1999), Administrative Assistant to the Directors of Student Life & Student Leadership  
B.S., Belhaven College

Susan Wolgamott (2000), Resident Director of Caldwell Hall  
A.A., Jones Junior College; B.S., Mississippi College

## **Library**

Gretchen W. Cook (1990), Associate Librarian and Director of Libraries  
B.S., M.L.S., Florida State University

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

Robert Anderson Evers, Jr. (1996), Materials Manager

Leslie D. Gentry (1998), Day Circulation Manager  
B.A., Belhaven College

Geraldine W. Harrison (1995), Automation Cataloguer  
B.A., M.L.S., The University of Oklahoma

Margaret B. Root (1991), Reference/Periodicals Librarian  
B.A., Belhaven College

Carrie G. Wallis (1999), Acquisitions/Cataloging Librarian  
B.A., Belhaven College; M.L.I.S., The University of Alabama

## **CAMPUS OPERATIONS**

W. Thomas Phillips (1995), Vice President for Campus Operations  
B.S.B.A., M.C.C., Mississippi College

J. Steven Miller (1996), Assistant to the Vice President for Campus Operations  
A.A., A.A., Phillips Junior College

Robin T. Savoy (1999), Executive Secretary to the Vice President for Campus Operations

B.A., Jackson College of Ministries

### **Information Technology**

John Blakeney (1999), Director of Information Technology  
Certified Netware Engineer, Hinds Community College

Ravi Choppala (2000), Communication Technician  
A.S., Hinds Community College

### **Maintenance**

Wade Bullie (1999), Maintenance

Tommie Burse (2000), Housekeeping  
Doug Craft (1999), Grounds Supervisor

Mable Dabney (1996), Housekeeping

Elonzo Ealey (1996), Housekeeping Supervisor

Eloise Fields (2000), Housekeeping

Faye Hamilton (1996), Housekeeping

Don Harris (1999), Grounds Keeper

Kim McDonald (1999), Housekeeping

Rick Reid (1998), Maintenance

Lenard Schaffer, Jr. (1996), Housekeeping

Cindy Scott (1997), Administrative Assistant to the Manager of the Physical Plant

Robert Summerlin (1999), Maintenance

Lawanda White (1999), Housekeeping

Fleecie Wilson (1996), Housekeeping

### **Security**

Clara Brown (1998), Security Officer

David Gater (1989), Director of Security  
Certified Law Enforcement Officer for the State of Mississippi

L.V. Gater, Jr. (1991), Security Officer, Part-time  
Certified Law Enforcement Officer for the State of Mississippi

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

Ron Marsalis (1998), Security Officer, Part-time

Delmond Outland (1996), Security Officer, Part-time

Mississippi Law Enforcement Academy, University of Alabama Law Enforcement Academy

Robert Whittington (1993), Security Officer

## **FINANCE**

Jean Bush (2000), Vice President for Finance

B.A., Mississippi State University, M.B.A., Mississippi College

Gina Brooks (1998), Student Accounts Representative

Hinds Community College

Angela Crabtree (2000), Student Accounts Representative

B.S.B.A., Mississippi College

Deloris Driver (1999), Cashier/Administrative Assistant to the Controller

Mississippi Delta Community College

Virginia Henderson (1997), Director of Business Operations/Controller

Hinds Community College, Belhaven College

Tom Smith (1999), Accounts Payable

B.B.A., Mississippi State University

## **INSTITUTIONAL ADVANCEMENT**

Stephen D. Livesay (1994), Vice President for Institutional Advancement

B.S., Bob Jones University; M.A., Oakland University; Ph.D., The University of Michigan

Doreen Fagerheim (1997), Webmaster

B.A., Houghton College

Rebecca C. Sims (1998), Administrative Assistant to the Vice President for Institutional Advancement

A.A.S., Jones County Junior College

### **Admissions**

Suzanne Teel (2000), Director of Admissions

B.A., Mississippi State University

Kaysha L. Coker (2000), Admissions Office Manager

Advanced Training Institute

Dayton Castleman (1999), Admissions Counselor

B.A.A., Belhaven College

Josh Clark (1999), Admissions Counselor, Sports Information Director

B.A., The University of Kansas

Cherie R. Gossman (2000), Admissions Counselor

B.A., Belhaven College

Steven Scott (1995), Admissions Counselor  
B.S., Belhaven College

### **Athletics**

Joseph G. Cole (1997), Dean of Athletics  
B.S., Missouri Southern State College; M.Ed., Wichita State University; Ph.D., Florida State University

Lesley Blanton (2000), Head Softball Coach, Assistant Volleyball Coach  
B.S., Auburn University

Judith C. Chance (1999), Head Tennis Coach, Head Volleyball Coach  
B.S., Delta State University; M.Ed., Jackson State University

James Kendall Coggins (1999), Speed-Strength & Conditioning Coach  
B.S., Mississippi State University; M.S.S., The University of Colorado

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

David J. Dixon (1999), Head Women's Soccer Coach  
B.S., Houghton College

Anthony C. Duckworth (1997), Head Men's Basketball Coach  
B.S., Bob Jones University; M.Ed., The University of Tennessee

Cathy L. Evans (1998), Administrative Assistant to the Dean of Athletics

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