

BELHAVEN COLLEGE

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

*ORLANDO PROGRAMS
CATALOG 2000 - 2001*

EFFECTIVE JULY 1, 2000

Directory of Communications

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Alumni Relations	(601) 968-8886
Hood Library	(601) 968-5948
Website	www.belhaven.edu/orlando

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.

POLICY OF NONDISCRIMINATION

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

POLICY ON PRIVACY OF STUDENT RECORDS

Belhaven College is in compliance with the policies on privacy of student records as described in the Family Educational Rights and Privacy Act of 1974. Specific details of the policy are included in the Student Life section of the catalogue.

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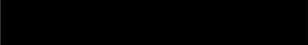
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General Information

VISION AND MISSION OF BELHAVEN COLLEGE

Belhaven College prepares 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 nonresident 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.

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 is a Mississippi nonprofit 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 bachelor's and master's degrees.

Belhaven College currently holds a Level II Provisional Florida license to offer classes and is in the process of applying for a Regular Florida license. Additional information regarding the College may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399. (850) 488-8695.

Through its Division of Business Administration, Belhaven College has the following degree programs accredited by the International Assembly for Collegiate Business Education: Master of Business Administration, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Bachelor of Business Administration. 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 is a member of the American Council on Education, the Mississippi Association of Independent Colleges, the Council for Christian Colleges and Universities, and the Association of Presbyterian Colleges. It is approved by the American Association of University Women, and the National Association of Independent Colleges and Universities.

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 its 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 33 years. In Gillespie's tenure, Belhaven was first accredited, an endowment fund begun, and scholarship aid made available. Through depression, war, and unstable economic times, Belhaven maintained its mission.

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

In March 1978, Dr. Verne R. Kennedy became the first Belhaven alumnus to serve as chief executive of his alma mater. In eight years as president, he reaffirmed the commitment to Christian service and the covenant relationship with the Presbyterian Church and installed a more efficient administrative structure. Another alumnus of Belhaven, Dr. Newton Wilson, became president in June 1986. His nine-year term saw the greatest growth in College history, from just over 600 students to more than 1,100. By 1995, over 80 percent of Belhaven's faculty held doctoral or equivalent degrees. The College also extended its outreach in nontraditional venues, with expanded course offerings for adult and evening students. Dr. Daniel C. Fredericks served as acting president in 1995. A new era of leadership at Belhaven began in January, 1996, as Dr. Roger Parrott became the 10th 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 new 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's main campus 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.

Conveniently located within four blocks of Interstate-4, Belhaven now occupies its Orlando campus at 1063 Maitland Center Commons, Suite 200 in Maitland, Florida. The two-story colonial style building which houses the campus is equipped with a computer/resource library, classroom/information session room, break room/lounge, one office, reception area, and book/supply room. The Belhaven College Florida administrative offices are located in Lake Mary, a blended community of residential and commercial developments. Our 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 a 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 student's personal and professional life.
- Facilitate spiritual growth by examining personal and corporate values from a Christian world view.

UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES

All communications regarding entrance to the College should be addressed to the Admissions Office. Eligibility for admission will be determined when the application 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.

Admissions Requirements

Steps in the Application Process.

- Return completed application to Belhaven College.
- The student must request an official transcript to be sent to Belhaven College from each college previously attended. Request forms are available from our Admissions Office.
- 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 will also need to complete ALL financial aid forms. For more information concerning financial aid, please call your Director of Student Services at (407) 804-1424.

Course Cancellations

Students and faculty will be notified at least 48 hours in advance of any course cancellations.

APPLYING FOR ADMISSION

A minimum age of 21 plus two years of work experience are required for admission to the Adult Studies Associate of Arts program. A minimum age of 22 plus two years work experience are required for admission to the Bachelor of Business Administration program.

***Age Waiver**

In rare cases, the Admissions Committee may waive the age requirement under the following guidelines:

- a) The student must show significant work experience (preferably managerial).
- b) Cumulative transfer GPA must be at least 2.5.
- c) The Committee may request an interview with the applicant.

* All 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).

First Admission

A student who has never attended any college/university will submit an application for admission 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). 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 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

1. Transfer students must submit a completed application form 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 Admissions Office will be subject to disciplinary action, including possible dismissal from the College.
2. An applying transfer student must produce unofficial or official transcript(s) from all previous colleges in order to register for classes.
 - Transferable credit must have been earned from a regionally-accredited college or university. Course credit from other institutions will, in general, be accepted under the following conditions. Transfer credits must:
 - Be college academic level.
 - Equal a cumulative C (2.0) average on all credits transferred from each institution.

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 Admissions Office. 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.

3. Any student with 0-11 semester hours of transferable credit must have a high school diploma with a 2.0 grade point average (GPA) or have a GED with sub scores of 45 or higher on all five parts or have an average standard score of 50 or higher. The student must also have a minimum GPA of 2.0 on a 4.0 scale on all attempted college credits. If less than a 2.0 GPA, additional materials are required by the student to be considered for conditional admittance by the Admissions Committee.
4. A transfer student meeting the above 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.
5. 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 to the Admissions Office 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.

Conditional Admission

Students whose cumulative entering grade point average is lower than a 2.0 may be referred to the Adult Studies Admissions Committee for consideration. Once a student is admitted conditionally, for the first three courses, undergraduate enrollees are required to maintain a 2.5 GPA.

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

If, by the end of the third 3-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 Assistant 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.

NOTE: Students seeking readmission must contact the Orlando Financial Aid Office to reapply for financial aid.

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.

Transfer Credits

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 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 a Bachelor of Business Administration 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 a minimum of 31 credits in the B.B.A. curriculum being completed at Belhaven.

GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES

All communications regarding entrance to the M.B.A. graduate program at Belhaven College should be addressed to the Admissions Office. Eligibility for admission will be determined when the application, and transcripts have been received by the College.

M.B.A. Admission Requirements

Regular Admission

1. A bachelor's degree from a regionally-accredited college or university. (Students must submit official transcripts from all colleges or universities attended.)
2. 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: $(300 \times \text{UGPA}) + \text{GMAT score}$.
3. Demonstrated quantitative skills either by previous course work or other evidence subject to committee review.
4. A professional resume which demonstrates a minimum of three years of significant full-time work experience.
5. Two letters of recommendation with at least one from a current or former supervisor.
6. An entrance essay in which the applicant demonstrates analytical and verbal ability.
7. 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 500 paper-based or 173 computer-based or higher on the Test of English as a Foreign Language (TOEFL).

Provisional Admission

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. These students will be given 30 days from the beginning date of the first course to provide official documentation to 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.

Conditional Admission

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.B.A. program, may be admitted on a conditional basis using the following criteria:

All admissions criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Conditional admission may 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 admitted on a conditional basis to the M.B.A. program must earn a 3.00 grade point average on the first 9 semester hours of graduate work in order to continue in the program.

FINANCIAL REGULATIONS

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

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 Student Services office.
- The Education Resource Fee is fully refundable upon proper withdrawal procedures and return of undamaged books **prior to the first class session**. Students will **not** receive a refund for texts returned after the first class session.
- Upon written notification of withdrawal received in the Student Services office **prior to the first class session**, a 100% refund for tuition will be given.
- Upon written notification of withdrawal received in the Student Services office **prior to the second class session**, a 75% refund for tuition will be given.
- **No refunds will be made for withdrawal after the second class session.**
- Students admitted provisionally will be fully refunded only for courses not taken.
- Financial Aid refunds are returned to the appropriate resources.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

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. Therefore, the percentage of Federal funds to be returned 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 completion of the course. 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.

Tuition and Fees (includes books and resources)

Associate of Arts/General Education Core	\$265.00/credit hour
Bachelor of Business Administration Core	\$290.00/credit hour
Master of Business Administration	\$330.00/credit hour

Special Fees (In addition to tuition and resource fees)

Portfolio Assessment Fee	\$100.00
Portfolio Credit Fee	\$ 55.00/hr
Portfolio Seminar (will be credited toward portfolio credit fee)	\$ 50.00
Proficiency Exam Fee	\$ 50.00
Proficiency Credit Fee	\$ 200.00
Guided Study Fee	\$ 175.00
Group Change Fee	\$ 100.00
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

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 **each year** must complete the following application procedures:

- < Apply formally for admission through the Admissions Office, if not currently enrolled.
- < Apply for Federal Student Financial Aid by either:
 - a. Filing the Free Application for Federal Student Aid (FAFSA) on the Internet at www.fafsa.ed.gov
OR
 - b. Completing the paper FAFSA and mailing the form to the address provided on the form
OR
 - c. Submitting the paper FAFSA, along with the prior year Federal tax return, to the Financial Aid Office for electronic transmission to the Department of Education.

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 acknowledges the following:

Changes in the student's class schedule may result in cancellation of the loan application or delay in disbursement of the financial aid. Prior to any change in schedule, the student must contact the Orlando Financial Aid Office to verify the impact of the change.

In the event of a necessary interruption of scheduled attendance, the student should request a course withdrawal in writing. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing may result in the financial aid being canceled. This may result in beginning the grace/repayment period 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.

Student Loans

Belhaven College can only certify eligibility to apply for a student loan. Final determination of loan eligibility is made by the lender and the guarantee agency.

Loan periods are divided into two payment periods; therefore, disbursements are released at the beginning and midpoint of the award period. Academic credits for the first half of the award period must be completed before the second half disbursements can be released.

Student Re-entry

It is the student's responsibility to contact the Orlando Financial Aid Office in writing to reactivate his/her financial aid upon reentry into the program.

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 in the Adult Studies program at Belhaven College is required to maintain a GPA not lower than a 2.0 on a 4.0 scale.
2. A student must pass a total of 18-24 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 any of 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.

Other Financial Aid Programs

Florida Student Assistance Grants (FSAG): A need-based grant program for full-time undergraduate students attending eligible public or private Florida institutions. Recipients must be US citizens, meet Florida residency requirements for state student aid, and be enrolled in eligible academic degree programs. Awards may range from \$200 to \$1500 per academic year.

Seminole and Miccosuckee Indian Scholarships: Scholarships for Seminole and Miccosuckee Indians of Florida who are enrolled as full-time or part-time undergraduate or graduate students at eligible Florida institutions. The respective tribe determines the award amount. Applications are available from each tribe's Higher Education Committee.

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.

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 Assistant Dean of Adult Studies Office.

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

General Grievances

All general grievances, not of an academic nature, should be written and directed to the Assistant Dean of Adult Studies. Students wishing to file grievances concerning Learning Teams should contact the Assistant 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 48 hours to the Assistant Dean.

Anti-Hazing Policy

In compliance with Florida statutory requirements, the following anti-hazing policy is in effect:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purposes of initiation or admission into or affiliation with or as a condition for continued membership in any organization operating under the sanction of or recognized by Belhaven College is expressly prohibited at Belhaven College.

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 Assistant 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 45 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. 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 Vice-Provost within 30 calendar days of the date of the written determination issued by the Coordinator. The Vice-Provost shall issue a decision regarding the appeal within a reasonable time, and the decision of the Vice-Provost shall be final.

Career Development

The Office of Student Services provides self-evaluation testing, interest inventories, and personal counseling to assist students in reaching their career potential.

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.

Orlando Library Resources

Belhaven College utilizes resources available through the Library Information Network and Exchange (LINE) unit of the University of Central Florida. This is a service agreement whereby the LINE unit of the University of Central Florida Library offers library services on a fee-per-transaction basis to the faculty and students associated with other academic institutions, such as Belhaven College. (The Orlando campus of Belhaven College has budgeted resources to underwrite the fees associated with this network and will provide access to enrolled Belhaven College students at no direct cost to the student.)

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.



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 of 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 Student Services 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 Student Services 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

Master of Business Administration

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, night and Saturday classes 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 Assistant Dean of Adult Studies. Concurrent enrollment in two institutions is not usually allowed.

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

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.

Departmental Abbreviations

Art _____	ART
Biblical Studies and Ministries _____	BIB
Biology _____	BIO
Bachelor of Business Administration _____	BBA
English _____	ENG
Health and PE _____	HPE
History _____	HIS
Humanities _____	HUM
Mathematics _____	MAT
Master of Business Administration _____	MBA
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, 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, prior to the end of the course, make the following arrangements with his/her professor and the Student Services Office.

The student (or one representing the student) must obtain the Incomplete Request Form from the Student Services 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 earned only 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, 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 in a graduate program) 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.

Auditing Courses

Full-time students may audit a course with advance payment of \$50 per credit hour plus the resource fee, notification to the Director of Student Services, and permission of the instructor. Auditing does not include participation in a Learning Team. If the student adheres to all other class requirements, including attendance, with permission of the instructor, a course may be indicated on the student's permanent record as AU audit). Otherwise, it is listed as NA (no audit).

Adding or Dropping a Course

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

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

After seven weeks into the semester have elapsed, no course may be dropped for any reason.

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

Classification

A student's classification is determined by the number of semester hours and quality points he/she has to his/her credit. For sophomore standing, a student is required to have earned 24 semester hours of credit and 36 quality points, for junior standing 54 semester hours and 96 quality points, for senior standing, 90 semester hours and 180 quality points, and for graduation 124 semester hours and 240 quality points.

Course Load

A normal course load in a four-month period should not exceed twelve semester hours. Any exceptions to this policy will be approved by the Assistant Dean of Adult Studies. Approval

will be on the basis on 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 eighteen hours in a semester.

Grade Reports

At the conclusion of a course, a final grade report is mailed to each student at his/her permanent address or to the address where the billing is sent. 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 courses completed, credit received, and grades assigned.

Transcripts

A student who desires a transcript must fill out a request form available in the Adult Studies Office at least 48 hours before the time he/she needs to have the transcript sent. 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 Student Services office after each night of class until the course is completed. Learning teams 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.

- 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 Assistant Dean of Adult Studies through the Director of Student Services.

Degree Audits

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

- 1) When entering the Adult Studies 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 minimums below to be eligible:

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

To graduate “with honors,” a student must have a minimum of 45 academic hours carrying quality points at Belhaven 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.

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 and the Belhaven VA handbook.

Alternative Credit (All alternative credit must not exceed 45 credit hours.)

- **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 Assistant 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 Assistant 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 nine hours in general education or 30 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 Assistant Dean as well as the consulting faculty member.

- **Military Credit**

Credit for military service may be awarded as four credit hours of Physical Education if credit has not already been achieved in this area. These credits are awarded as non-academic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations. Credit may not exceed 30 hours.

- **Documented and Experiential Learning Credit**

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 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 credits are recorded on the student's permanent record. Students enroll in a Portfolio Seminar to learn the process for Portfolio I & Portfolio II and may be referred to the English Writing Lab if they need aid in developing writing skills.

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. Credit may not exceed 30 hours.

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 12-to-20 page essay describing the learning that occurred from the work experience and the resulting applications both for that situation and for future situations. Credit may not exceed 30 hours.

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.

ASSOCIATE OF ARTS

The Associate of Arts program provides adult students with an excellent foundation in the liberal arts while preparing them for continued studies. Within the core curriculum, students complete course work in art, literature, English, Biblical studies, math, science, and history. The curriculum develops the adult learner's sensitivity to human values and capacity for critical thinking by people of integrity, compassion, and justice who incorporate these qualities in their lives and work.

Classes are offered one night per week, with courses being taken in sequence in a "lock-step" format. Students are required to participate in weekly Learning Team meetings 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.

A minimum of 16 semester hours must be taken at Belhaven College to receive the Associate of Arts degree.

Objectives of the Associate of Arts Program

Through completion of the liberal arts curriculum, Belhaven 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 Associate of Arts curriculum:

- Form a broad base for a detailed study in a major discipline while giving Christian perspective on the world of ideas.
- Apply critical thinking and reasoning skills to identify problems and to develop problem-solving abilities.
- Develop students' potential, enabling them to face the future with confidence and determination.
- Facilitate spiritual growth by examining personal and corporate values from a Christian world view.
- Facilitate social development and effectiveness in interpersonal relationship through developing personal values and constructive attitudes toward work, other people, and the quality of life.
- Prepare adult students for leadership and service in their chosen vocation.
- Develop students' written and spoken communication skills.

A.A. Degree (General Education Core) Requirements and Course Sequence

The Associate of Arts degree is composed of a general education component and elective hours totalling 62 hours required for graduation.

1. Satisfaction of all course requirements as listed below with at least a 2.0 grade point average.
2. Full payment of all tuition and fees.

NOTE: CSC 101 is available for students needing a basic introduction to computers.

Course #	Title	Credit	Weeks
ENG 105	Research Writing for Adults	3	6
SPE 120	Presenting Speeches	3	5
HIS 125	World Civilizations	3	5
ART 245	The Messages of Art	3	5
BIO 255	General Biology I	3	7
BIO 257	Biology I Lab	1	TBA
BIO 260	General Biology II	3	5
HIS 130	World History for Today	3	5
MAT 202	Quantitative Reasoning	3	7
ENG 235	Survey of Literature I	3	5
ENG 240	Survey of Literature II	3	5
HUM 250	European Culture	3	5
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
		40	70
Electives		22	
Total		62	

Also available for elective credit

BUS 180	Leadership in Business	3	5
BUS 205	Time Management	2	2
BUS 290	Special Topics	3-6	
ENG 104	Introduction to Writing	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6

BACHELOR OF BUSINESS ADMINISTRATION

The 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 “lock-step” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students are required to participate in weekly learning team meetings 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 Bachelor of Business Administration Program

The B.B.A. 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.

B.B.A. Business Core

The B.B.A. is composed of a business core, a general education component, and elective hours totaling 124 hours required for graduation. Within the business core, certain required courses form the theoretical and practical framework adults need to succeed in increasingly responsible leadership roles within their professional and personal organizations.

B.B.A. Degree Requirements and Course Sequence

A total of 124 semester hours (with a minimum 2.0 cumulative grade point average) to include, satisfaction of general education core as follows:

Course #	Title	Credit	Weeks
ENG 105	Research Writing for Adults	3	6
SPE 120	Presenting Speeches	3	5
HIS 125	World Civilizations	3	5
ART 245	The Messages of Art	3	5
BIO 255	General Biology I	3	7
BIO 257	Biology I Lab	1	TBA

BIO 260	General Biology II	3	5
HIS 130	World History for Today	3	5
MAT 202	Quantitative Reasoning	3	7
ENG 235	Survey of Literature I	3	5
ENG 240	Survey of Literature II	3	5
HUM 250	European Culture	3	5
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
Totals		40	70

Satisfaction of business core to be taken in sequence as follows:

Course #	Title	Credit	Weeks
BBA 301	Fundamentals of Management	3	5
BBA 312	Management Communications	3	5
BBA 340	Marketing Strategies	3	5
BBA 320	The Accounting Cycle in Business Enterprises	3	7
BBA 330	The Economic Environment	3	6
BBA 412	Organizational Behavior	3	5
BBA 321	The Accounting Cycles in Business Leadership	3	7
BBA 331	Economic Decision-Making and the Business Enterprise	3	6
BBA 425	Ethics in the Workplace	3	5
BBA 310	Management Information Systems	3	5
MAT 345	Math for Business and Economics	3	7
BBA 410	Legal Environment of Business	3	5
BBA 350	Business Statistics	3	5
BBA 405	Fundamentals of Business Finances	3	5
BBA 415	Business Strategies and Policies	3	5
Totals		45	83
Electives		39	
Total credit hours needed for graduation		124	

Also available for business elective hours:

BBA 300	Principles of Self-Management	1	2
BUS 390	Special Topics in Business	3	5

If additional hours are required to reach 124 semester hours to fulfill degree requirements, they may be obtained in the following ways:

- Correspondence courses approved by the Assistant Dean of Adult Studies
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the Associate Dean of Adult Studies)
- Portfolio I - documented learning
- Portfolio II - college-level learning essays
- Standardized examinations (CLEP, PEP, USAFI/DANTES)
- Guided studies

Full payment of all tuition and fees.

General Education Course Descriptions

ENG 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.

SPE 120 Presenting Speeches (3).

A study of theory and practice in simple, direct, practical public speaking; development of techniques for organization, persuasion, problem solving, and forms of discussion. Students will write and make oral presentations.

HIS 125 World Civilizations (3).

A survey of significant development 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 20th century.

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 art history, as well as artistic components of contemporary culture.

BIO 255/57 General Biology I with Lab (4).

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. The lab involves students in hands-on examination of the same structures discussed in lecture. The laboratory will include dissection of a mammal, such as a pig.

BIO 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 their environment, and on macro/microevolution and creation.

HIS 130 World History for Today (3).

A survey of international affairs since World War I, emphasizing recent and current events. This course surveys significant 20th century political and cultural occurrences and provides perspective for modern times.

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 will be required.

ENG 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 post-modern eras. Lecture, discussion, group projects, and analytical writing —on tests and papers —are utilized.

ENG 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.

HUM 250 European Culture (3).

Designed to introduce the student to major culture 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.

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 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 today.

BIB 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. Since 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.

BUSINESS COURSE DESCRIPTIONS

(These courses are designed to be taken in sequence and are offered on a regular basis.)

BBA 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.

BBA 312 Management Communication (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 oral reports.

BBA 340 Marketing Strategies (3).

An overview of the marketing discipline with emphasis on planning and the development of competitive strategies.

BBA 320 The Accounting Cycle in Business Enterprises (3).

Beginning with the biblical principles applicable to the accounting process, this course approaches the accounting cycle holistically and emphasizes the interpretation and analysis of end-of-period statements. Among the topics covered are the importance of internal control, computerized recording of transactions, bank reconciliations, and other aspects of accounting theory that are central to successful business enterprises.

BBA 330 The Economic Environment (3).

Within the context of a Christian worldview, this course examines the economy as a whole

based on aggregates of price, output, employment, private and public finance, money and inflation, taxation and national income accounting and the effect of national policies on individual decisions in the market place.

BBA 412 Organizational Behavior (3).

An investigation into the nature and behavior of humans as we relate and work together in organizations. Practical applications are made to the following: selection and retention, training, motivation, compensation, discipline, and organizational design.

BBA 321 The Accounting Cycles in Business Leadership (3).

Prerequisite: BBA 320

Continuing with the biblical principles applicable to the accounting process, this course focuses on the role and contributions of accounting to management's tasks of planning, organizing, leading, and controlling. An important element of this course is an examination of accounting ethics from a Christian perspective in such areas as disclosures of data to stakeholders, management/shareholder relations, and compliance requirements.

BBA 331 Economic Decision-Making and the Business Enterprise (3).

Prerequisite: BBA 330

An examination of markets, prices, production, costs, competition, wages, monopoly, interest, and profits from domestic and international perspectives. Focuses on the processes of economic decision-making of the individual and business enterprises within the context of biblical principles and examples.

BBA 425 Ethics in the Workplace (3).

A study of a Christian worldview 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.

BBA 310 Management Information Systems (3).

Prerequisite: 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.

MAT 345 Math for Business and Economics (3).

Prerequisite: MAT 202

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

BBA 410 The Legal Environment of Business (3).

The study of the legal environment in which firms operate. The course emphasizes business contracts and agency relationships.

BBA 350 Business Statistics (3).

This course surveys descriptive statistics, probability, probability distributions, and hypothesis testing.

BBA 405 Fundamentals of Business Finance (3).

Prerequisites: BBA 320, BBA 330, BBA 331, and MAT 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.

BBA 415 Business Strategies and Policies (3).

Prerequisites: BBA 301, BBA 320, BBA 330, BBA 331, BBA 350, BBA 405, and MAT 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.

ELECTIVE COURSE DESCRIPTIONS

BUS 180 Leadership in Business (3).

Explores the principles of sound business leadership and the application 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.

BUS 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.

BUS 290 Special Topics in Business (3-6).

Prerequisite: Minimum of 6 hours in Business courses and consent of instructor.

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

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.

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.

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.

Belhaven College reserves the right to change courses, course content, sequence and numbering at any time without prior notice.

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, 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 20 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 greater 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 to equip 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.

M.B.A. Degree Requirements and Course Sequence

1. 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-.
2. Student will be required to pass successfully a comprehensive exam.
3. 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.)
4. Payment of all tuition and fees.

Course #	Title	Credits	# weeks
MBA 612	Foundations of Business Studies I	3	6
MBA 613	Foundations of Business Studies II	3	6
MBA 608	Effective Professional Communication	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 Strategies	3	8
Total		39	86

MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

(These courses are designed to be taken in sequence.)

Following are the required graduate courses and their sequences.

MBA 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 worldview. Emphasis also is placed on team building and the value of team work within modern business organizations.

MBA 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, regression, and time series analysis, basic supply and demand, and the functioning of markets, the production and cost curves, and decision making of the firm under different market structures.

MBA 608 Effective Professional Communication (3).

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

MBA 618 Statistics for Business Decisions (3).

The application of sampling and statistical control procedures to the managerial decision-making process.

MBA 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.

MBA 638 Advanced Managerial Accounting (3).

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

MBA 646 The Legal Environment of Business (3).

This course provides for a study of the legal environment within which firms must operate. Special emphasis is placed on the regulatory environment of business.

MBA 658 Managerial Economics (3).

The application of methods of economic analysis which business firms must operate and how

it affects the decision-making process.

MBA 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.

MBA 672 Managerial Finance (3).

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

MBA 682 Principles of Executive Management (3).

A study of the behavioral sciences as they apply to management. The course includes such topics leadership, participative management, group dynamics, and motivation.

MBA 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.

MBA 696 Business Policy and Strategies (3).

A capstone course which integrates all 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.



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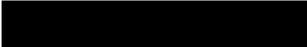
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